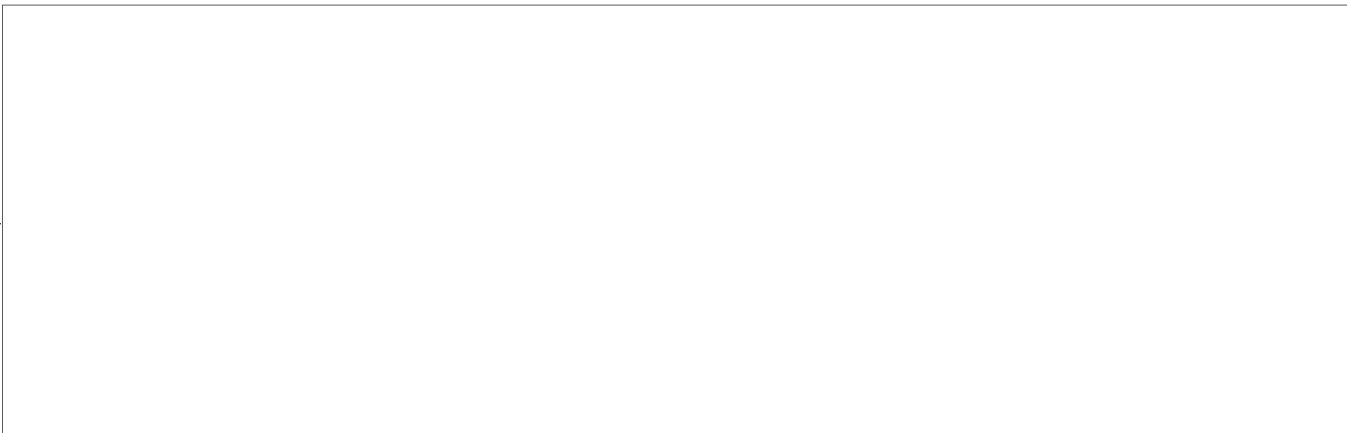


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DDA 87-2652  
11 December 1987

MEMORANDUM FOR: Director of Central Intelligence  
FROM: William F. Donnelly  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 11 December 1987

25X1



25X1

3. OTE is conducting a seven-day total immersion language training program in Farsi [redacted] Presentations include operational role playing exercises and lectures in Farsi by senior operations officers.

25X1



5. The Office of Information Technology has completed testing the new CRAY supercomputer which will be used primarily for scientific applications. No serious problems were encountered during the 33-day test.

ALL PORTIONS SECRET

25X1



S E C R E T

6. The Office of Finance has distributed to senior Agency managers the Agency's Annual Financial Report for the fiscal year ending 30 September 1987.

25X1



9. OL has made and distributed to Agency facilities 290 boxes for this year's "Operation Santa Claus." The toys and clothing collected will be distributed to needy families in the Washington area.

25X1



William F. Donnelly (

25X1 ORIG: DDA/MS, [redacted] pf:11 December 1987 (weeklib)

Distribution:

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 25X1 1 - OCA [redacted]
- 1 - EA. DA OD
- 1 - SSA/DDA
- 1 - DDA/CMS
- 1 - DDA/MS
- 1 - DDA/EEO
- 1 - ISD
- 1 - RPD
- 1 - DDA Subj
- 1 - WFD Hold
- 1 - EA Subj

