EMP.
OF THE
QTR.

AGENDA

D/L Quarterly
Headquarters Auditorium
Thurs, 5 Jun 86

Welcome   John Ray, D/L

Presentation of "Employee
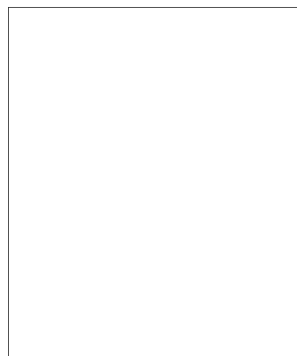 of the Quarter" Awards   William Donnelly, DDA

Overview of OL's 2nd Qtr activities

Personnel & training highlights

Planning for the move to Reston

PTPE revisited

The pneumatic tube system -- OL's
silent messenger

25X1

CONFIDENTIAL

25X1

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25X1

AGENDA

D/L Quarterly
2C19 Page Building
Fri, 6 Jun 86

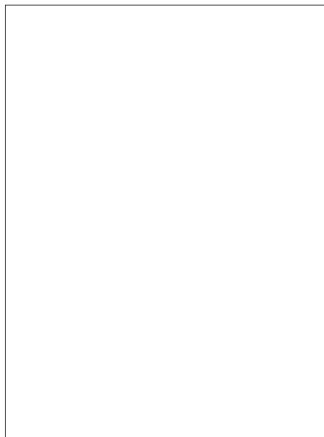Opening Remarks   John Ray, D/L

Personnel & training highlights

Overview of OL's 2nd Qtr activities

Planning for the move to Reston

PTPE revisited

The pneumatic tube system -- OL's
silent messenger

Tony

(OL logo)

Overview of OL activities/

accomplishments

for 2nd Qtr, FY 86

Good afternoon.

To give you a better idea of the magnitude of the work we do in OL, I'd like to show you a few of our activities during the 2nd Qtr. I'll bring you up-to-date on as many as possible.

(SLIDE FROM _____ CONFERENCE)

25X1

_____

A big first was our logs conference overseas in Feb,

arranged by _____ Chief of Supply Division. -- It was

25X1

25X1

Headquarters.

The purpose was to bring people together to meet each other

and discuss what they're doing and the problems they face.....

They all seemed eager to learn what's going on back here.

All in all, we thought the meeting was highly successful.

SECRET

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(OL logo and P&PD header)

PRINTING AND PHOTOGRAPHY DIVISION

o   "Washington's Best Employers"

o   Your Employee Benefits Statement

o   Congressional Budget Justification Books

As you might have heard, a recent <u>Washingtonian</u> magazine article,..."Washington's Best Employers,"...listed the CIA as one of the six best places to work in the Washington area. At OP's request, P&PD printed 5,000 copies of the article to use in recruitments.

P&PD also printed [   ] <u>Your Employee Benefits Statement</u>. The plan is to update it annually.

Another big project was the FY-87 <u>Congressional Budget Justification Books</u>.

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(Slide showing New Electronic Page Controller)

We installed and debugged the improved Electronic Page
Controller shown in this slide, and it should be ready for
production by next quarter.

When operational, this equipment will represent the first
direct-to-plate system for 8 1/2" x 11" page production in the
United States. -- Copy can go from computer to metal plate via the
laser.....doing away with the paper or film copy previously required.

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FBIS/JPRS Study

Alternative sources for production of unclassified publications:

-- satellite printing facility

-- contract with commercial firms

We completed a study on <u>alternative sources</u> for producing the FBIS Daily Report and other unclassified material.

Of the <u>two alternatives</u> shown here, we decided the <u>satellite plant</u> would be <u>more feasible</u> in terms of cost and effectiveness......

We've set aside 40 thousand square feet of proposed construction [   ] for this purpose, -- and are working on design specifications for the satellite plant.

