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~~NY PD~~

4 Dec

SD

PD

RECO

SS

none

BYF

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PMS

PYTS

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NBPO

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FIND

none

NYPD

STAT

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~~SECRET~~

DDI/L
P.E.
AEO
Sent all
Div/staff

DDA 87-2579
4 December 1987

MEMORANDUM FOR: Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 4 December 1987

25X1

[Redacted]

2. The Office of Training and Education has sent four instructors to the Far East to present two runnings of the mandatory courses "Managing in CIA" and "Leading People in CIA" for new managers in the area. The first program will be presented during 1 - 4 December at the Office of Technical Services

25X1

[Redacted]

25X1

[Redacted]

4. The Office of Medical Services chaired the first meeting of the Comprehensive Response to Isolated Severe Events Subcommittee of the Federal Interagency Committee on Emergency Medical Services. The subcommittee was created to develop Government-wide responses to incidents induced by terrorist bombing.

25X1

5. Office of Personnel (OP) recruiters continue to encounter scattered student demonstrations. [Redacted] cancelled a Sunday evening presentation and rescheduled Monday interviews at Brown University because of scheduled demonstrations. At the University of Michigan at Ann Arbor, campus police removed demonstrators from the building where OP recruiters were conducting interviews. One policeman and one demonstrator were slightly injured in the scuffle, but the interviews were conducted without disturbance.

ALL PORTIONS SECRET

25X1

[Redacted]

SECRET

S E C R E T

6. The Office of Logistics reports that the exhibit "The Growth of the United States COMSEC, 1900-1945," borrowed from the National Security Agency, will be on display in the Headquarters Exhibit Hall during December. This display depicts the evolution of communications equipment and methods during the early 1900s.

25X1



WFD
William F. Donnelly

S E C R E T

25X1

ORIG: DDA/MS [redacted]:pf:4 December 1987 (weeklib)

Distribution:

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

25X1

Please comment
02 December 1987
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1455

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 01 December 1987

25X1

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

25X1
25X1
25X1
25X1
25X1

* a. On 1 December, a working session was held with the [redacted], OL, and representatives from each office scheduled to move [redacted]. The purpose of the work session was to provide additional information to the office representatives regarding the planning process [redacted] and to initiate a preliminary program to determine [redacted] requirements. The target date for completion of the preliminary program is early February 1988. [redacted]

25X1

b. OL reports that the exhibit "The Growth of the United States COMSEC, 1900-1945," borrowed from the National Security Agency, will be on display in the Headquarters Exhibit Hall from 1 through 31 December. This display represents the evolution of communications equipment and methods during the early 1900's. [redacted]

25X1

c. OL completed a scheduled power outage of the Headquarters Compound Motor Pool on 29 November. This outage was required to separate the power cable feeding the Hammermill from the cable for the Motor Pool. The damaged PCB transformer at the Hammermill can now be removed and the cleanup of the PCB spill completed. [redacted]

25X1

d. On 1 December, the Bid Package 3 contractor, Mechanical Constructors Incorporated (MCI) removed their construction trailer from the Headquarters Compound. The General Services Administration and MCI continue to be embroiled in [redacted]


[Large redacted box]

S E C R E T

S E C R E T

contractual disputes which have put the installation of generator No. 7 on hold at the Central Plant. The New Building Project Office, OL, is following this situation closely. At the present time, the only activity MCI is engaged in on the Compound is inventory of materiel and painting (via a subcontractor) of the interior of the Central Plant. [redacted]

25X1

 e. During the past week, OL supervised the installation of a traffic signal at the intersection of Route 123 and Saville Lane and the pouring of the concrete median strip along Route 193. The Shirley Contracting Corporation installed the top coat of pavement along east and westbound Route 123 and the Headquarters entrance road and started landscaping the area between Route 193 and the Evermay community. The Virginia Department of Transportation field inspector estimates that this project could be complete within 4 weeks. [redacted]