*DD/L A*

*PEMA*

*Div/Staff's done*

11 December 1987

NOTE FOR: Deputy Director for Administration

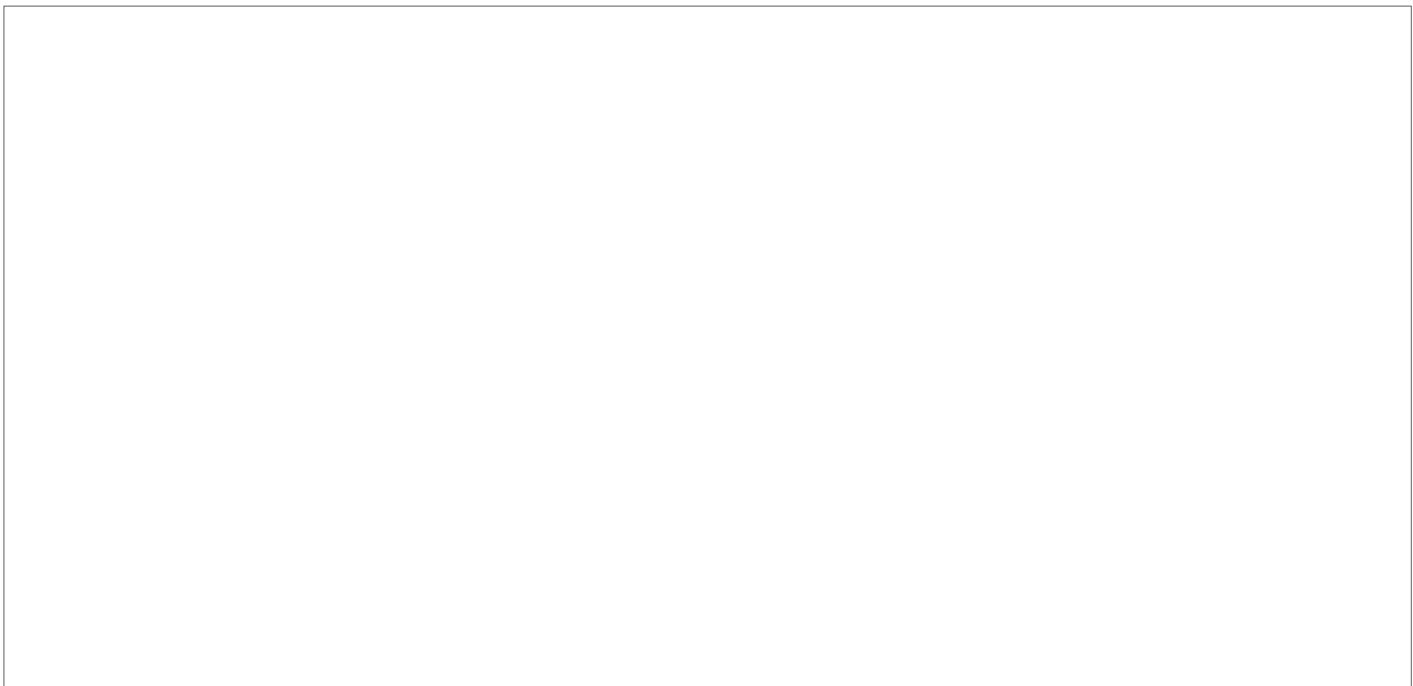
FROM: John M. Ray  
Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 14 December 1987

Following are some OL activities which you may wish to include in your discussions with the DCI on Monday:

- P&PD Production: Someone from Printing and Photography Division (P&PD) will deliver to your office at 0730 Monday morning a stack of finished intelligence publications representing a typical week's production by P&PD. You may wish to display this at your breakfast meeting.
- Harvard University: Harvard University publicly announced that it has a contractual relationship with CIA for a program of research studies and educational services on intelligence assessment and policy decision making. One aspect of the contract calls for periodic collegia between senior Agency/Government officials and Harvard University representatives. The first colloquium is scheduled to take place at the DACOR Bacon House in Washington, DC, on 14 December 1987. It is highly probable that this will be in the media.

25X1



S E C R E T

SUBJECT: Breakfast Bullets for the Week of 11 December 1987

- Replacement of Power Equipment: From 14 through 16 December, the Virginia Power Company, will de-energize half of their 230 kilovolt substation to allow replacement of control and relay equipment. During this period, only one transformer will be available to service the entire Headquarters Compound. As a precaution, all emergency generators will be held in ready condition. The outage will be transparent to all Headquarters operating components. In the event of an unscheduled power failure, standard emergency procedures will be in effect.

