

29 August 1988

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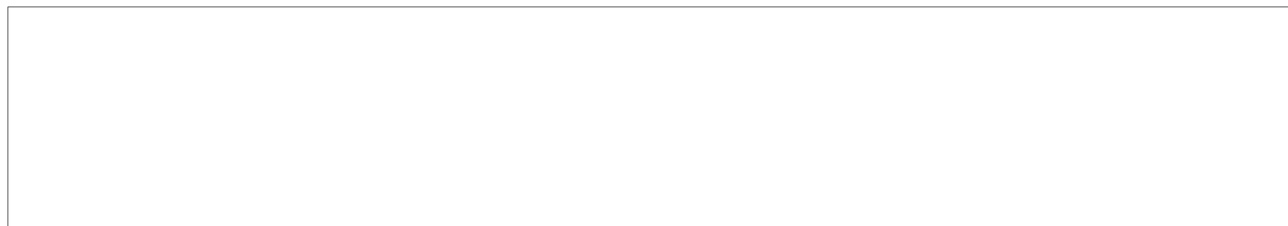
NOTE FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics


SUBJECT: Breakfast Bullets for the Week of 29 August 1988

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

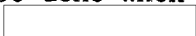
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◦ New Headquarters Building: Over the weekend (26 and 27 August), OL moved the Office of Near Eastern and South Asian Analysis/DI (NESA) to their new location on the 6th floor of the New Headquarters Building. 

25X1

◦ Boiler Malfunction: At approximately 0815 hours on 29 August, a malfunction in the ignition process caused an explosion within boiler number 3 at the Central Plant while it was being put on line. A visual inspection of the exterior reveals that the steel wall of the boiler has buckled in a few places. An examination of the interior of the boiler will be done when it cools down, probably late 30 August. No one was hurt. 

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◦ Auto Accident: At approximately 1130 on 29 August, a Mail and Courier vehicle was returning to Headquarters from Rosslyn via the G.W. Parkway. Due to heavy rain and water accumulation on the highway, the engine stalled. A Volkswagon was unable to stop which caused a rear-end collision. There were no personal injuries; it appears both vehicles were totalled. No one was charged due to the inclement weather. 

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John M. Ray

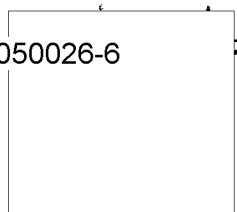
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S E C R E T

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*Vince - pls
see notes
John*

24 August 1988

Dist 15/2/88

MEMORANDUM FOR: Deputy Director for Administration
FROM: John M. Ray
Director of Logistics
SUBJECT: Report of Significant Logistics Activities for
the Period Ending 23 August 1988

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

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e. On 17 August, Shaw University of Raleigh, North Carolina, picked up 103 pieces of excess furniture, valued at \$7,400, This was the fifth donation of Agency excess materiel made to Historically Black Universities.

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S E C R E T

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[Redacted]

g. On 17 August 1988 on behalf of the Office of Information Resources, the Printing and Photography Group, OL (P&PG/OL), made arrangements for a commercial vendor to transfer a 35mm black and white movie film onto a videocassette. [Redacted]

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[Redacted]

25X1

j. On 22 August, the Real Estate and Construction Division, OL (RECD/OL), and [Redacted] lessor executed a lease agreement for 18,400 square feet of space on the 1st floor of the building. The Office of Personnel will have 6,600 square feet and the Office of Security 11,800 square feet of space. The lease is for 5 years with an annual rental rate of \$357,000 for the first year. RECD is continuing to negotiate for an additional 7,700 square feet of space on the 2nd floor [Redacted] also for the Offices of Personnel and Security. In an effort to meet Agency parking requirements, the lessor agreed to lease additional parking spaces [Redacted]

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good!

