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DDA 87-2480  
20 November 1987

MEMORANDUM FOR: Director of Central Intelligence  
FROM: William F. Donnelly  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 20 November 1987

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1. On 20 November the DDA presented the first [redacted] Mentor Awards to four Office of Information Technology employees: [redacted]

[redacted] Established in honor of the late [redacted] a former Agency employee known for his efforts to assist others, the awards recognize individuals who maintain high performance themselves while striving to bring out the best in others.

2. The Office of Personnel reports that Phillip Agee participated in demonstrations during CIA recruitment interviews at Regis College and the University of Denver last week. At the University of Denver a pro-CIA counter demonstration took place.

3. Office of Security personnel provided technical expertise to the US Capitol Police concerning a potential technical security hazard associated with a computer located in the offices of the Speaker of the House of Representatives.

4. The Office of Logistics (OL) advises that a star was added to the Memorial Wall and a page added to the Book of Honor in the Headquarters lobby honoring William F. Buckley.

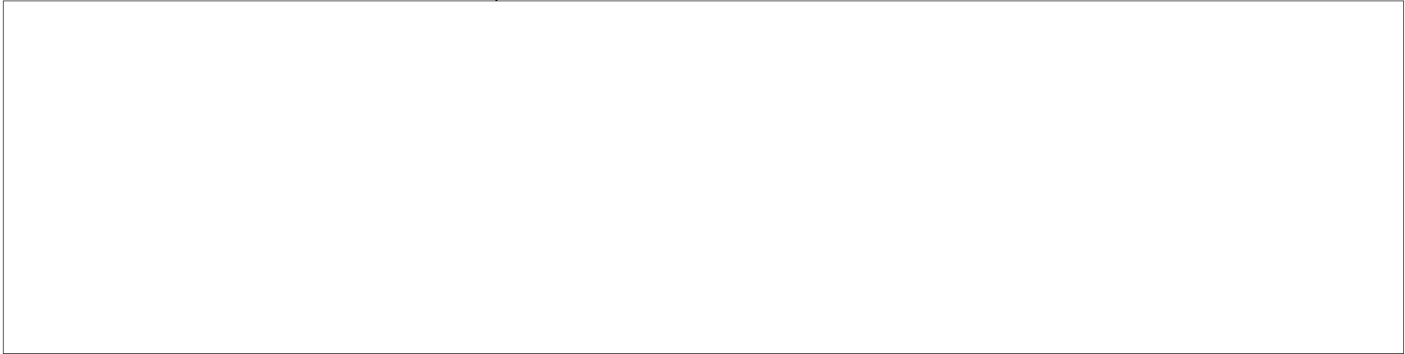
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7. On 12 November the Secretary of the Army, the Honorable John O. Marsh, Jr., spoke to the graduating class of the Military Operations Training Course and presented the ceremonial US Army flag to the Agency 

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8. The Office of Training and Education (OTE) conducted an intelligence analysis training course during 9 - 13 November for four officers 

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9. Two prominent former Soviet officials, Professor Michael Voslensky and Ambassador Arkadiy Shevchenko, offered complementary presentations on the institutions and processes engaged in Soviet foreign policymaking to OTE's Soviet Domestic Politics Block on 12 November.

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25X1



William F. Donnelly

*DI-11*  
*DJK*  
*EO*  
*WMA*  
*AE0*  
*JC*

19 November 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

*Brenda*  
*Pls see comments.*

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 17 November 1987 (U)

1. Events of Major Interest That Have Occurred During the  
Preceding Week:

a. The New Building Project Office, OL, anticipates taking possession of the 6th floor of the North Tower of the New Headquarters Building on 20 November. The only remaining areas of the North Tower to be completed are the west area of the 4th floor, the mechanical penthouse and public areas such as restrooms, vending machine areas and stairwells. Continued delays in wiring office spaces in the North Tower for telephones and data lines has caused significant delays in the installation of carpeting and part-height partitions in space completed by Centex.

25X1

b. The six-foot clay model for the statue of Major General William Donovan was inspected by the OL Interior Design Consultant at the studio of the sculptor, Lawrence Ludtke. Molds will be made of this completed figure during the month of December. Casting, welding and burnishing of the statue will take place at a foundry in New York during the winter. Molds are also being made of the original two-foot model and castings could be made if desired. The large statue, which is designed for placement inside the Headquarters Main Lobby, is expected to be delivered in late winter or early spring.

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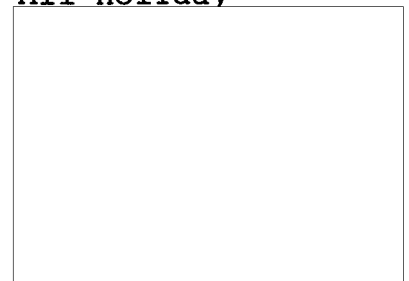
c. On 11 November, all OL vital services were maintained during the 12-inch, early season snowfall. The Ogden-Allied emergency crew worked through the night to clear compound roads and parking lots. Building Services Branch personnel supported the operation with emergency supplies as needed. Motor Pool personnel provided repair support to snow removal equipment and transportation as requested for shift operations. All holiday schedules for mail and courier services were met.