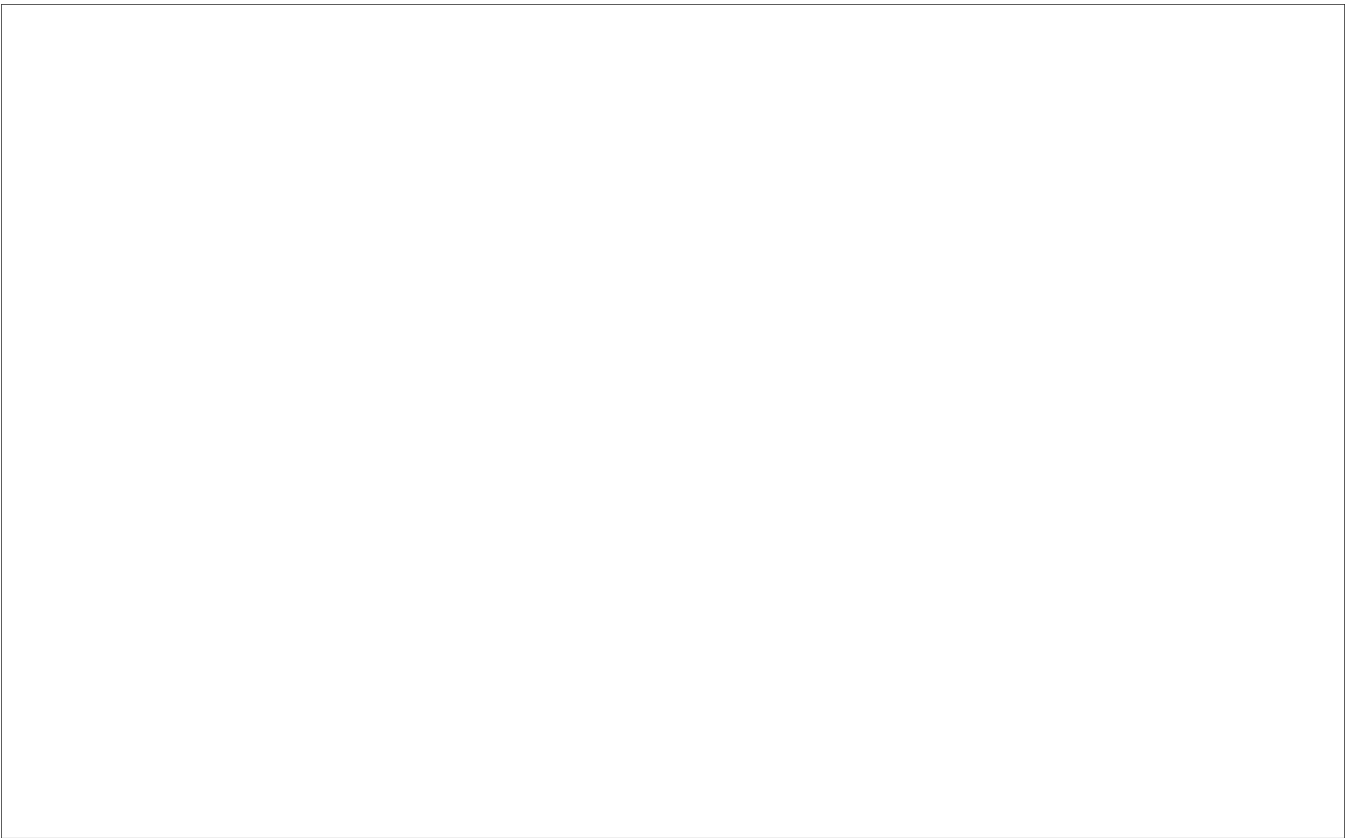
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S E C R E T

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f. On 4 December, the Printing and Photography Division, OL, received an urgent request from the East Asia Division, DO, for immediate production of 276 5- by 7-inch photographic prints in

25X1

[redacted] The job was completed and ready for the customer in less than 3 hours.

25X1

\* g. OL reports that "Operation Santa Claus" began on 7 December. Last week Building Services Branch (BSB), OL, cleared Bay I of the North Loading Dock for collection of toys and clothing for needy area families, [redacted] fabricated 290 boxes needed for the project. Santa boxes have been distributed to all outlying buildings, and BSB will be picking up boxes from external buildings as well as from several entrances in the Headquarters Building. [redacted]

25X1

25X1

h. On 2 December, the Printing and Photography Division, OL, received a priority request from the [redacted] Staff, DO, for the creation of presentation material to be used by the Director of Central Intelligence in briefing the National Security Planning Group, ~~which is chaired by the President.~~ All briefing matter was ready by the 7 December deadline. [redacted]

25X1

25X1

S E C R E T

S E C R E T

2. Significant Events Anticipated During the Coming Week:

25X1 a. Procurement Division, OL, speculates that the Washington Post will print an article regarding the first meeting of senior representatives of the Intelligence Community and the Harvard University faculty, which is to be held on 14 December in Washington, D.C. Such meetings are to become a regularly scheduled part of the Agency's recent contract with Harvard for a program of research studies and educational services on intelligence assessment and policy decisionmaking. The unclassified contract is in the amount of \$1.18 million and is expected to continue through 30 September 1990. [redacted]

25X1 \* b. From 14 through 16 December, the Virginia Power Company, will de-energize half of their 230 kilovolt substation to allow replacement of control and relay equipment. During this period, only one transformer will be available to service the entire Headquarters Compound. As a precaution, all emergency generators will be held in ready condition. The outage will be transparent to all Headquarters operating components. In the event of an unscheduled power failure, standard emergency procedures will be in effect. [redacted]