* k. OL reports that Mr. Lawrence Ludtke, sculptor of the Donovan statue, will travel to New York on 6 September to inspect the final casting of the bronze figure and make shipping arrangements. Upon arrival, the statue will be placed on an incised marble base in the main lobby of the Original Headquarters Building. [Redacted]

25X1

* l. On 25 August, OL reports that the bas-relief of Mr. Casey will be mounted in the west entrance lobby, 4th floor of the New Headquarters Building. [Redacted]

25X1

m. On 16 and 17 August, the Facilities Management Division, OL, conducted a traffic flow count on the Headquarters Compound. The survey indicated that ridership per vehicle remains at 1.2. The vehicular usage during the morning rush hour is greater by 100 vehicles at the Route 193 entrance than at the G.W. Parkway Entrance. The Route 123 entrance showed a decrease of approximately 80 vehicles during the morning rush as compared to the March survey. [Redacted]

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25X1 n. On 23 August, approximately 600 employees attended the Federal Women's Symposium, "Looking Ahead: New Rules-New Roles." The Facilities Management Division, OL, Kane Movers and Allied personnel supported this symposium by erecting tents in the quadrangle and providing food service from the cafeteria. [redacted]

25X1 * o. OL reports that on 18 August, a representative from the National Capital Planning Commission visited the proposed site for the Child Day Care Center (CDCC). He was impressed with the natural, open environment for the CDCC and that the trees will shield it from view on all sides. His opinion was that we have one of the best sites he has evaluated, and is optimistic that our plans will be approved. The formal presentation of our plans to the Commission is scheduled for 6 September. [redacted]

25X1 p. With the dismantling of the pneumatic tube system, the Mail and Courier Branch, OL, will provide dedicated courier service between the DO Information Service Centers and the Office of Information Technology Communications Center, specifically for the timely distribution of cable traffic. This service will only continue until the delivery process is automated, sometime in the near future. [redacted]

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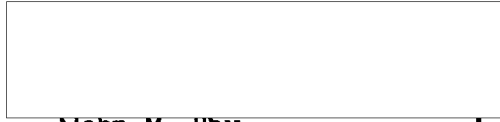
25X1 r. OL has prepared a letter to the Virginia Department of Transportation (VDOT) requesting permission to locate the new fence around Scattergood-Thorne on their property in order not to disturb the surrounding trees. This location had previously been approved by the Virginia Power Company and it is anticipated that VDOT will also approve this request. OL is also attempting to identify a local Architect/Engineering firm which specializes in the rehabilitation of historic buildings so that interior design work may start on the Manor House. Additionally, construction on the jogging track fence is nearing completion. The contractor building the new house adjacent to the Agency's property has been asked to move his trash dumpsters and vehicles off government property as they are obstructing fence construction. [redacted]

25X1 2. Significant Events Anticipated During the Coming Week:

b. On 26 and 27 August, OL will move the Office of Near Eastern and South Asian Analysis, DI (NESA/DI), to their new location on the 6th floor of the New Headquarters Building. During this reporting period, the Building Services Branch, OL, is completing final preparations (installing conserva-

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John M. Ray

OL/FMD WEEKLY REPORT
PERIOD ENDING 24 AUGUST 1988

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

a. Lawrence Ludtke, sculptor of the Donovan statue, reports that the Tallix Foundry in Beacon, New York, has finished casting of the bronze figure. He will travel from Texas to inspect it on 6 September, and will be able to arrange shipping within 2 weeks of that date. Upon arrival, the statue will be placed on an incised marble base in the Original Headquarters Building main lobby. (AIUO) (Carole, x37245)

ADDITIONALLY, *bas-relief*
The relief of Mr. Casey will be mounted in the New Headquarters Building (NHB) west entrance lobby on 25 August.



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

a. Status of Chilled South Side Chilled Water Lines: A formal architecture-engineer selection panel will be convened to rank five firms who have been identified as having significant expertise in mechanical systems. The firm selected will be asked to develop options and recommendations regarding the replacement of the existing south side chilled water line.

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b. Parking and Traffic Management:

(1) On 16 and 17 August, the ~~Parking Office~~, FMD/OL, conducted a traffic flow count at the Headquarters Compound. The survey indicated that ridership per vehicle remains at 1.2. The vehicular usage was greater at the Route 193 entrance than at the G. W. Parkway Entrance by 100 vehicles during the a.m. rush hour. The Route 123 entrance showed a decrease of approximately 80 vehicles during this same period.