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25X1



S E C R E T

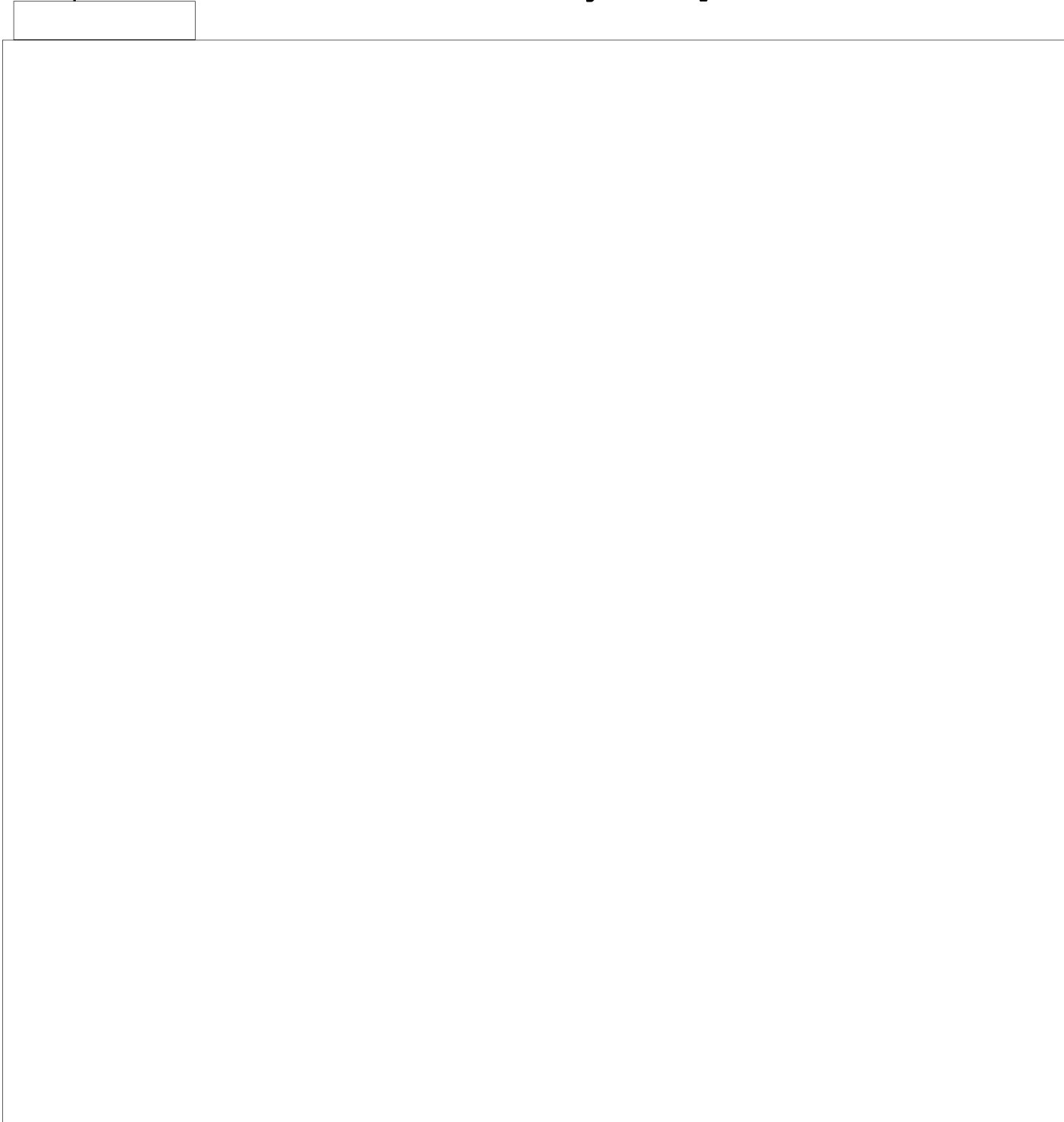


S E C R E T

d. OL awarded a \$450,000 contract this week to the Educational Testing Service of Princeton, New Jersey. The contract provides for the acquisition of services necessary for the administration of the PATB testing program in support of the Office of Medical Services operational requirements. The contract period of performance is 1 October 1987 through 30 September 1988.