25X1 c. On 15 December, the Director of Logistics and the Chief, Facilities Management Division, OL, will be visiting the General Electric Company in Valley Forge, Pennsylvania, for discussions on facility-related activities, and to observe technological developments in the facilities area. Some of these new developments include a space-planning system, new containers that carry classified material between buildings, and a new incinerator. [redacted]

25X1 d. On 17 December, OL will hold its Christmas party in [redacted] from 3 to 6 p.m. The Printing and Photography Division (P&PD), OL, will have a Christmas party on 16 December in the P&PD building. [redacted]

S E C R E T



OL/NBPO WEEKLY REPORT - PERIOD ENDING 9 DECEMBER 1987

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

None.

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

a. On 3 December 1987, the first section of concrete pavement at the new South Loading Dock was poured. Additional sections are scheduled to be poured the week of 7 December.

b. On 4 December 1987, the General Services Administration Project Manager cancelled work scheduled for Saturday, 5 December to excavate joints on the southside chilled water line. In a meeting with Chief, New Building Project Office, OL, on 8 December, the Project Manager made a committment to increase the level of activity by scheduling work to be done during regular work hours as opposed to only weekends as has been the case to date. Thursday, 10 December is the target date to start excavating during normal work hours.

c. Preparations are underway to start painting the copper shielding in the South Tower. Windows are being covered with paper to protect them during the spray-painting process. Painting of the copper in the North Tower is complete except for some minor touch-up work.

e. On 8 December 1987, a representative of the New Building Project Office, OL, met with representatives from Headquarters Securitiy Division, OS, to discuss the location of bollards along a section of the new Route 123 bike trail that runs adjacent to the Scattergood-Thorne property. The bollards (concrete-filled posts) will be used to prevent automobiles from entering sections of the the bike trail.

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

Chief, New Building Project Office

D/OL  
C/FMD/OL

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Next 1 Page(s) In Document Denied

S E C R E T

Notes not used in the Weekly:

NO

In recent weeks representatives from Supply Management Branch (SMB), General Procurement Branch (GPB), and Building Services Branch (BSB) have held meetings to discuss problem areas in management of BSB stock to develop some plausible alternatives. After extensive discussions, SMB recommended that BSB request an allocation for items in support of their requirements. This mechanism provides automated control of issues, records accurate demand levels, and provides for the selection of proper reorder levels which will help prevent stock out conditions, preserve control of BSB stock within their organization and help to exert budgetary controls. In addition, combining replenishment requirements for SMB and BSB orders into single contracts lowers prices as a rule. Further research is being conducted to select items for which the demand justifies annual contracting with scheduled deliveries to ensure quantity price discounts and reduced paperwork in terms of sole source justifications, requisitions, procurement actions, etc. Further discussion will be held with BSB before final action.

25X1

CLB - Negative

DCB - Negative

IDSB - Negative

S E C R E T

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25X1

f. Agency Contracts Group, Office of Logistics, negotiated a firm-fixed-price contract for [redacted] with Beverly Kaye and Associates, Inc. of Sherman Oaks, California on behalf of the Office of Training and Education to provide several runnings of two courses entitled "Positive Power and Influence for Instructors" and "Positive Power and Influence for Managers." The period of performance for the contract is 1 October 1987 through 30 September 1988. [redacted]

25X1

g. Procurement Division Office of Logistics issued a delivery order in the amount of [redacted] to International Data Corporation. This order is being issued on behalf of Office of Information Technology to renew OIT's Subscriptions to IDC information services for Fiscal Year 1988. [redacted]

25X1

h. Agency Contracts Group, Office of Logistics, issued a delivery order for [redacted] to NCR COMTEM, Incorporated. This order, issued on behalf of the Office of Information Technology, renews the licenses and maintenance of NCR COMTEM software for Fiscal Year 1988. [redacted]

25X1

i. Agency Contract Group, Office of Logistics, issued a delivery order for [redacted] to Storage Technology Corporation (STC), Silver Spring, MD for the Fiscal Year 88 renewal of the maintenance of STC's Solid State Drums and Tape subsystems on behalf of the Office of Information Technology. [redacted]

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j. Agency Contracts Group, Office of Logistics, issued Modification Number Four to the Ford Aerospace & Communications contract for development of the Automated Requirements Management (ARM) system on behalf of the Collection Requirements Evaluation Staff (CRES/DI). This Modification reflects award fee earnings in the amount of \$105,590 for the period 9 March through 30 September 1987. Because of Ford's outstanding work on this effort during the evaluated period, Ford was awarded the maximum award fee available. [redacted]