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(2) On 18 August, the Contracts Staff, FMD/OL, issued Invitation for Bid (IFB) for the West "A" Parking Lot Expansion on the Headquarters Compound. The IFB was provided to six potential bidders, and requires that bids be submitted by 9 September.

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Compare with 91

last march

*Report to DDA
who awarded also
titled of street
estimated
negotiation.*

c. Backfill Project:

(1) On 17 August, the Contracts Staff, FMD/OL, completed negotiations with RTKL Associates to acquire Design Packages 16 and 17. The design packages include the survey and design of the A-vault and B-vault primary electrical distribution systems. The contractor proposed a total amount of \$424,369 for the 2 design packages. The negotiated price for the 2 projects is \$360,000. The design packages are being acquired in support of the Backfill Program to renovate the Original Headquarters Building.

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(2) On 19 August, the Contracts Staff, FMD/OL, issued Request for Proposal (RFP) No. 88-Z32 to acquire raised access flooring in support of the Headquarters Backfill Program. The resulting contract will be a six year requirements type contract. The RFP was provided to four potential bidders with proposals due by 7 September. The estimated value of the flooring over the six years is \$7 million.

Report to SBA when awarded

25X1

~~d. Support to Agency Ceremonies:~~ On 23 August, approximately 600 employees attended the Federal Women's Symposium, "Looking Ahead: New Rules-New Roles." FMD, Kane Movers and Allied personnel provided support which included the erection of tents in the quad and food service from the cafeteria.

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e. Scattergood-Thorne Property Renovation: Reroofing of the main house and guest house continues and is scheduled for completion circa 15 September. The project is 42 percent complete.

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f. A representative of the National Capital Planning Commission (NCPC), ~~Mr. Clifford Moy~~, visited the proposed site of the Child Day Care Center (CDCC). He was impressed that the CDCC will be in a natural open environment and that trees will shield it from view on all sides. His opinion was that we have one of the best sites which he has evaluated, and is optimistic that our plans will be approved. ~~On 24 August, the CDCC plans will be presented to the NCPC staff and on 6 September the staff will make the formal presentation to the Commission. We will be contacted with the results after each event.~~

15 Aug When

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~~g. Significant Component Move Support:~~ During the week of 15 August, the Building Services Branch (BSB), FMD/OL, moved 202 Office of Scientific and Weapons Research (OSWR) personnel into the New Headquarters Building. This completes the move of OSWR personnel and the last equipment room move (18 pieces) was done 20 August. On 19 and 20 August, BSB turned in three tractor-trailer loads of excess furniture to GSA.

THE REMAINING

Printed last week

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h. Significant Meetings with Officers Outside OL: As a part of the introductory briefings for Mr. Kevin Shiad, the new Office of Management and Budget examiner for the Agency, the Deputy Chief of FMD took Mr. Shiad on a tour of the New Headquarters Building. [redacted]

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i. Significant Construction Projects: On 17 August, the Contracts Staff, FMD/OL, issued two Invitations for Bids (IFB). The IFB's were sent to five contractors, and each requires bids to be submitted by 7 September. The two solicitations were:

(1) IFB to construct a new guard post at the DCI Tunnel Entrance to the Original Headquarters Building. The work is being accomplished for the Office of Security.

(2) IFB for renovations to the ground and first floors of the Printing and Photography (P&P) Building. Also, on 26 August, a prebid meeting will be held for the renovation of the P&P Building. [redacted]

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j. Significant Customer Service Efforts:

(1) The South dock of Headquarters Building is now opening for business half an hour earlier than in the past, at 0530 hours during the week. It is also being opened for two hours on Saturday and Sunday mornings to allow for direct receipt of the newspapers at this loading dock. This expansion of hours is resulting in earlier receipt and processing of daily newspapers during the week. [redacted]

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(2) ~~Mail & Courier Branch (M&CB)~~, FMD/OL, will establish a dedicated courier run, ~~as requested by~~ Information Management Staff/DO, for the delivery of routine cable traffic in support of the Directorate of Operations. Incident to the dismantling of the tube system, the DO requested ~~M&CB~~ to provide special courier service to and from DO Information Service Centers (ISCs) and the Office of Information Technology (OIT) Communications Center, specifically for the distribution of cables in a timely fashion. [redacted]

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THIS SERVICE WILL CONTINUE UNTIL THE DELIVERY PROCESS IS AUTOMATED.