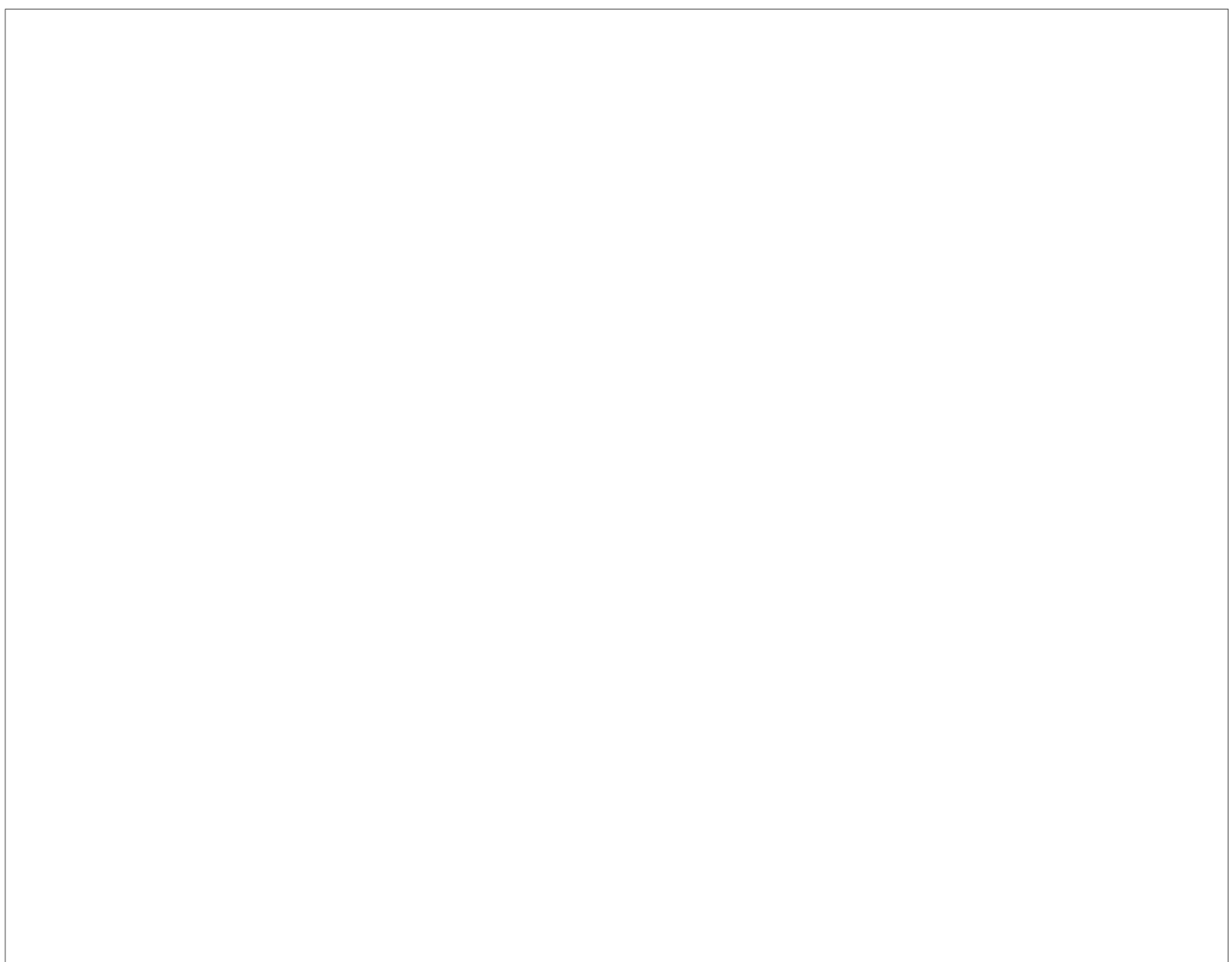
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S E C R E T

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m. OL reports that the impact of the new Department of Defense (DOD) profit policy on Agency contracts is being evaluated in conjunction with the Commercial Systems and Audit Division, OF. The new weighted guideline parameters are being compared via a series of sample exercises to calculate potential profit benefits should the Agency adopt the DOD policy. OL further reports that, if the policy is adopted, a software program has been prepared for use by contracting officers on IBM-compatible personal computers that automate the weighted guideline calculation process. [redacted]

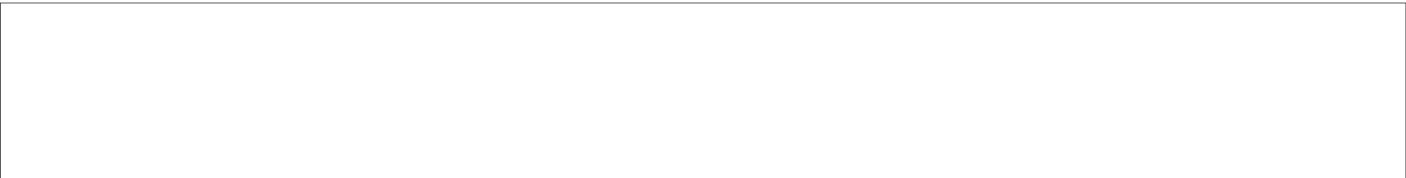
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n. On 17 November, at a special ceremony held in the [redacted] Building, the Director of Logistics awarded the Agency Seal Medallion and a Logistics Certificate of Excellence to Messrs. [redacted]

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S E C R E T

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o. The 4th running of the OL Midcareer Course was completed on 4 November with 15 graduation certificates presented at a ceremony in [redacted] Building on 13 November. [redacted]

25X1

\* p. The processing of the Congressional Budget Justification Books (CBB) is well under way in the Printing and Photography Division, OL. This will be the first year that typographical composition of all 13 volumes of the CBB will be done electronically. [redacted]

25X1

q. The OL Quarterly for the fourth quarter of FY 87 is scheduled in the Headquarters Auditorium on 19 November and in [redacted] Building on 20 November. Both presentations will include a videotape wrap-up of OL accomplishments for the year. [redacted]