25X1

f. OL reports that excavation of the Headquarters Compound southside chilled water line is scheduled to resume on 5 December for additional repair work. Leakage, at the rate of seven to eight gallons per minute, has been observed when the line is pressurized with chilled water. [redacted]

25X1

25X1

h. OL reports that Agency-occupied space at the Broyhill Building, Arlington, was terminated on 30 November. OL orchestrated the removal of Foreign Broadcast Information Service equipment and termination procedures with the General Services Administration. [redacted]

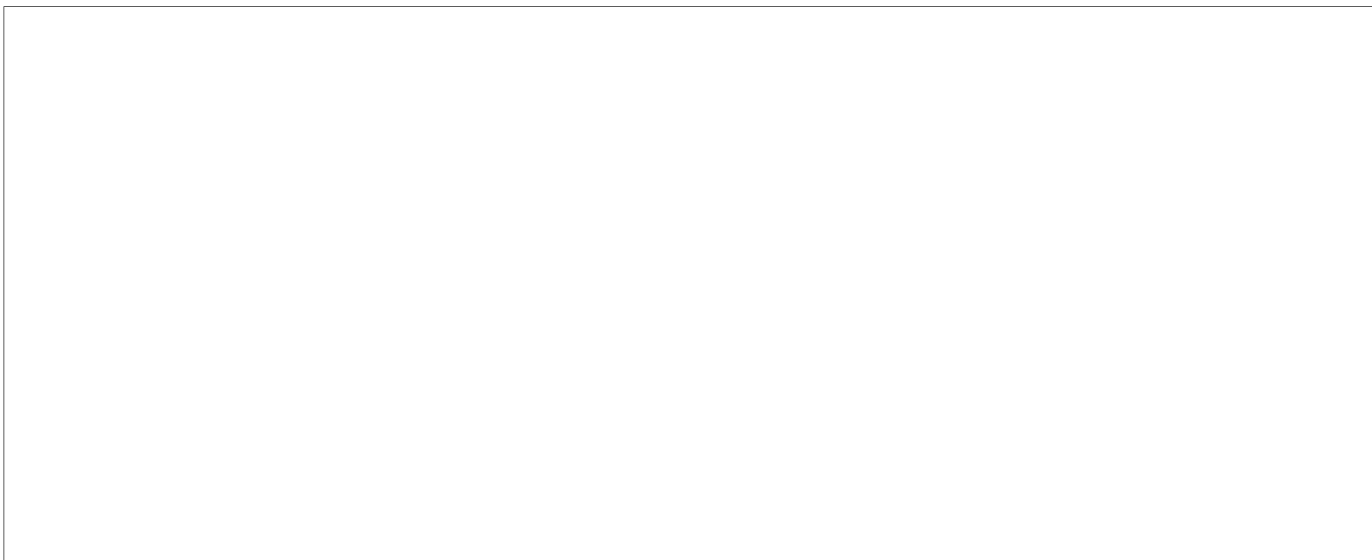
25X1

25X1

S E C R E T

S E C R E T

25X1



25X1
25X1

* m. The Printing and Photography Division (P&PD), OL, is continuing its production of the Red Book [redacted]

25X1

[redacted] The printing effort is now 67 percent complete and P&PD expects to deliver the 60,000 copies on schedule. This publication represents the largest job ever produced by P&PD.



Focal PT conf???
AED - Pls consult with
more for furthering
events!

S E C R E T

OL/FMD WEEKLY REPORT

PERIOD ENDING 2 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:

OL reports that the exhibit
~~a. The Interior Design Staff assisted the Office of Communications with posting the "The Growth of the United States COMSEC, 1900-1945" exhibit, which was borrowed from NSA and will be shown in the Exhibit Hall, Headquarters from 1 - 31 December.~~

YES
25X1

OL completed
~~b. A scheduled power outage for the Motor Pool was accomplished on Sunday, 29 November. This outage was required to separate the cable feeding the Hammermill from the cable for the Motor Pool. The damaged PCB transformer at the Hammermill can now be removed and the clean-up of the PCB spill will continue.~~

YES
25X1

c. Allied's daily security escort requirements have been revised to 35 during the day and 19 at night. Shortages of up to 57 percent for day-time escorts occurred during this reporting period. Discussions continue with Headquarters Security Division, Office of Security to improve this situation.