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

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S E C R E T

Declassified in Part - Sanitized Copy Approved for Release 2012/07/26 : CIA-RDP89-00063R000300360003-3

Declassified in Part - Sanitized Copy Approved for Release 2012/07/26 : CIA-RDP89-00063R000300360003-3



SUBJECT: Real Estate and Construction Division Weekly Report for the Period Ending 8 December 1987

h. Square Footage in CIA Occupied Buildings - On 3 December 1987, a Real Property Officer from the Real Estate and Construction Division, (RECD/OL) met with representatives of Facilities Management Division, (FMD/OL) to resolve discrepancies between FMD and RECD square footage figures in Agency occupied buildings. Many of the differences were resolved at the meeting; however, a few important ones still remain, necessitating additional RECD and FMD research. RECD and FMD representatives plan to meet again in two weeks.

NO

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25X1

NO

NO

k. First Quarter Fiscal Year 1988 Rent Billing from General Services Administration - The Agency has received its first quarter billing from the General Services Administration for Agency occupied building space. This bill has been reviewed by the Real Estate and Construction Division, OL, and a recommended reimbursement amount will be forwarded to the Director of Finance by the end of December.

NO

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25X1

**SUBJECT: Real Estate and Construction Division Weekly Report For  
the Period Ending 8 December 1987**

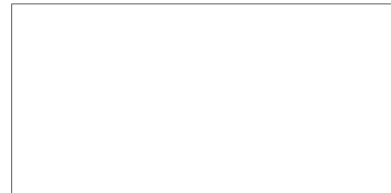
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3. Upcoming Events

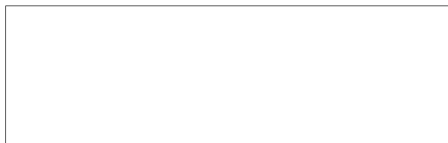
4. Management Activities and Concerns:

None

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
02 December 1987 - 08 December 1987

I. Status of Tasks Assigned by Senior Management:

None.

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

*ON 4 Dec*  
A. The Office of Logistics, Printing and Photography Division (OL/P&PD) received an urgent request from the Directorate of Operations, East Asia Division (DO/EA) ~~on 4 December~~ for the immediate production of 276 5x7 photographic prints.

25X1  
25X1

P&PD completed the job and had the prints ready for pick-up in less than three hours.

25X1

B. The Office of Logistics, Printing and Photography Division (OL/P&PD) is in the process of preparing an Employee Personnel Profile (EPP) for OL careerists. A sample EPP was provided to the Office of Logistics, Personnel and Training Staff (OL/P&TS) for their review, and corrections were made last week. A new draft has been forwarded to P&TS for their approval, and for the approval of the Director of Logistics. If there are no major changes, P&PD will create the EPP for all OL careerists this weekend.

NO

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25X1

~~B.~~ On 2 December ~~1987~~ the Office of Logistics, Printing and Photography Division (OL/P&PD) received a priority request from the Directorate of Operations, for the creation of presentation material ~~to be completed~~ by 7 December, ~~1987~~. This briefing material ~~is~~ <sup>was</sup> to be used by the Director of Central Intelligence to brief the National Security Planning Group (NSPG) which is chaired by the President. ~~P&PD met~~ <sup>met</sup> All deadlines ~~were met~~ for this project.

25X1  
YES

25X1

D. This past week, the Office of Logistics, Printing and Photography Division (OL/P&PD) provided videotape support for two live sessions in Headquarters, Room 1E-78. On 1 December, the Agency Managers Program for P&PD Supervisors was presented by the Chief, Management Training Branch, Office of Training and Education and on 2 December

25X1  
25X1

III. Upcoming Events:

\* On 11 December 1987, the Office of Logistics, Printing and Photography Division will provide videotape support in the Headquarters Conference Room 7D-32 from 0900 hours to approximately 1700 hours for the Directorate of Intelligence, Office of Soviet Analysis, Defense and Economics Group, Economics Implications Branch. Attendance at the Soviet Statistics Conference will include academic specialists, as well as representatives from the Intelligence Community and the Agency.