(3) M&CB commenced service to OIT Information Services Center in the New Headquarters Building at 5S09 on 15 August. This ISC supports components of OSWR. [redacted]

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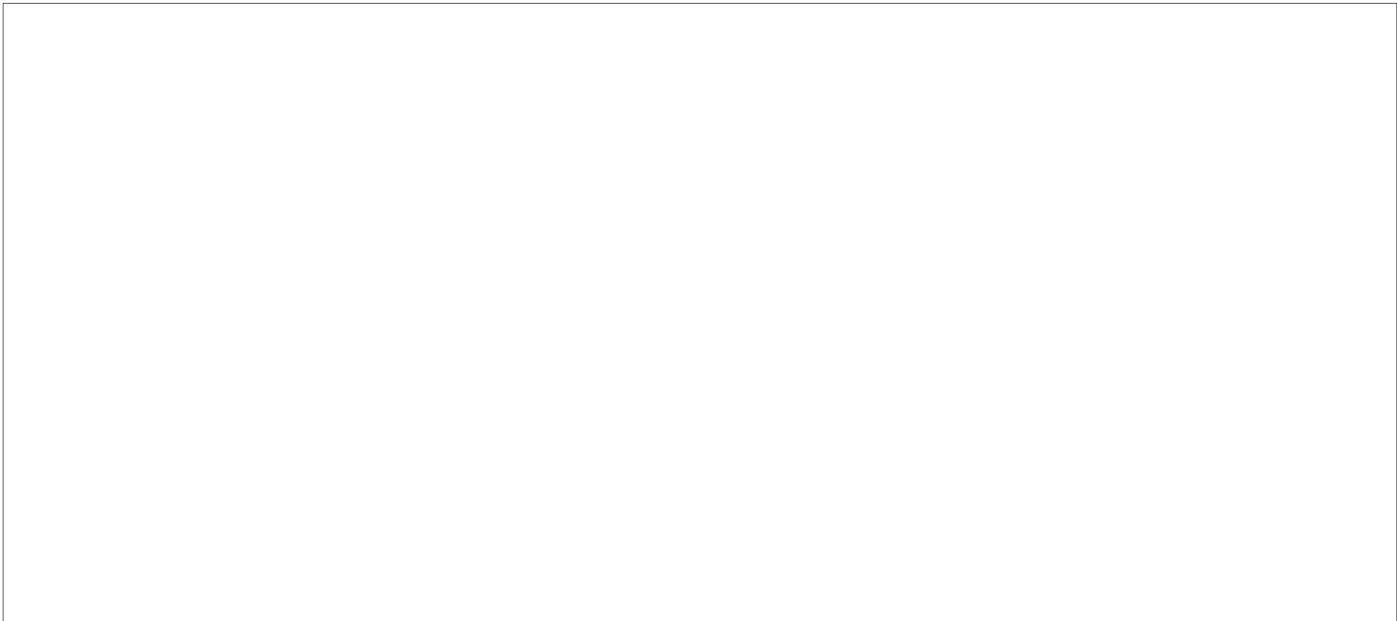
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k. Operational support:

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3. Upcoming Events:

? a. During the week of 22 August, BSB will complete final preparations (new executive furniture and workstation accessories) for the Office of Near Eastern and South Asian Analysis (NESA)/DI move into the 6th floor of the New Headquarters Building and will move the 150 NESA personnel, 26 and 27 August. BSB will also be removing and storing furniture from the former OSWR spaces.

25X1 Move ?
for

b. On 26 August, FMD personnel will brief the DDA on various projects.

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4. Management Activities and Concerns:

The exodus of summer only employees has begun. During this period nine summer only employees departed FMD. Also, the following assignments/reassignments occurred: from Operations/FMD

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- [redacted] to M&CB/FMD - [redacted]
[redacted] and to MPB/FMD - [redacted]

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[redacted] Chief
Facilities Management Division

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

23 AUGUST 1988

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:

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[Redacted area]

c. Agency Contracts Group, Office of Logistics, negotiated a modification to a firm-fixed-price contract on behalf of the Office of Training and Education with Garant and Associates. This agreement provides for the presentation of the courses entitled "How to be an Effective User", and "What do Programmers Do", at a cost of \$19,439 with completion by 30 September 1988.