NO
25X1

[Redacted]

e. On 30 November, BSB relocated four workstations for AT&T Telephone Branch (associated with OIT), from room 1C48 Headquarters [Redacted] basement. Simultaneously, approximately 22 skids of equipment and supplies were relocated [Redacted]

NO
25X1
25X1

f. Training:

(1) During November, 15 employees, including five Allied employees, attended internal training courses.

NO

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(2) During the first two months FY 88, FMD submitted 24 external training requests totaling \$5,000. Based on an anticipated training budget of [redacted] FMD has expended 33 percent of its training budget. [redacted]

25X1

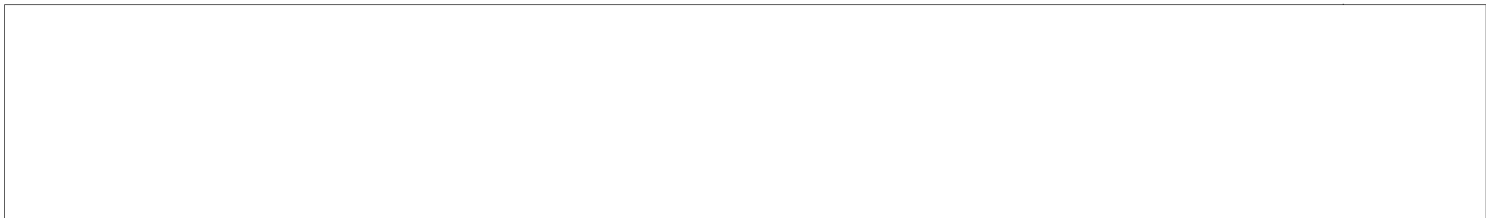
25X1
25X1

3. Upcoming Events:

a. The New Headquarters Building art selection panel will meet on 3 December to review slides of works by potential artists. A decision as to location(s) for art, type of art and artist(s) is expected to result from this meeting. The New Building Project Office obligated [redacted] for this GSA Art in Architecture program on 23 April 1987. [redacted]

25X1

NO
25X1
25X1

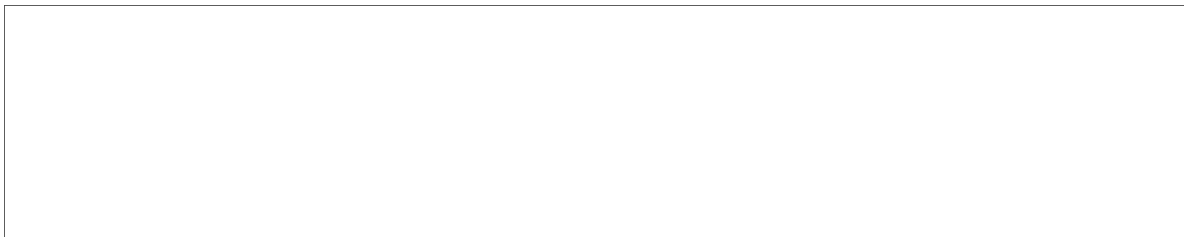


4. Management Activities and Concerns:

a. Current activities are directed toward continuing adjustments in schedules relative to the delay in the New Headquarters Building opening. A meeting has been scheduled with Kofco, supplier of furniture and partitions, to discuss options on delivery, storage, and installation. A plan is also being devised relative to carpet staging and installation. The schedule for parking reallocation and carpool revalidation is being extended at least 45 days. The Mail and Courier Branch continues to adjust schedules concurrent with the release of personnel.