NO

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IV. Management Activities and Concerns:

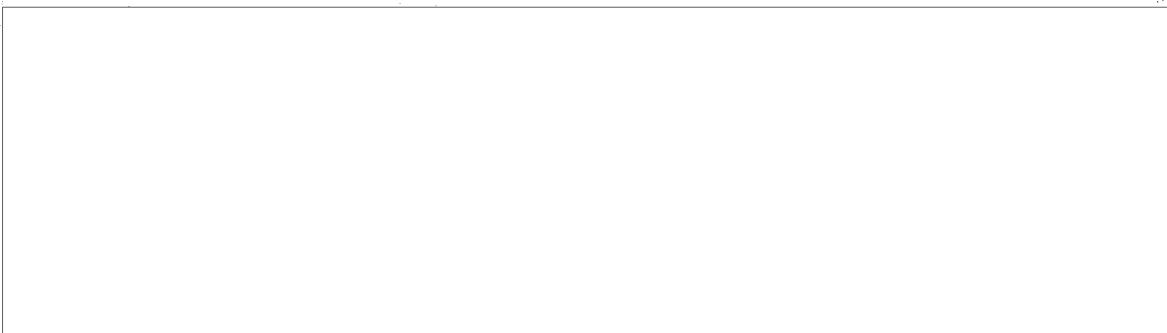
None.

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TOP SECRET

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 8 December 1987

1. Status of Tasks Assigned by Senior Management:

Procurement Policy Panel

On 7 December, the Chief, Procurement Management Staff (OL/PMS) met with PPP members to discuss a number of current procurement items. A list of professional procurement employees was provided to panel members who were asked to confirm the eligibility of each candidate for official designation as an Agency Contracting Officer (CO). After the list is confirmed, a plan to formally issue CO designations within the next quarter will be developed. All members were also provided with a list of topics to be presented by OL/PMS at remaining workshops in fiscal year 1988. Three workshops have been presented to date. Additional topics were requested for consideration.

NO

25X1

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

*2  
KIS INCLUDE  
ON A. BONTI 4  
BMSIS*

a. Agency Contract Review Board (ACRB) Activities:

Four dockets, with a combined dollar value [redacted] were presented to the ACRB on 1 December. All were recommended for approval by the Director of Logistics, one with a caveat.

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25X1

b. OL/PMS Workshop:

[redacted] reported that OL/PMS hosted a workshop for all COs [redacted] on 4 December. A presentation on "How Contractors Respond to Government-Issued RFP's" was given by Peat Marwick Main and Company. The presentation was received by over 70 COs and the conference room was filled to a "standing-room-only" capacity. A holiday get-together was also hosted by OL/PMS immediately following the workshop.

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25X1

NO

25X1

c. Contract Officer Intern (COI) Meetings:

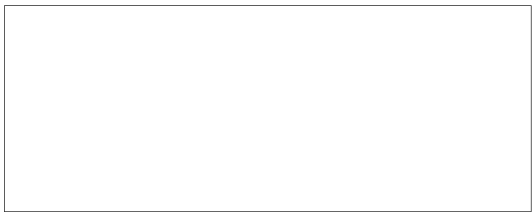
In a continuing effort to meet with all COIs, the Chief, PMS/OL and [redacted] met with [redacted] on 2 December. [redacted] on 3 December.

25X1

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25X1



SUBJECT: OL/PMS Weekly Report for 7 December 1987

d. CONIF Activity:

25X1 NO  
CONIF input 212 contracts and 95 amendments into its system during the past week. [redacted]

e. Procurement Newsletter:

25X1 NO  
25X1 [redacted] reported that the Procurement Newsletter will be distributed to all contracting elements the third week of December. [redacted]

f. Industrial Review Panel (IRP) Meeting:

25X1 NO  
25X1 [redacted] reported that the IRP met on 3 December and seven cases were reviewed. [redacted]

3. Upcoming Events:

25X1 NO  
On 11 December, the Senior COs (team chiefs) will meet to address significant procurement issues with all PPP members. [redacted]

4. Management Activities and Concerns:

25X1 NO  
OL/PMS will continue to keep senior management apprised of significant management activities and concerns as appropriate. [redacted]

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

INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 1 DECEMBER 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. TECHNICAL GROUP

(1) Contract Team Local Area Network (CTLAN). The prototype Local Area Network (LAN) has been redesigned in PMS, moving the PS/2 Model 80 to become the server. The two PS/2 Model 50's are currently running as the work stations. In redesigning the LAN, a configuration and memory problem surfaced. An IBM representative helped to eliminate the problem by running the reconfiguration program and adjusting the memory cache so that extended memory could be used more efficiently.