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2. Significant Events Anticipated During the Coming Week:

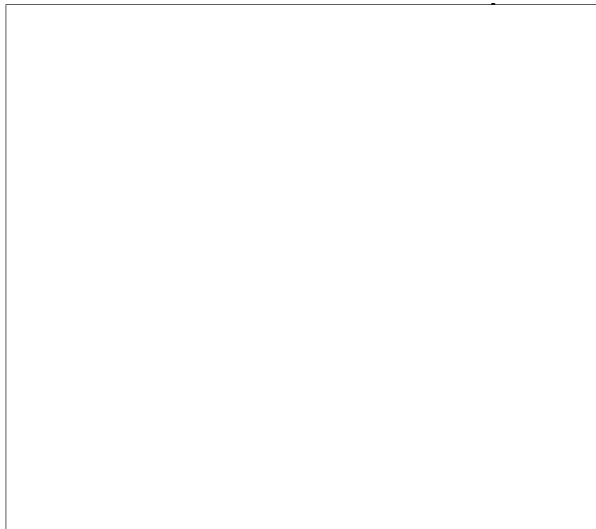
None

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*Jr* John M. Ray

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S E C R E T

## Notes Not Used in Weekly:

A. The Chief, Interdepartmental Support Branch, Supply Division is attending the "Profiles of Creative Management" course [redacted] this week. [redacted]

B. [redacted] arrived on 16 November 1987 to assume her duties as the new Secretary of the Interdepartmental Support Branch, Supply Division. Mary transferred from Operations Support Branch, Supply Division. [redacted]

C. On 16 November, two new employees entered on duty with Supply Division--one Supply Officer Trainee and one MLS conversion. [redacted]

D. For the month of October 1987 - statistics on various types of customer services are as follows:

Cables Prepared	15
Requests for Status	952
Telephone	571
Memo	375
Walk-In	6
Requisitions Prepared	96
Action Cable Conversion	11
SPB Cable Conversion	56
SPB Letter Requests	18
TM Requisitions	0
Call -In	11
Vendor Calls	241
[redacted]	144
	97
System Updates from Follow-Up Action	1,658
[redacted] Review	182
1931 Prepared	31

S E C R E T



S E C R E T

N/O

Miss Due-In Items - Researched	280
Miss Due-In Items Cleared	69
Total Requisitions Processed	2,665
Total Line Items	7,413
Amendments	205
1931	182
Training Days	31
-Training provided to one Supply Officer Trainee, three Supply Assistant Trainees and one visitor.	



E. DCB - Negative.

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S E C R E T

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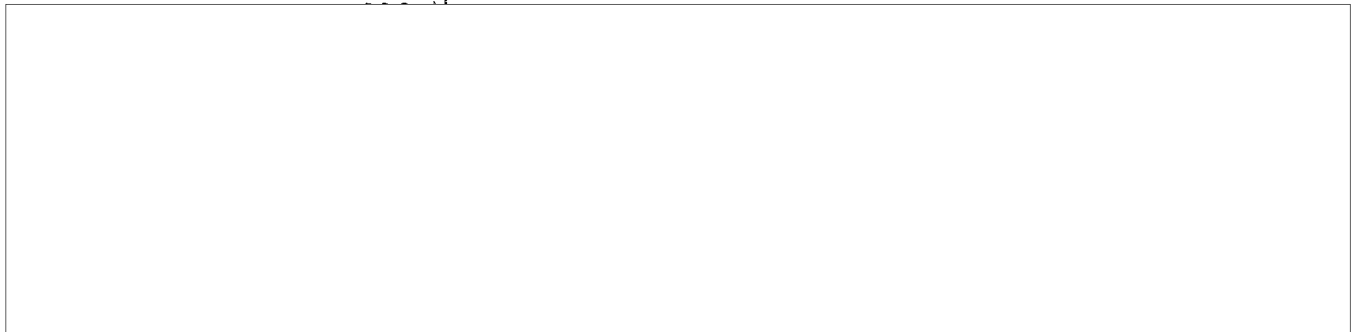
PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
09 November 1987 - 16 November 1987

I. Status of Tasks Assigned by Senior Management:


None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

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YES

B. On 19 November 1987, the Office of Logistics, Printing and Photography Division (OL/P&PD) was visited by members of the Office of Medical Services, Occupation Health Branch. The Chief, P&PD conducted a walk-through survey of the main plant during which some concerns were noted, including the need for overhead cleaning in the Press Room. Unfortunately, the overhead cleaning which had been scheduled for 14 November was cancelled by Allied and will have to be rescheduled. On 16 November, the Chief, Occupation Health Branch, returned to P&PD with air sampling equipment to test for alcohol content in the air in the Press Room and the chemical storage room. Results of the air tests will not be available for two weeks at which time any corrective measures that are indicated will be addressed. 