NO

b. Personnel Actions (all in M&CB):



25X1

Facilities Management Division

CONFIDENTIAL

OL/NBPO WEEKLY REPORT - PERIOD ENDING 2 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 1 December, ~~1987~~, the Bid Package 3 contractor, Mechanical Constructors Incorporated (MCI) removed their construction trailer from the compound. General Services Administration and MCI continue to be embroiled in contractual disputes which have put the installation of generator No. 7 on hold. The New Building Project Office, OL, is following this situation closely. At the present time, the only activity MCI is engaged in on the compound is inventory of materials and painting (via a subcontractor) of the interior of the Central Plant.

YES
STAT

b. During the past week, ~~Shirley Contracting Corporation has made good progress towards completing the Route 123 realignment project. The contractor installed the traffic signal at the intersection of Route 123 and Saville Lane and poured the concrete median strips along Route 193. The contractor also started landscaping the area between Route 193 and the Evermay community. The Virginia Department of Transportation field inspector estimates that the project could be complete in four weeks. providing the weather cooperates.~~ ^{OL supervised the} ~~at the Central Plant.~~ ^{Shirley Contracting Corp.,}

YES
STAT

c. On 2 December 1987, several large planter boxes were delivered to the Headquarters compound for installation in the north courtyard above the North Loading Dock. A crane will be moved into the North Loading Dock area for two days in order to lift the planter boxes into position. The work has been coordinated with the Building Services Branch, Facilities Management Division, OL, to minimize the impact to North Dock operations.

NO
STAT

3. Upcoming Events:

Excavation of the southside chilled water line is scheduled to resume on ~~Saturday~~, 5 December, ~~1987~~. Leakage, at the rate of seven to eight gallons per minute, has been observed when the line is pressurized with chilled water.

YES
STAT

4. Management Activities and Concerns:

The New Building Project Office (NBPO) is attempting to assess the impact of a six-month slip in New Headquarters Building (NHB) occupancy on NBPO staffing requirements beyond 31 December 1987. We are having some difficulty in determining just what schedule the Office of Information

NO

Technology will follow in wiring the NHB for phones and data transmission, which must precede our installation of carpeting and part-height partitioning.

STAT



Chief, New Building Project Office

D/OL
C/FMD/OL

unable to satisfy GSA's contractual requirements for allowing them to proceed with the generator installation. New Building Project Office, OL, and Facilities Management Division, OL, are assessing the technical impact of W&L's proposed installation plan. General Services Administration is assessing their contractual position in this matter. [redacted]

STAT

d. On 24 November 1987, the Agency took occupancy of the sixth floor of the North Tower of the New Headquarters Building (NHB). This brings to 594,000 the total square footage which has been accepted in the NHB. This is 52 percent of the total space within the NHB. The only other office space in the North Tower to be accepted is 30,000 square feet on the fourth floor west area which was to be occupied by the Polygraph Division, Office of Security. This area is now being finished as general open space. The target date for acceptance of this area is 5 December 1987. Although the office spaces have been accepted and are in good physical shape, additional finishing must be done in the public areas of the North Tower, such as vending areas, stairwells, restrooms, and corridors. [redacted]

1/0

STAT

e. During the week ending 21 October 1987, Shirley Contracting Corporation, the Route 123 realignment contractor, installed the top coat of pavement along east and westbound Route 123 and the CIA entrance road. The roadway is scheduled to be striped in the next few days. [redacted]

STAT

STAT

1/10

f. On 21 October 1987, Miller Electric Co., the Bid Package 2 electrical subcontractor installed the overhead lights in the telephone closets in the South Tower of the New Headquarters Building. The New Building Project Office, OL, is monitoring progress of the telephone closets in the South Tower in an effort to make closets available to the Office of Information Technology by 18 December 1987. [redacted]

STAT

g. On 21 November 1987, installation of the permanent power supply from the New Headquarters Building to the new North Loading Dock was completed. The dock had been supplied temporary power from the Original Headquarters Building since January 1987. The outage necessary to complete this work was coordinated with Facilities Management Division, OL. [redacted]