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(OL logo and RECD header)

REAL ESTATE AND CONSTRUCTION DIVISION

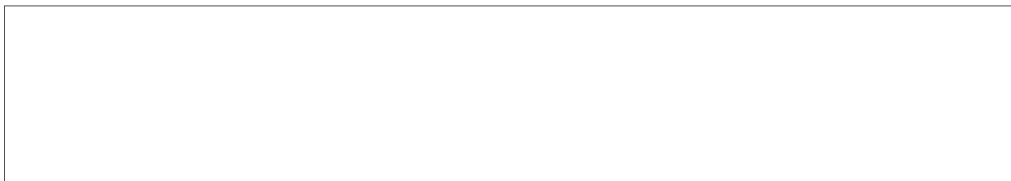(figure - building)   Reston Corporate Center

(figure - student at desk)   Chamber of Commerce

These are a few of the leases RECD handles....

You'll hear from [   ] about the Reston Corporate Center, which we just saw.

We should have the first floor of the Chamber of Commerce Building under lease by 30 June.

SECRET

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(NBPO LOGO)

NEW BUILDING PROJECT OFFICE

_____

Now,...in the New Building Project Office area .....

2

Keep

(2 slides of New Building)

_____

        The project we've all probably heard the most about is the
New Headquarters Building --

        These two aerial photos were taken in May.

Keep

(pre-cast: courtyard view)

    Here, the crane is hoisting one of the decorative, pre-cast panels for the exterior of the new building. This is the view you'd see from the cafeteria, looking across the courtyard.

2

KEEP

(2 interior views)

...the escalators as seen from the inside first floor....

...and the atrium inside the 4th-floor main entrance....

These shots were taken in late April, so we're even further along now.

ADMINISTRATIVE - INTERNAL USE ONLY

"Building of Excellence Award"

Memorial plaque for non-Agency personnel

Bas relief sculpture of the DCI

In 2nd Qtr, the New Headquarters Building was selected to receive the 1986 "Building of Excellence Award" from the Iron Workers Employers Association. -- The award was presented in late April and is on display in the New Building exhibit area on the first floor of Headquarters Building.

We met with the sculptor to discuss a memorial plaque in honor of non-Agency personnel who died while serving the Agency. These are people like Air America personnel and others in proprietaries who cannot be officially recognized. The plaque will be placed in the main foyer of the existing Headquarters Building.

We're also planning a sculpture of Mr. Casey for the New Building.

ADMINISTRATIVE - INTERNAL USE ONLY

(OL logo and PD header)

PROCUREMENT

Draft of Coopers and Lybrand report

Draft of recommended new FOCI policy

Contracting with academia

We've received the <u>draft</u> Coopers and Lybrand report on the
Agency procurement process; and the draft's 39 recommendations are
being reviewed by senior procurement officers and the front office
of OL.

We've sent OS the final draft of the recommended new policy on
Foreign Ownership, Control, or Influence -- known as FOCI.

The data we compiled on Agency contracting with academic
institutions was used in a consolidated report for the House
Permanent Select Committee on Intelligence.

SECRET

Contracting Officer Intern Program

Interview
screening

"PAT-B" test   On-the-job
                                                training

Agency
courses

In January, several of our contracting officers visited NSA to discuss our contracting officer intern program. NSA liked some of our approaches, including interview screening, heavy reliance on a "PAT-B" type test, -- and hiring people with no experience, then training them through a combination of Agency courses and OJT during their intern period.

The final draft plan for the program is being readied for submission to the Training Panel within the next few weeks and then for approval by the Logistics Career Board.

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Some statistics for Procurement Division.....

The numbers are even higher now that more of the paperwork is into our Contract Information System.

This doesn't include activity by the contracting teams.