NO

(2) Executive Dining Room System (EXDINR). The new Restaurant Management system proposed for the Executive Dining Room will be completed in a three phase effort. Each phase consisting of installation and training of the three software packages purchased to comprise the Restaurant Management Point-of-Sale software system. Phase I and Phase II will be initialized on 11 December. Mark Plasko, Triangle Computer, and [redacted] (OL/TG/Project Leader) will install the Club Management/Member Billing and the General Ledger software packages on the IBM PC-AT located in the management office of the Executive Dining Room. Mr. Plasko will conduct the necessary training of EDR management during the week of 14 December. Phase III, involving the Point-of-Sale software is currently being developed. Development and testing of this software should be completed not later than 31 December. It is intended that Phase III will be installed in the Director's Dining Room during the first two weeks of January 1988. An exact date of installation and training will be resolved during Mr. Plasko's visit on 11 December.

*Simplifying +  
in new  
written  
completed*

*25X1*

*Yes*

*Incomplete  
too technical  
so what*

(3) Federal Automated Requisitioning System (FARS). [redacted] continues working on the skeleton of the IDMS/R FARS application. She has input and successfully compiled 24 processes to allow the user to add, modify, delete, and query parameter file data. All of the DATACON parameter

25X1

NO

25X1





INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 1 DECEMBER 1987

data has been input and the remainder of the parameter file data is currently being input. She is also testing the procedures and writing process code to print the parameter file data.

(4) Field Computer System (FCS). The converted Logistics Automated Data System (LADS III) is currently being installed for AMCA. The software will run on a DEC Micro VAX II mini-computer. The installation of the hardware, software, and data will be completed 12 December. Training classes will be conducted for the Logistic personnel at the site.

(5) Security Contractor Data System (SECOND). The Interface Control Document (ICD) for the SIMS-SECOND Interface was completed and approved by members from the Office of Security (SIMS) and the Office of Logistics/-Security Staff. Bernie Conrow has begun work on the ADDSEC procedure, which will be placed into the SIMS system to generate GIMS statements for SECOND.

B. CLAS

(1) Prototype Testing: The prototype testing for Cullinet's 1.2 Application packages began today. The teams are working from Master Test Packets which contain transactions based on live data and cases already processed in the existing Logistics and Finance Systems. The results of the tests are monitored and logged, documenting both successful and failed transactions.

(2) Other: Work is being done concurrently on identifying external interfaces, conversion, and training requirements.

C. ADP TASK FORCE

The ADP Task Force met on 7 December and the following items were approved:

- (a) 2 IBM PS-02 Personal Computers for PMS - \$7,000
- (b) 4 Compaq III Portable PC's for use in a Procurement Training Class run by [redacted] \$20,000
- (c) 1 Compaq III 386 Portable PC for use in an OD&E \$200M contract - \$4,000

NO  
when  
complete ✓

NO

25X1

NO

25X1

NO

25X1

NO

**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 1 DECEMBER 1987**

- (d) 1 Digitizing Scanner for FMD - \$1,000
- (e) 9 Wang Workstations for RECD's

25X1  
25X1

[Redacted]

**D. RECORDS MANAGEMENT**

(1) On 11 December, the RMO/OL will meet with representatives from [Redacted] SD/OL and Information Management Staff, Directorate of Operations (IMS/DO). The purpose of the meeting is to discuss and review the procedures for integrating CLB/SD records into the DO records system.

25X1

NO

[Redacted]

25X1

NO

**E. REGULATIONS**

(1) The following regulations originated in OL were submitted to Regulatory Policy Division:

[Redacted]

25X1

(2) The following regulations originating outside OL were coordinated and approved:

[Redacted]

25X1 NO

**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 1 DECEMBER 1987**

(3) The following regulation originated in OL was signed and published:

[Redacted]

**F. PLANNING**

(1) IMSS and B&F prepared initial drafts of the Consolidated Expenditure Center overviews and the OL Base Descriptions for the FY-89 Congressional Budget Book under development.

(2) IMSS completed an initial draft of a new OL Five-Year Plan for FY 1988-92. It is being held temporarily, pending updates that require input from some OL components.

**3. Significant Events Anticipated During the Coming Week**

Budget: OIT has called for a budget meeting on Friday, 11 December, to discuss the impact of budget cuts on the Corporate Data Program in OIT and the implications for BARS/CLAS. The meeting will be attended by representatives of OIT, OL, and OF.