STAT

3. Upcoming Events:

The second session of training on the operation and maintenance of the Uninterruptible Power System (UPS) equipment in the New Headquarters Building is scheduled for the week of November 30 through 4 December 1987. Ten engineers and technicians from Facilities Management Division, OL, and Ogden Allied Services will attend. [redacted]

STAT

NO

NEED NET IN DDA REPT - PLS INCLUDE NEXT WEEK

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 1 December 1987

1. Progress Report Tasks Assigned by Senior Management:

None

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

25X1 a. [] A working session with the []
Office and representatives of each office scheduled to be
25X1 accommodated [] was held on 1 December 1987, from
0830-1130 a.m. The purpose of the work session was to provide
25X1 additional information to the office representatives regarding the
25X1 planning process [] and to initiate a preliminary program
25X1 to determine [] space requirements. []
25X1 []

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 1 December 1987

1. Progress Report Tasks Assigned by Senior Management:

None

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

25X1 [redacted] A working session with the [redacted]
Office and representatives of each office scheduled to be
25X1 accommodated at [redacted] was held on 1 December, 1987, from
~~0830-1130 a.m.~~ The purpose of the work session was to provide
25X1 additional information to the office representatives regarding the
planning process [redacted] to provide clarifications as necessary
25X1 regarding a previously distributed questionnaire on each offices
personnel and special use area requirements [redacted] and to
25X1 distribute and discuss a follow-on questionnaire from these
questionnaires (to be computed by 23 Dec 87) ^{WAS} will assist RPO to
25X1 establish a preliminary program of requirements [redacted] The
25X1 target date for completion of the preliminary program is early
25X1 February, 1988. [redacted]

25X1 [redacted]

*OL reports that
and terminated on 30 November.*

~~Termination of Agency-Occupied Space at the Broyhill
Building, Arlington, Virginia - The lease on the Broyhill Building
in Arlington, Virginia expires on 30 November, 1987. The Real
Estate and Construction Division, OL has worked as liaison between
Foreign Broadcast Information Service, who occupied the space, and
the General Services Administration (GSA), who leased the space,
and advises that the last of the equipment which remained in the
space will be removed by close of business on the 30th. At that
time, keys will be turned over to the GSA representative [redacted]~~

*coordinated the relocation of FBIS equipment and termination
procedures with GSA.*

S E C R E T

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S E C R E T

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP
FOR PERIOD ENDING
01 December 1987

*WAS NOT IN
DO NOT REPORT!
INCLUDE NEXT
WEEK*

*It is in
weekly
Item 4*

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 Weeks:

25X1

b. Agency Contracts Group, Office of Logistics, renewed a time and materials type annual service contract with the Richards Corporation of McLean, Virginia. The contract provides the National Photographic Interpretation Center with technical maintenance and repair services for the center's light tables. The contract has a ceiling price of [redacted] and as period of performance of 1 October 1987 through 30 September 1988. [redacted]

NO

25X1

25X1

c. Agency Contracts Group, Office of Logistics, negotiated a \$10,023 firm-fixed-price delivery order on behalf of the Office of Medical Services with Hazelden of Center City, Minnesota to provide a 2-day seminar entitled "An Overview of Alcoholism and Chemical Dependency". This seminar will be conducted on January 20-21 1988.

NO

25X1

S E C R E T

d. Agency Contract Group, Office of Logistics, is issuing a [redacted] contract to Simpack Associates, Incorporated of San Diego, CA to provide software support for the Automated Communications Terminal Originating Replacement of the Message Handling Facility on behalf of the Office of Information Technology during Fiscal Year 88. [redacted]

25X1

25X1
25X1

e. Agency Contracts Group, Office of Logistics, negotiated a delivery order in the amount of [redacted] with Data Resources, Incorporated. This order is being issued on behalf of Office of Information Resources to renew economic consulting, subscriptions and time-sharing services for Fiscal Year 1988. [redacted] x8391)