NO

25X1

C. On 13 November 1987, the Office of Logistics, Printing and Photography Division, Photography Branch, Design and Presentation Center once again experienced a problem with "fumes". This time the entire staff smelled what appeared to be odors from "fuel". The

NO

S E C R E T

probable source of these odors was the North Loading Dock. It was proven by the Office of Medical Services, Safety Division (OMS/SD) earlier in the week that truck exhaust will permeate ground floor hallways of the Headquarters Building if the loading dock doors are left open. OMS/SD was notified and the loading dock doors were subsequently closed. The two D&PC personnel most affected by the "fumes" described experiencing a secondary odor somewhat akin to bug spray. No ill effects were noted at the time; however, one person had to report to OMS due to symptoms similar to those described in previous reports. OMS is still waiting for final results from their air sampling tests taken on 3 November 1987. [redacted]

25X1  
 NO  
 Yes  
 25X1  
 D. Processing of the Congressional Budget Justification Books (CBB) is well underway in the Office of Logistics, Printing and Photography Division. This will be the first year that typographical composition of all 13 volumes of the CBB will be done electronically. [redacted]

25X1  
 NO  
 25X1  
 E. Representatives of the Office of Logistics, Printing and Photography Division met with a representative of Autologic, Inc., this past week to discuss the APS-6 laser imagesetter. The APS-6 would serve as a replacement typesetter for an aging APS-5 typesetter. [redacted]

25X1  
 YES  
 25X1  
 \* F. <sup>THIS WEEK</sup> ~~The Office of Logistics, Printing and Photography Division~~ received a priority request from the Office of Current Production and Analytical Support. <sup>INS</sup> This job consisted of 80, 8 1/2x11 prints and 8, 30x40 briefing boards to be used at a Senate briefing. ~~P&PD~~ <sup>OF</sup> received the job requisition at 0800 hours on 9 November 1987 and completed the work before the scheduled deadline of 0830 hours the following day. [redacted]

25X1  
 NO  
 25X1  
 \* G. The Office of the Director of Central Intelligence requested that the Office of Logistics, Printing and Photography Division, process and print nine rolls of film from the Deputy Director's recent trip. This job required that a total of 528 color prints be made. Although this was not a priority request, it was quickly completed. [redacted]

25X1  
 NO  
 25X1  
 H. The Office of Logistics, Printing and Photography Division, (OL/P&PD) completed the initial phase of a large project for the Office of Communications (OC). The job consists of printing, processing, and mounting 8x8 photographic prints on 8x10 paper. These photographs are the same ones taken by two P&PD photographers in the spring and summer of 1987 relating to OC operations around the world. The finished product is to be mounted in notebooks. The first phase of this project consisted of producing 1200 color prints. [redacted]

S E C R E T

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25X1

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 17 November 1987

1. Status of Tasks Assigned by Senior Management:

a. On 12 November, the Chief, Procurement Management Staff (OL/PMS) conducted a visitation to the CPG Contracts Staff, Office of Development and Engineering (OD&E). He met with the team chief and other contract support personnel and received a briefing of the program. Other matters of significant interest were also discussed and the visitation was considered successful.

NO

[Redacted]

b. On 13 November, the Chief, PMS/OL attended a meeting of the Procurement Policy Panel (PPP). A variety of topics were discussed in accordance with the agenda previously prepared by OL/PMS. The next PPP meeting is scheduled for 7 December.

NO

[Redacted]

c. On 16 November, the Chief, PMS/OL and [Redacted] met with three team chiefs to review the status of the contract support assistant duties within the overall contracting environment of the Agency. This group will provide a report within the next 60 days. [Redacted]

FO  
NO  
writes this  
all about?

Major Events That Have Occurred During the Preceding Week:

a. Automation Activities:

(1) [Redacted] Procurement Division, OL, visited Systems Exploration Inc. (SEI), located in Crystal City. The purpose of this visit was to attend a capabilities briefing/product demonstration. SEI has developed a software package for managing the procurement process. This software package is being considered for use in the Contract Team Local Area Network (CTLAN) prototype currently being established in OL/PMS. A complete market survey will be conducted prior to recommendation and selection of the software package. [Redacted]

(2) [Redacted] reported that the CTLAN prototype is in the process of being set up in OL/PMS. The setup effort is being facilitated and supported by Messrs. [Redacted] and [Redacted] both from the Information and Management Support Staff, OL.

[Redacted]

SUBJECT: OL/PMS Weekly Report for 17 November 1987

(3) [redacted] reported that he attended a briefing on expert systems, sponsored by the Office of Research and Development and conducted by the Science Applications International Corporation. It is anticipated that the artificial intelligence capability will become integral to automation of the procurement system. [redacted]

b. Department of Defense (DOD) Profit Policy:

[redacted] <sup>PL</sup> reported <sup>S</sup> that the impact of the new DOD profit policy on Agency contracts is being evaluated ~~by OL/PMS~~ in conjunction with the Commercial Systems and Audit Division, Office of Finance. The new weighted guideline parameters are being compared via a series of sample exercises to calculate potential profit benefits should the Agency adopt the DOD policy. [redacted] further reported <sup>3</sup> that, if the policy is adopted, a software program has been prepared for use by contracting officers on IBM compatible personal computers (PCs) that automate the weighted guideline calculation process. [redacted]

c. Contract Officer Intern Program (COIP):

The Chief, PMS/OL and [redacted] met with [redacted] and [redacted] to discuss their progress in the COIP. These discussions covered formal and on-the-job training experiences, program completion requirements, and guidance on the narrative self-assessment. [redacted]

d. Agency Contract Review Board (ACRB) Activity:

There was no ACRB activity during this reporting period. The next scheduled meeting is on 17 November, with three cases on the agenda for review. [redacted] from the Office of Inspector General will attend this ACRB session as part of the audit of the procurement process. [redacted]

e. Training Activities:

(1) [redacted] met with [redacted] of Management Concepts, Inc. (MCI), to discuss the possibility of contracting with MCI for the presentation of future procurement-related workshops. [redacted]

(2) [redacted] reported that six training slots have been filled for the January 1988 running of the Defense Fundamentals of Incentive Contracting course. [redacted]

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for 17 November 1987

f. CONIF Activities:

(1) CONIF input [ ] contracts and [ ] amendments during the past week. [ ]

(2) The request for the the purchase of a modem to use with a Wang PC has been approved and forwarded for acquisition. This modem will enable OL/PMS to obtain information from the General Services Administration's Bulletin Board on ineligible, suspended, and debarred contractors on a more timely basis. [ ]

g. Personnel Activity:

[ ] the newest member of OL/PMS, comes from the Office of General Counsel (OGC) and will be with the staff on a 2-year rotation. He has been with the Agency for 3-1/2 years. During that time he served with OGC's Litigation Division and Administrative Law Division, as well as the Office of Congressional Affairs. Prior to his Agency service, he worked as counsel to several committees in Congress, both in the House of Representatives and the Senate. He is a former Assistant United States Attorney, prosecuting cases in the District of Columbia. Jim is also a Department of the Navy Judge Advocate reservist and graduated from the Catholic University School of Law in 1969. [ ]

h. OL Quarterly:

[ ] reported that he edited the final version of the OL Quarterly scheduled for presentation on 19 and 20 November. [ ]

i. Industrial Review Panel (IRP):

[ ] represented OL/PMS at the IRP meeting on 12 November 1987. Eight cases were presented for discussion and resolution. [ ]

3. Upcoming Events:

The Chief, PMS/OL has a visitation to the SDG Contracts Staff, OD&E, scheduled for 19 November. [ ]

4. Management Activities and Concerns:

OL/PMS will continue to keep senior management apprised of significant management activities and concerns as appropriate.

C O N F I D E N T I A L

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25X1(10)

25X1(10)

25X1(10)  
of would like  
to know  
what  
duties  
are.

25X1

25X1  
25X1

25X1 NO

25X1

25X1 NO

25X1(10)

25X1 NO

OL/NBPO WEEKLY REPORT - PERIOD ENDING 18 NOVEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

On 20 November 1987, the New Building Project Office will provide, at the request of the DDA, a tour of the New Headquarters Building for senior members of the Office of General Counsel. [redacted]

25X1

2. Major Events that Have Occurred During the Preceding Week:

a. On 9 November 1987, generator number 7 arrived back at the Headquarters compound. It had been shipped from California after undergoing repairs. The New Building Project Office, OL, is still in the process of arranging a test procedure which is acceptable to all parties involved. The major impediment at this time is securing the cooperation of the Bid Package 3 prime contractor, MCI. [redacted]

NO  
25X1

b. The New Building Project Office, OL, is in the process of coordinating a power outage with Facilities Management Division, OL, which will affect the new North Loading Dock. The dock is currently being supplied power from a temporary feeder connected to the kitchen vault located in the Original Headquarters Building. The permanent feeder from the New Headquarters Building is being installed. Target date for the switchover is 21 November 1987. [redacted]

NO  
25X1

c. On 16 November 1987, the Chief and Deputy Chief, New Building Project Office, OL, provided a tour of the New Headquarters Building for the DDA Management Staff. [redacted]

NO  
25X1

3. Upcoming Events:

The New Building Project Office anticipates taking possession of the sixth floor of the North Tower of the New Headquarters Building on 20 November. The only remaining areas of the North Tower to be completed are the west area of the fourth floor, the mechanical penthouse, and public areas such as rest rooms, vending machine areas and stairwells. [redacted]

YES  
25X1  
25X1

4. Management Activities and Concerns:

Continued delays in wiring office spaces in the North Tower for telephones and data lines are resulting in significant delays in the installation of carpeting and part-height partitions in space completed by Centex. [redacted]

25X1

[redacted]  
Chief, New Building Project Office

25X1

D/OL  
C/FMD/OL

*Next week we should provide total status report on North Tower. Delayed to*



C O N F I D E N T I A L

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

17 November 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Agency Contracts Group, Office of Logistics, recently awarded a Time and Materials type contract to Greenhorne & O'Mara, Inc. for the performance of cartographic services. The amount of the [redacted] contract covers Fiscal Year 1988. [redacted]

25X1  
25X1

b. Agency Contracts Group, Office of Logistics, renewed a Time and Materials type annual service contract with OptiSystems, Inc., of Herndon, Virginia. The contract provides the National Photographic Interpretation Center with technical maintenance services for the center's stereomicroscopes. The [redacted] contract is for Fiscal Year 1988. [redacted]