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[Redacted area]

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[Redacted area]

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1. Agency Contracts Group, Office of Logistics, received a FLASH request from the Counterintelligence Center/Support Staff for the procurement of a Piranha shredder to replace an inoperative unit in the Office of the Counterintelligence Center. The new shredder was delivered the same day for a dollar value of \$2,884. [REDACTED]

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p. On 15 August 1988, Agency Contracts Group, Office of Logistics, completed negotiations with Hitt Contracting, Inc. on several changes on four FY87 contracts. The contractor requested \$12,717 and offered a credit of \$4,184 for work deleted by the Government on one contract. The claims were settled by denying \$3,345, accepting \$3,358, and agreeing on \$6,014 for the credit. These contracts can now be closed. [REDACTED]

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q. On 15 August 1988, Agency Contracts Group, Office of Logistics, issued four Invitation for Bids (IFB) for projects to be accomplished in the New Headquarters Building. The IFB's were sent to five Contractors, and each requires bids to be submitted by 31 August 1988. The four solicitations are:

-IFB 88-Z28 for Renovations to Rooms 4N25, 29 and 31. The project is being accomplished for the Office of Training and Education. The estimated price range for the work is between \$25,000 and \$100,000.

-IFB 88-Z29 for Renovations to Room GU1101. The project is being accomplished for the Office of Information Technology. The estimated price for the work is less than \$25,000.

-IFB 88-Z30 for Renovations to Room 2W03. The project is being accomplished for the Office of Information Technology. The estimated price for the work is less than \$25,000.

-IFB 88-Z31 for Renovations to Rooms 3Y36 and 3Y64. The project is being accomplished for the Office of Information Technology. The estimated price range for the work is between \$25,000 and \$100,000.

r. On 16 August 1988, Agency Contracts Group, Office of Logistics, held a pre-bid conference for Invitation for Bids 88-Z20-Renovations to the GC03/1D04 areas in the Original Headquarters Building. Representatives from four of the twelve companies solicited participated on the meeting and the jobsite visit. This renovation project is part of the Headquarters Backfill Program to renovate the Original Headquarters Building.

s. On 17 August 1988, Agency Contracts Group, Office of Logistics, completed negotiations with RTKL Associates to acquire Design Packages 16 and 17. The Design Packages include the survey and design of the A-Vault and B-Vault Primary Electrical Distribution Systems. The contractor proposed a total amount of \$424,369 for the two design packages. The negotiated price for the two projects is \$360,000. The design packages are being acquired in support of the Backfill Program to renovate the Original Headquarters Building.

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None



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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 23 August 1988

*Report to
DDI with
details*

1. Status of Tasks Assigned by Senior Management:

a. On August 22, 1988, Procurement Management Staff (PMS) received a copy of Centel's comments dated August 19, 1988 based on the protest conference held at the General Accounting Office (GAO) on August 10th. This Centel package contains further argumentation and supporting materials against the award to ITC. [redacted]

report next week

The Agency's responses to the conference is in the final stages of preparation and will be submitted to GAO as scheduled on August 25. [redacted]

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b. On August 23, 1988 C/PMS conferred with [redacted] of the Office of Congressional Affairs (OCA) to review the status of PMS/OL responses to legislative initiatives. Upon review, it was confirmed that PMS was totally correct in all responses with no outstanding items being due. OCA had earlier and erroneously reported two items as pending. John clarified the situation by confirming that these items had not yet been sent to PMS. He expressed his continuing appreciation for PMS support.

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

a. [redacted] reviewed 12 files and interviewed five applicants for the Computer Staff Assistant vacancy in PMS per the request of Office of Logistics, Personnel and Training Staff (OL/P&TS). A consensus selection matrix was prepared and submitted for appropriate follow-on action. [redacted]

CHIEF?