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●   Workstation support services contract

                                  ($23.2 million)

                 Engineering services and equipment installations

                                  ($5.1 million)

               Community Information Retrieval System (CIRS)

                              ($137 thousand)

●   These are some of our other procurement activities:
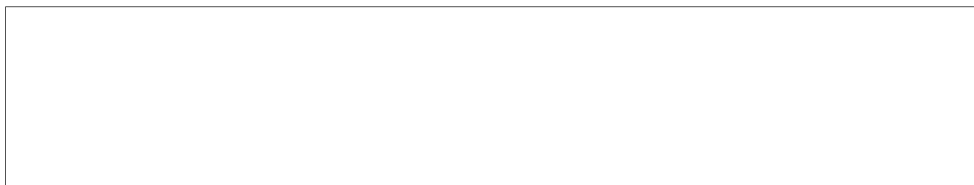
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Purchase of items for DS&T offices in Reston

(being negotiated)

We're negotiating to buy,...in-place,...<u>cafeteria furniture and equipment and parts of the alarm system</u> in the Reston building when it's vacated by GE.

25X1

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Automobiles

Carpet and tile

Software packages

Power system design

Maintenance of APARS

Optical character readers

Consulting services re PTPE

Personnel Access Security System

(THESE COULD ALSO BE IN THE FORM OF "O" "L" WITH DASHES BETWEEN
WORDS)

These are some of the many goods and services we procured

during the 2nd Qtr.

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(OL Logo - FMD header)

FACILITIES MANAGEMENT DIVISION

124 design/construction projects under way
(value $8.5 million)

59 work projects assigned
(value $1.2 million)

94,000 sq ft of space under renovation

3,054 trouble calls
(96% completion rate within 48 hours)

FMD is heavily involved in design and construction projects at Headquarters. Probably the project with the greatest executive interest is the Counterterrorist Center, to be ready this August.

ADMINISTRATIVE - INTERNAL USE ONLY

o   Asbestos survey of the Headquarters Building

o   Revalidation and issue of carpool permits

o   Electronic elevator door detectors

o   Microprocessor overlays

We retained an outside company to make an <u>asbestos survey</u> at Headquarters Building......Most of the asbestos-containing material is in the form of pipe insulation on steam lines, is <u>encapsulated</u>, and is in good condition.....There are presently no known asbestos hazards in the Headquarters Building.

All carpool permits were revalidated during 2nd Qtr .

FMD installed <u>electronic elevator door detectors</u> on 16 passenger elevators in the Headquarters Building. The detectors sense the presence of anything between the open doors and prevent the doors from closing.....

Installation of the <u>microprocessors</u> will be completed this December to <u>improve elevator response time</u> and provide for an <u>emergency recall</u> of two elevators.

ADMINISTRATIVE - INTERNAL USE ONLY

(New Exhibit Hall)

This is the recently renovated Exhibit Hall at Headquarters
Building. -- Our Interior Design Staff color-coordinated the
panels, display cases, and track lights to create a gallery setting.

FMD supported a DCI-hosted reception for 500 on June 2nd, in
honor of the Fighting 69th. -- We also coordinated the exhibit for
the month of June, entitled -- "With the Fighting 69th: Donovan in
World War I." -- On display, for one week only, was a small
mock-up of the statue of Gen. Donovan proposed for the main entrance
lobby of Headquarters Building.

ADMINISTRATIVE - INTERNAL USE ONLY

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ADMINISTRATIVE

PICTURE OF THE <u>EXECUTIVE DINING ROOM</u>

This slide shows the Executive Dining Room.

Our business increased in the EDR in terms of number of meals served and number of guests served at cocktail parties.

ADMINISTRATIVE - INTERNAL USE ONLY

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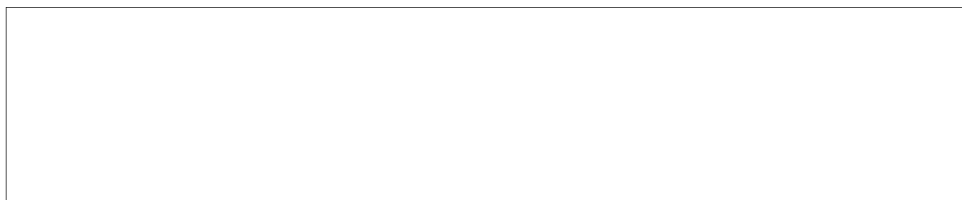
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(NO LOGO - SHOW THE PRINTING ON THE SCREEN OF A COMPUTER)

Data administration

Wang systems visual display

Logistics Overtime Tracking System

Transportation Records and Control System

...a report on some logistics data systems...