25X1

NO
25X1

f. Agency Contracts Group, Office of Logistics, negotiated a purchase order totalling [redacted] to DSI Computer Services, Incorporated. This order is being issued on behalf of the Office of Scientific and Weapons Research, Office of Logistics/Printing and Photography Division, and Information Management Services/Systems Group for maintenance on the DEC Hardware for Fiscal Year 1988. [redacted]

25X1

NO
25X1
25X1

25X1

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

25X1

[redacted]

25X1



PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
24 November 1987 - 01 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:

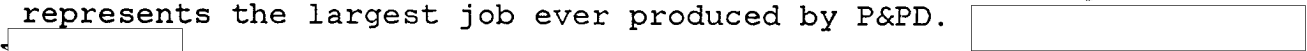
A. The Office of Logistics, ~~Printing and Photography Division~~
(OL/P&PD) is continuing its production of the Red Book which is used

25X1
25X1
IS



This past week, P&PD utilized 76 hours of overtime on the six-color press in production of this publication. The printing effort is nearly 67% completed, and P&PD expects to deliver the 60,000 copies on schedule. This publication represents the largest job ever produced by P&PD.

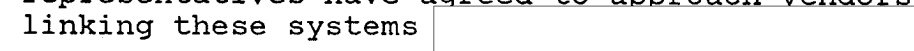
25X1
25X1



B. A representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) attended an Office of Information Technology (OIT) sponsored briefing on what was supposed to be their development of a graphics architecture standard for the use of business graphics on the mainframe computer. The 24 November 1987 meeting turned into an interchange of ideas between various members of the Office of Information Resources (OIR), the Office of Current Production and Analytical Support (CPAS), and P&PD on how all computer systems should be able to exchange text and graphics. Although this idea seems reasonable, technology has been lacking in the past in the ability to link different systems. Several representatives have agreed to approach vendors for information on linking these systems

NO

25X1



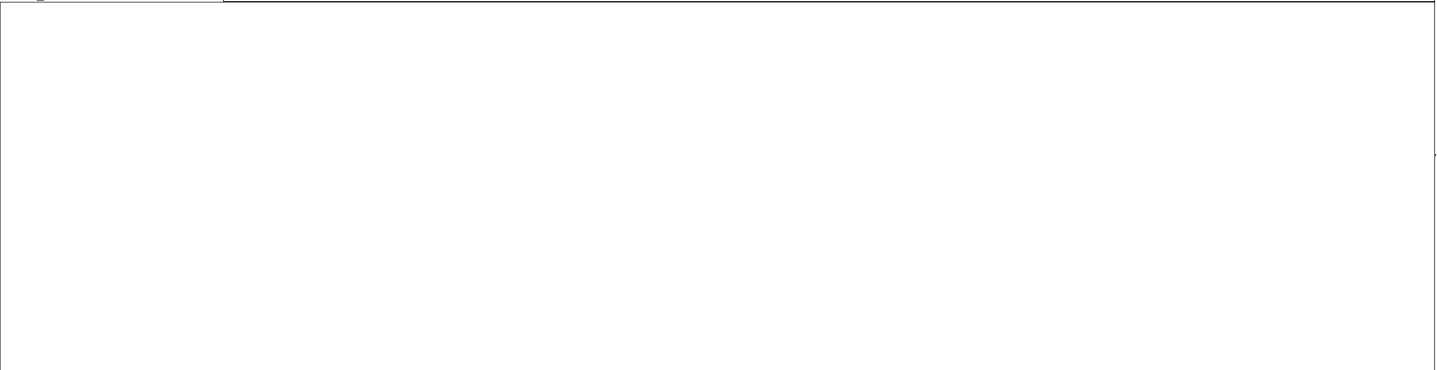
C. Once again, the Office of Logistics, Printing and Photography Division, (OL/P&PD) has experienced errors with the computer tapes created in the [redacted] to produce the bi-weekly payroll microfiche requests for the Office of Personnel