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b. [redacted] reported that Logistics Notice 7-4/FN 33-82 regarding the implementation of Office of Management and Budget Circular A-125 Prompt Payment is in the process of being jointly updated between OL and Office of Finance (OF) to reflect the revised guidance contained in the Federal Acquisition Regulations regarding Prompt Pay. [redacted]

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SUBJECT: OL/PMS Weekly Report for the Period Ending 23 August 1988

25X1 c. [] reports that the hardware and software
was ordered for use in the prototype automaton of CORE Team's
activities. The equipment will begin arriving in about 30 days, and
25X1 will be set up, tested and evaluated over the subsequent three
25X1 months. []

25X1 d. [] also reports that the FARA program from
Compusearch Corporation was ordered for contract generation on the
CORE Team prototype. Compusearch agreed to provide FARA free of
25X1 charge to OL/PMS for use in developing and tailoring better uses of
FARA by PMS and all contract teams. []

25X1 e. A total of 377 contract actions and 238 amendment actions
25X1 were input into the CONIF database during this reporting period. []
[]

25X1 g. On August 23, C/PMS was advised by the DCI Admin Office
Staff that the TDY assignment of [] should be extended if
25X1 possible to 7 October. After discussions with the Deputy Director
of OL concurrence was provided. []

25X1 h. [] attended the Federal Woman's Program
25X1 at Headquarters on 23 August. []

3. Upcoming Events:

25X1 The quarterly newsletter is being prepared and will be ready for
release the week of 6 September. []

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep management apprised of any
significant management activities and/or concerns as they arise. []

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

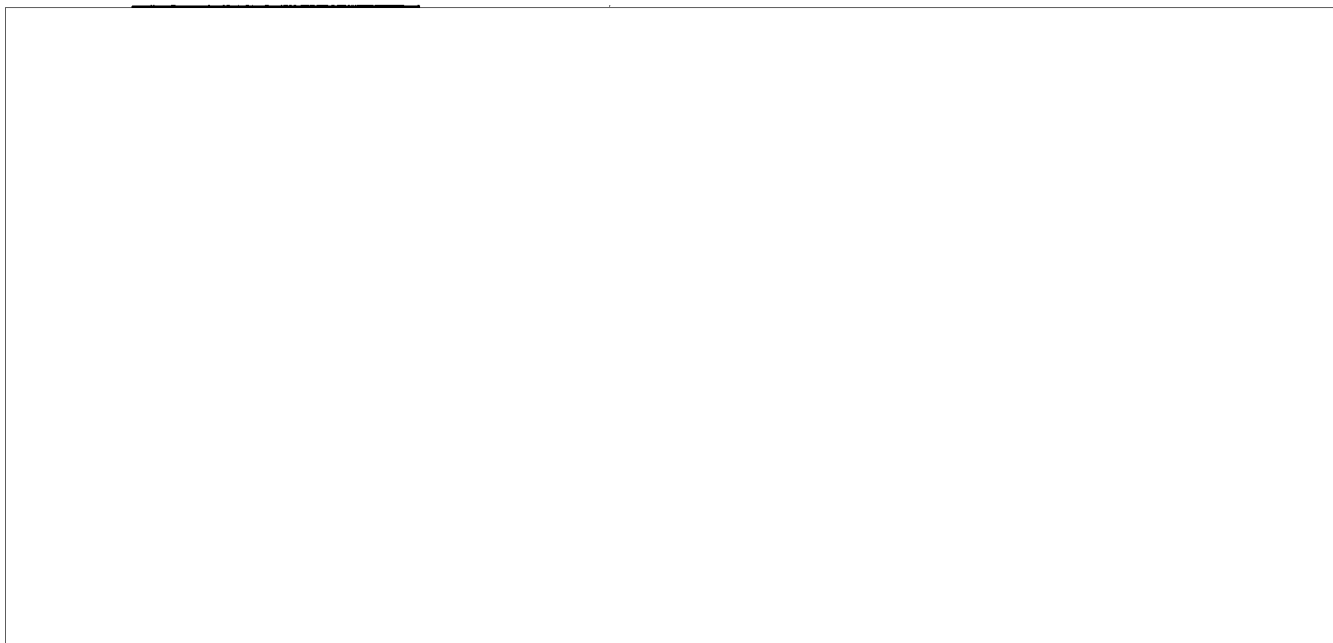
INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 23 AUGUST 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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