We created a visual display of OL's seven Wang master units.....and 224 peripheral devices ....It gives us a quick look at the systems users, capabilities, and potential for expansion.

The Logistics Overtime Tracking System, implemented in January, enables our components to record and track overtime, and is gradually evolving into a time and attendance system.

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(OL Logo -- take out PHS and substitute "Personnel and Training")

Professional/Technical Recruitment

FY-86

	1st Qtr	2nd Qtr
Applicant files/resumes reviewed (interest resumes and all files)	877	730
Interviews requested	112	214-
Interviews scheduled	97	196
Applicants placed in process	85	135
Applicants who entered on duty	8	13

OL's recruitment program is ongoing.......

(TRANSITIONAL SLIDE)

Personnel and Training Highlights

That concludes my overview of OL for the 2nd Qtr.

Our next speaker is

HANK

GARY

\

GERRY

HAS EMERGENCY........

PTPE - WHAT IS PTPE?

HOW will PTPE IMPACT ON OL?

PTPE STANDS FOR

PLAIN TEXT PROCESSING EQUIPMENT AND

THE PTPE PROGRAM IS QUICKLY BECOMING

ONE OF OL'S BIGGEST CHALLENGES

2

JUST WHAT IS PLAIN TEXT PROCESSING EQUIPMENT?

(SLIDE)

PTP EQUIPMENT ARE THOSE EQUIPMENT ITEMS SUCH AS TYPEWRITERS,

DUPLICATING MACHINES, XEROX MACHINES, CERTAIN COMMO EQUIPMENT.

PLUS A HOST OF OTHER EQUIPMENT THAT PROCESS, COPIES OR DISPLAYS

INFORMATION IN THE CLEAR, IN AN UNCIPHERED FORM.

3

OUR CONCERN IS INTELLIGENCE INFORMATION. IN ORDER TO

PROTECT OUR INTELLIGENCE SOURCES AND METHODS, WE MUST PROTECT

AND CONTROL THE EQUIPMENT THAT PROCESSES *that* INFORMATION AT ALL

TIMES....

(SLIDE)

PTPE IS INTENDED TO CONTROL AND ESPECIALLY PROTECT THIS

EQUIPMENT FROM SOPHISTICATED FORMS OF HOSTILE INTRUSION.

IN SHORT....., FROM BEING BUGGED.

4

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BoB

Good afternoon, I'm [   ] and I'm here this afternoon
to tell you a little bit about the pneumatic tube systems used
in the Headquarters Building. The systems are maintained and
operated by the Carrier Maintenance Section (CMS). All
repairs, renovations and relocations are done in-house by the
section. *We come under the Deputy for Operations, Facilities
Management Division. Over the years, I have seen many
organizational charts of the Division. On most, CMS has been
squeezed into a tiny block barely visible to the naked eye.
This abbreviated chart gives you a more accurate perspective of
our position in the Division.

SLIDE: OL'w SILENT MESSENGER   (ALREADY ON THE SCREEN)

*SLIDE - Organizational Chart

There are two types of pneumatic tube systems being used in the building. The largest by far is the automatic system. But we also have a conventional system. In a conventional system, send and retrieve lines run directly between stations. When a carrier, that is the container that holds the material sent through the systems, is sent from a station, it has to travel to the station that the line runs to. The only way the carrier can be diverted to another station is if the operator at the receiving station manually transfers the carrier into another direct line. This is a relatively simple and trouble free system, and most of the hardware is compatible with the automatic system, so we do not have to keep a large inventory of replacement parts. The system operates 24 hours a day, seven days a week, and is mainly limited to components that have around-the-clock operations.