25X1  
25X1

c. Agency Contracts Group, Office of Logistics, awarded a [redacted] Variable Quantity/Firm-Fixed-Price contract to Educational Testing Service of Princeton, New Jersey. The contract provides for the acquisition of services necessary for the administration of the PATB testing program in support of Office of Medical Services operational requirements. The contract period of performance is 1 October 1987 through 30 September 1988. [redacted]

25X1  
25X1

YES

[redacted]

[redacted]

25X1  
25X1

*EO - Can't anything be done to keep up it is this report. almost sure*

*this week*

C O N F I D E N T I A L

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

25X1



OL/FMD WEEKLY REPORT

PERIOD ENDING 18 NOVEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

YES  
25X1  
a. The six-foot clay model for the statue of Major General William Donovan was inspected by the Interior Design Consultant at the studio of the sculptor, Lawrence Ludtke. Molds will be made of this completed figure during the month of December. Casting, welding and burnishing of the statue will take place at a foundry in New York during the winter. Molds are also being made of the original two-foot model and castings could be made if desired. The large statue, which is designed for placement inside the Headquarters Main Lobby, is expected to be delivered in late winter or early spring.

[Redacted] OL to Washington-area Agency facilities

YES  
b. On 11 November, all ~~Facilities Management Division (FMD)~~ vital services were maintained during the 12" early season snowfall. The Ogden-Allied emergency crew worked through the night to clear compound roads and parking lots. Building Services Building (BSB) personnel supported the operation with emergency supplies as needed. Motor Pool personnel provided repair support to snow removal equipment and transportation as requested for shift operations. All holiday schedules for Mail & Courier service were met.

2. Major Events that Have Occurred During the Preceding Week:

NO  
25X1  
a. On 10 November the Architectural Design Branch (ADB) completed design drawings for the Office of Security to build a new, level platform for the security camera and voice transmission box at the new Route 123 Visitors Control Center. This is one in a series of work orders to improve the appearance and function of the camera and voice box at this entrance.

NO  
25X1  
b. On 12 November ADB completed design drawings to install new badge machines for the Personnel Access Security System (PASS) at the contractors entrance to the Headquarters Building.

CONFIDENTIAL

*notified OL of*

*at the HQ compound,  
resulting from*

c. At approximately 0700 hours on 12 November, Allied ~~representatives~~ reported low water pressure ~~from the Falls Church pumping station, which was identified as a water main break from the Falls Church pumping station.~~ Initially it was thought that the break could ~~not be valved around~~ and that it would take eight hours to make repairs. ~~A plan was put in place to minimize water consumption on the compound.~~ An Allied plumber was dispatched to the pumping station for damage assessment and it was subsequently reported that the water main break could be ~~valved around~~ and normal pressure was restored to the compound at approximately 0815 hours. *not be circumvented*

*YES*

25X1

d. Escort Problems: Allied's daily escort requirement is  during the day and  at night. During this reporting period, Allied received the following number of escorts:

25X1

<u>Date</u>	<u>Day</u>	<u>Shortage</u>	<u>Night</u>	<u>Shortage</u>
11/06/87	<input type="text"/>			
11/09/87				
11/10/87				
11/12/87				

25X1 *10*

25X1

e. The Integrated Logistics Support Program Staff formed a working group with members of BSB and the Headquarters Consolidation Staff which will address issues arising in preparation for the move into the New Headquarters Building.

*NO*

25X1

25X1

*NO*

g. BSB completed removing all administrative supplies and furniture from  to  BSB will begin relocating  on 16 November (after-hours). We anticipate this move will be completed by 21 November. The entire move will be accomplished after regular working hours during the week as well as all day on Saturday, 21 November.

25X1

25X1

25X1

*NO*

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3. Upcoming Events:

25X1

NO

[Redacted]

4. Management Activities and Concerns:

a. A new employee is expected to EOD into the M&CB on Monday, 16 November. However, nine M&CB employees are expected to depart, either through reassignments or resignations, within the next two weeks. This decrease in the number of M&CB staff employees will definitely affect courier service. M&CB is presently exploring ideas on how to provide effective courier service with decreased manpower.

NO

b. [Redacted] OF-sponsored CT, reported to FMD on 16 November.

25X1

NO

25X1

[Redacted]

Acting Chief  
Facilities Management Division

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**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 17 NOVEMBER 1987**

- 1. Progress Report on Tasks Assigned by the DCI/DDCI:
- 2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

25X1 (1) [redacted] met with [redacted] on  
 12 November for a meeting that had been scheduled with  
 Executive Dining Room (EDR) management to discuss further  
 comments and/or concerns in regard to the Point-of-Sale  
 (POS) software that is being written for the EDR. EDR  
 management was unable to attend due to weather conditions.  
 Several questions arose dealing with EDR daily procedures  
 which [redacted] could not answer. [redacted] will discuss  
 these issues with EDR management and will relay the answers  
 to [redacted]

25X1 (2) A memo was written for the Chief, Inter-  
 departmental Support Branch (IDSB) concerning the expected  
 progress of conversion from DG FARS to IDMS/R FARS during  
 FY 88. He requested an outline when the DBM would be needed  
 to test the IDMS/R system.

25X1 (3) The latest version of the converted Logistics  
 Automated Data System (LADS III) is currently being tested  
 with its 15 new addendum items. General Electric (GE) plans  
 to deliver the complete set of documentation and the LADS  
 Query software on 20 November.