25X1
40

(OP). This recurring problem has caused considerable delays leading to an inordinate amount of overtime for the past several months. Conversations with the applications programmer from the Office of Information Technology, Analytic and Computer Services Division (OIT/ACSD) have indicated that this situation may not have been effectively corrected as previously reported. Late last week, P&PD was provided with the names of [redacted] management personnel who may be helpful in seeking a permanent solution to this nagging problem. [redacted]

25X1
25X1
25X1

NO



E. The Office of Logistics, ~~Printing and Photography Division (OL/P&PD)~~ has completed a large videotape duplication request by generating 913 copies of the "Life Planning Seminar." Originally requested by the Office of Information Technology (OIT), the responsibility of dissemination was split between OIT and the Directorate of Operations, Career Management Staff (DO/CMS) due to overseas requirements for this videotape. This requisition was received on 13 November 1987 and completed on 23 November 1987. [redacted]

25X1
25X1

NO

F. The Office of Logistics, Printing and Photography Division, Photography Branch (OL/P&PD/PB) received a request from the Office of Personnel (OP) on 23 November 1987 for 200 copies of the "Thrift Savings Plan Briefing" which will require some post-production work prior to duping this video program. This job is currently in suspense due to the fact that OP has not returned the "master" tape. The original due date for this request was 4 December 1987. [redacted]

25X1
25X1

NO

III. Upcoming Events:

Representatives from the Office of Current Production and Analytical Support (CPAS) have requested a meeting between CPAS, the Office of Logistics, Printing and Photography Division (OL/P&PD) and [redacted]

NO

Atex representatives to discuss electronic processing (including typesetting) of data bases originating on various word processors, main frame systems, and personal computers. No date has been set for this meeting, but P&PD is most interested in CPAS's requirements.

25X1

IV. Management Activities and Concerns:

None.

25X1

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 1 December 1987

1. Status of Tasks Assigned by Senior Management:

a. Meeting with Contel Representatives:

25X1 On 1 December, the Chief, Procurement Management Staff
NO (OL/PMS) met with [redacted] as a
followup to their request for a meeting. Contel is currently on
Procurement Note (PN) 85 and addressed the remedial action it is
taking to improve its status. As a result of this meeting,
25X1 Contel indicated it would be submitting a comprehensive package
to support its request for removal from PN 85. [redacted]

b. Briefing for Inspector General (IG) Staff:

25X1 [redacted] and two other IG
NO staff members on the CONIF system. His interest was in the
functionality of the CONIF database and how it fits into the
25X1 procurement process. [redacted]

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

a. Agency Contract Review Board (ACRB) Activities:

25X1 [redacted]
NO
NO

b. Automation Activities:

25X1 (1) Tom Shottle of EG&G Washington Analytical Service Center
NO visited [redacted] on 25 November to demonstrate the
procurement software package called CAPS (Computer Aided
Procurement System). This type of software is of interest for
possible use by contract teams when their computer networks
25X1 become available. [redacted]
25X1 [redacted]

SUBJECT: OL/PMS Weekly Report for 1 December 1987

25X1 [redacted]
25X1 [redacted] CAPS is still being
25X1 developed and is scheduled for release in late January 1988. [redacted]

25X1 (2) [redacted] began building a LOTUS 1.2.3
25X1 spreadsheet to be used in a [redacted] negotiation with Hughes Aircraft Company in early January. The portable COMPAQ III will
25X1 be used in negotiations at the vendor's site. [redacted] 25X1

c. Procurement Newsletter:

25X1 [redacted] reported that the Procurement Newsletter
25X1 is completed and will be forwarded to Printing and Photography Division, OL, for printing the week of 7 December. [redacted]

d. CONIF Activity:

25X1 CONIF input 86 contracts and 55 amendments into its system
25X1 during the past week. [redacted]

e. Training:

25X1 [redacted] is attending the "Administration of Cost
25X1 and Reimbursement Contracts" course. [redacted]

f. Personnel:

25X1 On 30 November, [redacted] reported to OL/PMS as a
25X1 contract support assistant. [redacted]

3. Upcoming Events:

25X1 Partners from Peat Marwick Main and Company are scheduled to
present a workshop on 4 December on "How Contractors Respond to Requests for Proposals." All contracting officers have been invited to attend. Immediately following this workshop, OL/PMS has invited all contracting personnel to a holiday get-together in its office suite. [redacted]

4. Management Activities and Concerns:

25X1 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) FARS (Federal Automated Requisition System).