SLIDE: FOUR CARRIERS

The automatic system was designed specifically for the Old Headquarters Building and was installed during the construction of the building. There are no plans at this time to install a new system or expand the existing system into the New Headquarters Building. The system was designed to allow rapid and secure transmission of paper between stations within the system. The system began operating in January 1963, and since then, over 34 million carriers have been sent through the system. Although the systems was designed to transmit paper, station operators have experimented, sending things other than paper. A live bird, a can of beer, a slightly overripe pear, and a pipe, probably sent by a non-smoker, are some of the more unusual things sent through the system. Surprisingly, the bird faired better than the other things. It not only survived its trip, it probably had a whale of a story to tell about its roller coaster ride through the CIA.

SLIDE - Four Carriers

As installed, the automatic system is actually zoned into three separate systems: A system, which utilizes amber colored carriers, B system, using green carriers, and C system with red carriers. The metal carrier is the type used in the conventional system. The system operates from 0800 to 1700 hours, Monday through Friday.

SLIDE - Green Carrier

The carrier used in the automatic system is a three dial carrier. It is approximately 14 1/2" long, 4" in diameter at its widest point, and weighs nearly two pounds. there are three dial rings at the front end of the carrier. The first ring has 'A' through 'H' engraved on it, the second 'R' through 'Z', and the third '0' through '7'. By turning these rings to the desired station code, an internal circuit is set in the carrier between the three dial rings, and the seven body contact rings. As the carrier travels through the system, it crosses brushes that line up with the carrier's 10 rings. The system electrically reads the code set on the carrier and directs the carrier to its proper destination.

When the system became operational in 1963, a fully assembled carrier could be purchased for under $40. Today, it costs over $300. But we can assembly a carrier from replacement parts for under $150. There are approximately 800 carriers in use in the automatic system.

SLIDE - First View of Exhauster

The carriers are pulled through 4" steel tubing at 20 miles per hour by an air flow created by seven exhausters that range in size from 7 1/2 to 30 horsepower. This exhauster has a 25 horsepower motor.

SLIDE - Second View of Exhauster

This view shows how the 4" lines are attached to the exhauster's manifold.

SLIDE - Third View of Exhauster

_____

To the left of this exhauster you can see some of the 26 miles of 4" steel tubing used on the system.

Four monitors are used to automatically route carriers into the correct receive line. Because of its size, A system utilizes two monitors. B & C systems each have one monitor.

_____

SLIDE - Supervisory Panel

_____

This is the supervisory panel of one of A system's monitors. Indicator lights are used to show problems that may occur in the system. Counters are used to count incoming and outgoing traffic.

SLIDE - Supervisory Panel Interior

_____

Here the panel door has been opened to show the counters,
lights, and some of the relays used in the system, along with
their associated wiring.

_____

SLIDE - Control Panel - First View

_____

This is the control panel. A stepping switch and telephone
type relays are used to select the line to be dumped and to
read the code set on the carrier.

_____

SLIDE - Control Panel - Second View

_____

Here the panels have been opened to show additional relays
and the wiring used to read the code.

SLIDE - Monitor

_____

The carriers enter the monitor through the valves at the
top, move down a storage tray and into a carriage. Here the
code set on the carrier is read, a diverter on the fourth,
third or second floor is set and the carrier is dumped into the

chute.

_____

SLIDE - Chute

_____

Where it is funneled back into a four inch line.

_____

SLIDE - Line Diverters

The carrier travels through the line passing any unopen diverter until it comes to the activated diverter. There, an arm has moved into the path of the carrier and diverts it into the receive line. Once the carrier passes into the receive line, the diverter arm returns to its normal position.

This has been a very brief description of a very complex and extensive system. If anyone is interested in seeing the system in operation, you can call me on extension [ ] and I will arrange it for you.

STAT