25X1 [redacted]

25X1 (5) [redacted] has connected OL/TG's IBM PC-AT to  
 the Micro VAX II mini-computer using in-house cabling and  
 software. This will enable data to be transferred between  
 the Micro VAX II and the IBM PC-AT and allow the PC to act  
 as another VAX workstation. This will also allow GE to

25X1 [redacted]

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**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 17 NOVEMBER 1987**

supply updates to the FCS project since the FCS development system now only has one disk drive.

NO

(6) A draft of the Interface Control Document (ICD) for the SECOND-SIMS Interface was distributed to the participants of Security Contractor Data System (SECOND). The draft will be reviewed and comments or corrections are to be forwarded to Technical Group by 16 November.

NO

(7) A timetable has been prepared for the SECOND-SIMS Interface and was presented at the meeting attended by members from OL/SS and OS. The schedule is tentative, with an understanding that prior commitments may cause delays in meeting proposed deadlines. The following is the proposed schedule:

- 26 Oct to 10 Nov -- Prepare Interface Control Document
- 10 Nov to 08 Dec -- Create ADDSEC Procedure
- 08 Dec to 29 Dec -- Create JCL to be run nightly by DBCC
- 29 Dec to 12 Jan -- System Testing
- 12 Jan to 26 Jan -- Revise and Update Documentation

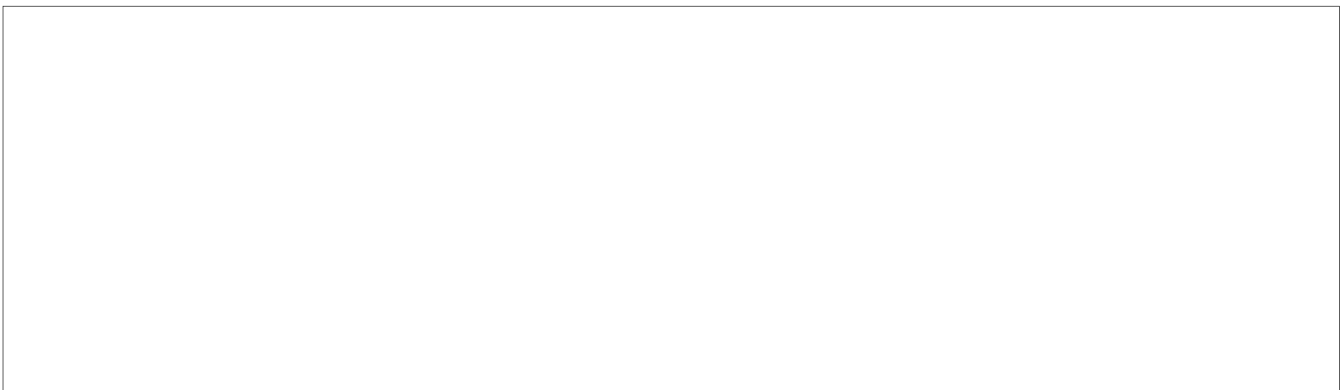
25X1  
25X1  
25X1

NO

(8) [redacted] has set up an IBM PS/50 system for [redacted]. They will be working on establishing a local area network (LAN) using the IBM Token Ring software. [redacted]

**B. CLAS**

25X1



NO



**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 17 NOVEMBER 1987**

**C. REGULATIONS**

(1) The following regulations originated in OL were published:

25X1  Skills Workshop: New Perspectives on an Old Problem

NO  
25X1 (2) The following regulations originating outside OL were coordinated and approved:

Visitor Access Request via AIM  
Cryptographic Clearances

3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities

25X1

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 17 November 1987

1. Progress Report Tasks Assigned by Senior Management:

None

2. Major Events That Have Occurred During the Preceding Week:

25X1

YES

NO

YES

[Large empty rectangular box for reporting major events]

25X1

25X1

25X1

25X1

25X1

25X1

25X1

c. [redacted] The real property appraisal of the  
[redacted] Building is in process, with results expected by  
20 November 1987. A new lease agreement is being prepared by the  
Real Estate and Construction Division (RECD/OL) which will  
incorporate renewal of the existing lease and the addition of the  
[redacted] RECD is working with the Office of  
[redacted] to define their requirements and to prepare  
construction drawings for the renovations associated with access  
and occupancy [redacted]

[Redacted box]

[Redacted box]

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25X1

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SUBJECT: Real Estate and Construction Division Weekly Report  
for the Period Ending 17 November 1987

RECD has requested sample menus and prices from the blind and is also coordinating the arrangements for furniture, equipment, and vending machines which will replace the items Ogden owns and will remove prior to renovations. [redacted]

25X1  
25X1  
25X1

NO

NO

25X1

3. Upcoming Events

[redacted] representatives will host a "Kickoff Meeting" to officially launch planning for future development [redacted]. This meeting will take place on 19 November from 3-4:30 [redacted]

25X1

NO  
Report  
next  
week's  
outcome

4. Management Activities and Concerns:

None

25X1

25X1

[redacted]

↓  
Might need  
phone.

[redacted]

25X1