25X1 [redacted] attended the Federal Automated Requisitioning system (FARS) Engineering Review Board (ERB) meeting on Friday 20 November. She described the progress made on the development of Integrated Database Management System/-
 25X1 Relational (IDMS/R) FARS. After the meeting, [redacted] demonstrated the movement through the basic menus of the application.

(2) FCS (Field Computer System). [redacted]

25X1 [redacted] are currently preparing the converted
 25X1 Logistics Automated Data System (LADS III) for delivery to AMCA. The LADS software will run on a DEC Micro VAX II mini-computer. They will install the hardware, software, and data from 30 November to ~~20~~ December. In addition, they will conduct training classes for the Logistic personnel at the site.

NO include (system finished)

11 Dec

(3) EXDINR (Executive Dining Room System).

25X1 [redacted] is currently reviewing the Point-of Sale
 NO hardware and software documentation for the Executive Dining Room. The primary operating system of the Restaurant Management System, PICK, is also included in the documentation.

(4) ICS (Inventory Control System). [redacted] is

25X1 implementing new procedures in the ICS month-end process, that will automatically update the ICS/COMMIT and STKNO files on the ICS offline data base (ICSBAT). The new
 25X1 process will be in place for November 87 month-end processing. [redacted] has contacted and coordinated the changes with the Application Management Branch (AMB) and the Data Base Control Center (DBCC).

NO

(5) [redacted] Data Base Manager for ISOP, has

completed the deletion of all of FY-87 ACT records on



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

ICSOP. By deleting these records, time for end-to-end queries of the ACT file have been reduced from over two hours to under five minutes. The deletion of these records was made possible after [redacted] created a new file on the offline data base, ICSBAT, that allowed reporting that was previously only available on the online data base, ICSOP.

25X1 NO

25X1

[redacted]

B. CLAS

(1) Prototype Testing: The CLAS/BARS teams are finding their initial Master Test Packets this week in preparation for the prototype testing which will commence on 7 December. The master test packets include all the tests, test procedures, and criteria for a transaction type that begins with a requisition and ends with a payment and general ledger entry. The results of the testing will be logged against the Requirements Traceability Matrix (RTM), so that any function or transaction that does not work can be documented. The prototype testing will run for at least 30 days after which an analysis will be performed.

NO

25X1

(2) Training: [redacted] is representing CLAS in discussions with OTE in defining training requirements for the BARS/CLAS effort, in terms of levels of training, number of persons to be trained, and the timing of the training.

NO

C. ADP TASK FORCE

The ADP Task Force met on 30 November. Agenda items included a briefing by [redacted] TG/IMSS on OIT's plans to reduce support to RAMIS over the next two years. Each representative of the Task Force was asked to assess the RAMIS applications in their component and to report back at the next meeting. The Task Force was also briefed on CLAS, in detail, to answer questions regarding overlap of functional capabilities with Procurement Division, LOC, and Supply Division. The briefing was beneficial to all the members and will be repeated at least monthly. The approved recommendations of bar-code hardware will be published to all OL Divisions and Staffs this week. Approved at the Task Force meeting was a request by PMS for (1) memory expansion, (2) a printer, and (3) a mouse, to support the Local Area Network System being developed by [redacted].

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NO

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

D. REGULATIONS

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

[Redacted], Changes to Mail and Courier Services
Employee Bulletin, Reallocation of Carpool and
Vanpool Parking Permits

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

[Redacted]

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

[Redacted] Announcement of Acting Director of

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3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities

[Redacted]

NO

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