A. TECHNICAL GROUP:

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reported last week

3. FCS (Field Computer System). The Field Computer System (FCS) team returned from ASCA [redacted] This completes the final, scheduled installation of the Field Computer System. All system hardware and software was successfully installed and tested. Upon return from temporary duty (TDY) the FCS team received a cable from ASCA. The cable commended the team for "...working cooperatively and diligently with our local staff, and it is to be commended for a job well done." [redacted]

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4. [redacted] has been working on a pamphlet for Technical Group. This pamphlet covers topics relating to ADP. [redacted] modified the pamphlet adding a glossary of terms and further explained some of the software products supported [redacted]

S E C R E T

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 23 AUGUST 1988

B. PLANNING:

25X1 1. IMSS traveled [redacted] OHB and
NHB to capture logs officers and contracting officers on 35mm
25X1 film for use in future OL Quarterlies and various OL
publications. [redacted]

2. In response to a memo from the Chief, DA Management
Staff, IMSS prepared a list of OL significant accomplishments
25X1 in preparation for upcoming IC Staff/OMB 1990/91 Budget
Hearings. [redacted]

3. IMSS coordinated with OL Groups, Divisions, and
Staffs relative to the extent of the OL contribution to Family
Day, Saturday, 1 October 1988. A response to the DA
25X1 representatives from the D/L was prepared stating the support
OL plans to provide for this Agencywide event. [redacted]

C. CLAS:

25X1 On 23 August the Office of Information Technology made
25X1 the official delivery of the Inventory Control System (ICS)
conversion program. This program was developed to convert ICS
stock number and inventory data to the Cullinet Bill of
Material (BOM) part master file. The ICS-BOM interface
program was also delivered on 23 August. This program permits
the batch transfer of data between ICS and BOM. This software
delivery was scheduled for completion by 26 July and was more
than three weeks behind schedule, however, the Supply Team
members feel they will be able to accomplish the necessary
acceptance testing on schedule. [redacted]

[redacted]

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 23 AUGUST 1988**

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3. Significant Events Anticipated During the Coming Week:

4. Perspective of Staff Activity:

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PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
16 August 1988 - 23 August 1988

I. Status of Tasks Assigned by Senior Management:

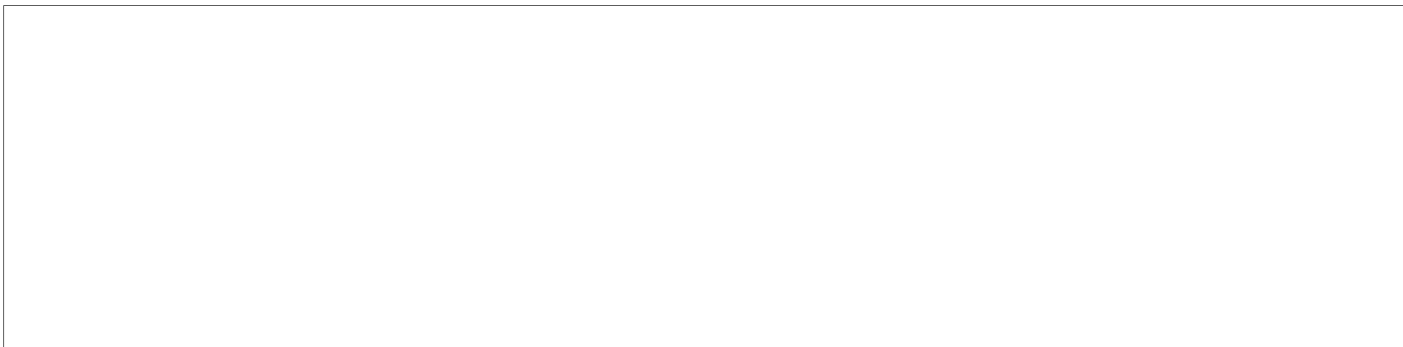
None.