**4. Perspective of Staff Activities**

[Redacted]

NO  
25X1

NO  
25X1

NO  
25X1

25X1

OL/FMD WEEKLY REPORT

PERIOD ENDING 9 DECEMBER 1987

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

*NBA*  
a. On 3 December the NHB art selection panel met to select locations for art, type of art and artists to fulfill the New Building Project Office 22 April 1987 obligation of \$400,000 to the GSA Art in Architecture program. The selection addressed three locations with a prioritized list of potential artists for each area. The locations are the exterior of the West entrance (sculpture), the interior (two dimensional) and the cafeteria courtyard (sculpture). The panel's decisions will be forwarded to the GSA Administrator for review and consultation prior to final determination in January 1988.

25X1

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

*NO*  
a. The Architectural Design Branch (ADB) completed design drawings to modify the entrance to the infirmary on the fourth floor of the New Headquarters Building (NHB). The entrance was reconfigured to allow adequate passage for medical stretchers. Also, ADB completed design drawings for some minor renovations to the areas the Office of Scientific and Weapons Research (OSWR) will occupy in NHB.

25X1

*NO*  
*clean up*  
*include*  
b. The cleanup from the PCB fluid spill at the Hamermill is continuing. The contractor has disconnected and relocated the transformer to make way for the removal of the foundation and contaminated soil. PCB was found in the high voltage cable duct and is in the process of being jack hammered back to the point that shows no contamination. On 7 and 8 December, two trucks with protective lined beds removed the contaminated soil.

25X1

*NO*  
c. The Emerson 60 hz Uninterruptible Power Source (UPS), located in the DCI Garage, tripped offline on 30 November. This problem has not been isolated or repaired as of 7 December and the unit may require a complete subassembly (inverter leg). Allied is looking into purchasing a complete subassembly from Emerson.

25X1

*NO*  
d. Allied's daily security escort requirements were revised to 35 during the day and 19 at night. Shortages of up to 66 percent for day-time escorts occurred during this reporting period. Discussions continue with Headquarters Security Division, Office of Security to improve this situation.

25X1

CONFIDENTIAL

CONFIDENTIAL

*W HEN C O M P L E T E D*

e. Plans are underway at this time to have Allied install a natural growth barrier at the Route 123 entrance area. This natural barrier will define the property boundary and serve as a means of controlling and channeling large crowds such as demonstrators. The shrubbery that has been selected for this purpose is attractive in appearance, but densely armed with 3- to 5-inch thorns. With the thick foliage it develops, the presence of the thorn growth cannot be recognized beyond a distance of a few yards. [redacted]

*NO MORE DEVELOPS*

25X1  
25X1

[redacted]

*NO*

*OL REPORTS that*  
"Operation Santa Claus" began on 7 December. Last week Building Services Branch (BSB) cleared Bay I of the North Loading Dock for collection as well as provided boxes and materials needed for the project. Santa boxes have been distributed to all outlying buildings and BSB will be picking up boxes from all area buildings as well as from several entrances in the Headquarters building. [redacted]

*OHB*

*YES*

25X1  
25X1

[redacted]

*NO MORE COMPLETED*

i. On 3 December, Mail & Courier Branch (M&CB) personnel met with representatives from the Recruitment Division, Office of Personnel (OP), to discuss OP mailing requirements. The purpose of this meeting was to discuss necessary corrections to a series of infractions cited in a U.S. Postal Service audit. Alternatives relating to the increased use of metered mail and express mail contracts were suggested to have the OP recruitment centers improve mailing procedures. [redacted]

*NO*

25X1

3. Upcoming Events:

a. For three days, beginning 14 December, Veeco will de-energize half of their 230 KV substation to allow replacement of control and relay equipment associated with the newly installed outdoor switchgear. During this period, only one transformer will be available to carry the entire compound load. As a precaution, all emergency generators will be held

*YES*

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on full ready condition. The outage will be transparent to all Headquarters operating components. In the event of an unscheduled power failure during this period, standard emergency procedures and backups will be in effect. [redacted]

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[redacted]

4. Management Activities and Concerns:

a. Division managers are continuing to review all FAN's to accommodate proposed budget cuts. There is concern over the affordability of contractor support in all FMD areas to supplement staff personnel as Headquarters expansion progresses.

NO

b. The situation concerning the cleanup surrounding the PCB-filled transformer is being monitored closely.

NO

c. Schedule adjustments for the NHB slippage continue to be refined.

NO

d. A new shuttle schedule will be issued in January 1988.

NO

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[redacted]

Facilities Management Division

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