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

A. The Office of Logistics, Printing and Photography Group (OL/P&PG) continues conversion of the P&PG Management Information System (MIS) Inventory Control Module for use with the new Copier Supply Program (CSP). This conversion will assist in the implementation of an enhanced Agency Copier Management Program (ACMP) including the establishment of a Copier Supply Program (CSP). Once the conversion is completed, the MIS and ACMP databases will accommodate bar code inputs for processing data for the new ACMP and CSP systems. Work on this project is expected to continue through the end of August. [REDACTED]

B. The Office of Logistics, Printing and Photography Group (OL/P&PG) is continuing work on a bar code project to track production statistics throughout P&PG production areas. When implemented, employees will use a hand held bar code reader, or a bar code "wedge" attached to a personal computer, to "wand" individual production statistics into the P&PG Management Information System (MIS). The current procedure involves the completion of production statistics forms, by each employee, for input by other P&PG personnel. The new bar code system will eliminate both the form and manual data entry requirements and speed the update of the MIS. Initial testing of the capture of production data, using the hand held bar code reader, began on the evening of 22 August in the P&PG Camera Section. On 23 August, the data captured during testing was processed into the MIS and the results evaluated. Based on favorable results from these tests, other P&PG sections will be included in the initial testing which will continue through the rest of this week. [REDACTED]

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D. What appeared at first to be a relatively minor electronic malfunction with one of the Office of Logistics, Printing and Photography Group's (OL/P&PG) Dicomed color graphic recorders has led to an extended period of downtime. A service call was placed to Crosfield Electronics, Inc., (CEI) on Wednesday morning, 17 August, when the system would not boot up. A CEI technician diagnosed the problem and ordered parts shipped in the usual manner for pickup the following morning. On Thursday morning, 18 August, the technician called from Dulles Airport to report that the parts had not arrived. He later confirmed that the parts had not been shipped for reasons unknown at that time. Another senior technician stated that several employees in the CEI Parts Department had been given lay-off notices due to an upcoming reorganization, and that morale is very low at this time. Arrangements were made to have the parts sent on a regular passenger flight on Thursday afternoon. The technician arrived with the parts at 1630 hours, and the system was operational by 1700 hours. On Friday morning, 19 August, the system was down again, apparently due to the same problem. A service call was placed and the system was reactivated by COB on 19 August.

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E. The first of the Office of Logistics, Printing and Photography Group's (OL/P&PG) new Datagraphix COM recorders arrived at the P&PG Computer Output Microfiche (COM) Center on 18 August. These recorders are to replace the existing outmoded ones now in the COM Center. Allied maintenance electricians are installing the necessary receptacles and began installation on 22 August.

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F. Programmers from the Office of Information Technology, Applications Management Branch (OIT/AMB) may have solved the ongoing problem of tape data errors on the biweekly payroll microfiche requests that are processed by the Office of Logistics, Printing and Photography Group (OL/P&PG). Recent OIT tapes, created in the lower density format than before, seem to be more compatible with the tape drives in the P&PG Computer Output Microfilm (COM) Center.

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G. Late Thursday afternoon, 18 August, the Directorate of Operations, Counterintelligence Center, Analytical Group (DO/CIC/AG) tasked the Office of Logistics, Printing and Photography Group (OL/P&PG) to create four complex vugraphs by the next day for an EXCOM briefing to be held the morning of 22 August. Production started immediately and a laser proof of one finished vugraph was reviewed by the customer the morning of 19 August. However, the client notified P&PG that the scheduled briefing was changed to later the following week. As of 1300 hours on 19 August, the client stated that the EXCOM briefing was rescheduled once again for the morning of 22 August. The job was completed over the weekend and picked up by the customer on Monday morning, 22 August.

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H. The Office of Logistics, Printing and Photography Group (OL/P&PG) received a request on 11 August from the Office of Information Resources, Visual Media Branch (OIR/VMB) to transfer a 35mm black & white movie film onto videocassette.

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The film-to-video transfer must be done by a cleared commercial vendor, but secure available time with Capitol Video Communications in Washington, D.C. was not available until 17 August. Six additional videocassettes were produced in house by P&PG Center from the commercially-produced master video. The job was completed and ready for customer pickup by Thursday, 18 August.

REWRITEN

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III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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