

TRANSMITTAL SLIP

DATE

16 Mar 88

STAT TO:

C/PP

ROOM NO.

6S04

REMARKS:

FROM:

DD/PTS

ROOM NO.

BUILDING

EXTENSION

STAT

FORM NO. REPLACES FORM 36-8

15 March 1988

MEMORANDUM FOR: Chief, Policy and Plans Staff

25X1

FROM:

[REDACTED]

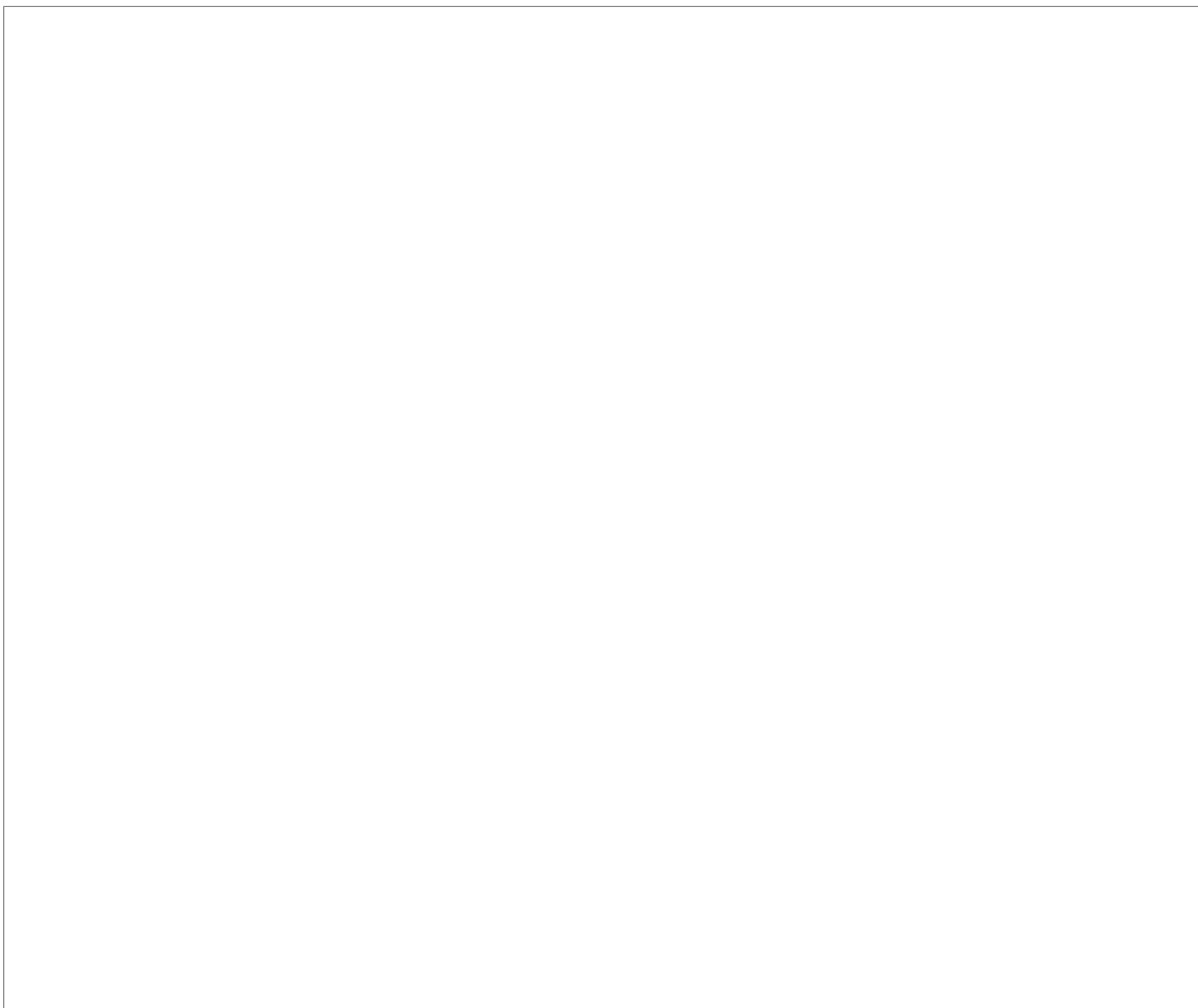
Chief, Policy and Plans Branch, PTS

SUBJECT:

PTS Items for the DDA Weekly Log
10 March - 16 March 1988 [REDACTED]

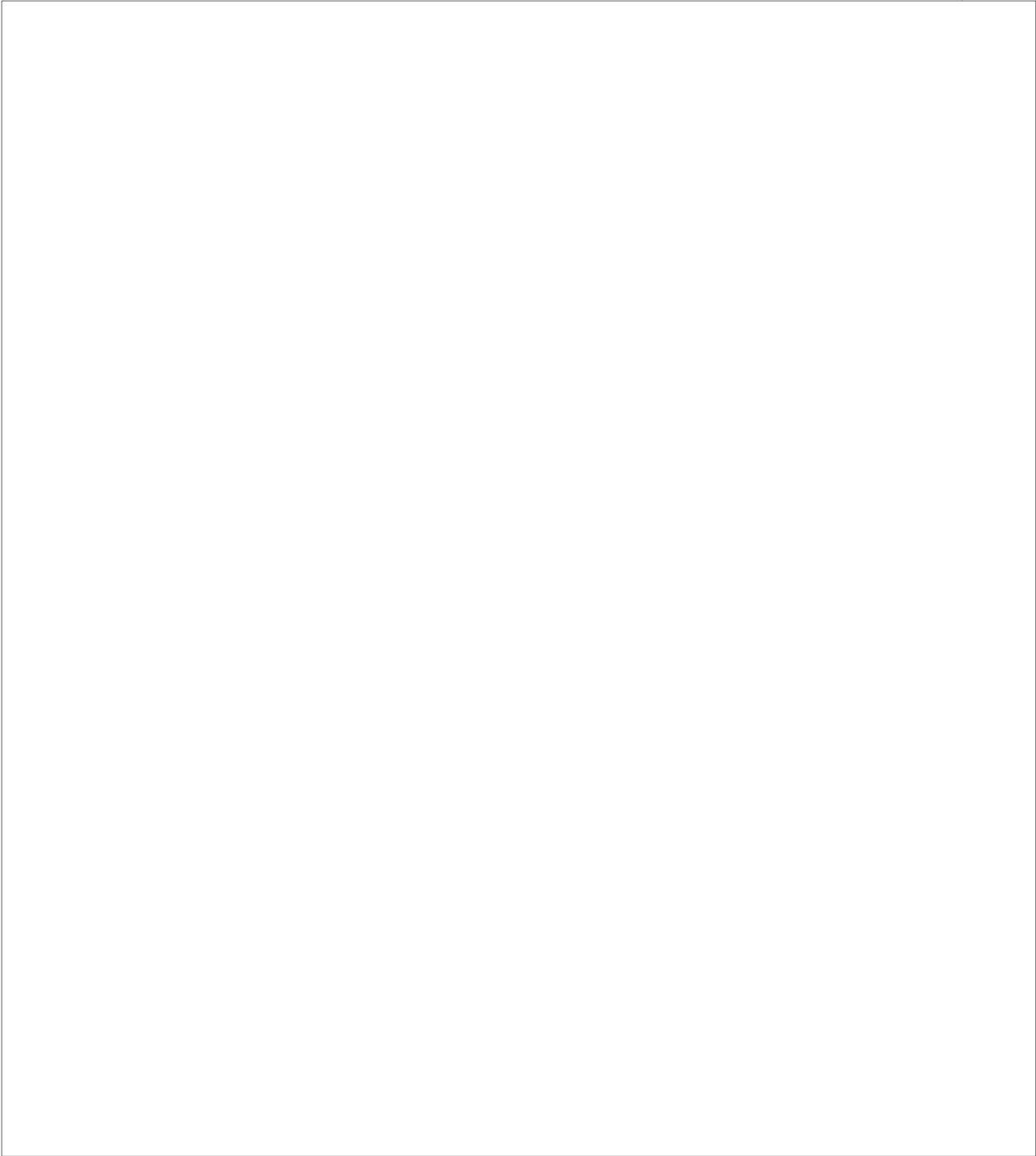
25X1

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S E C R E T

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11. On 10 March, the third of a series of PTS Automation Working Group meetings which addressed concerns and alternatives of automated intercommunications among the Deputy Director, Groups, and Divisions. Representatives from each group attended.

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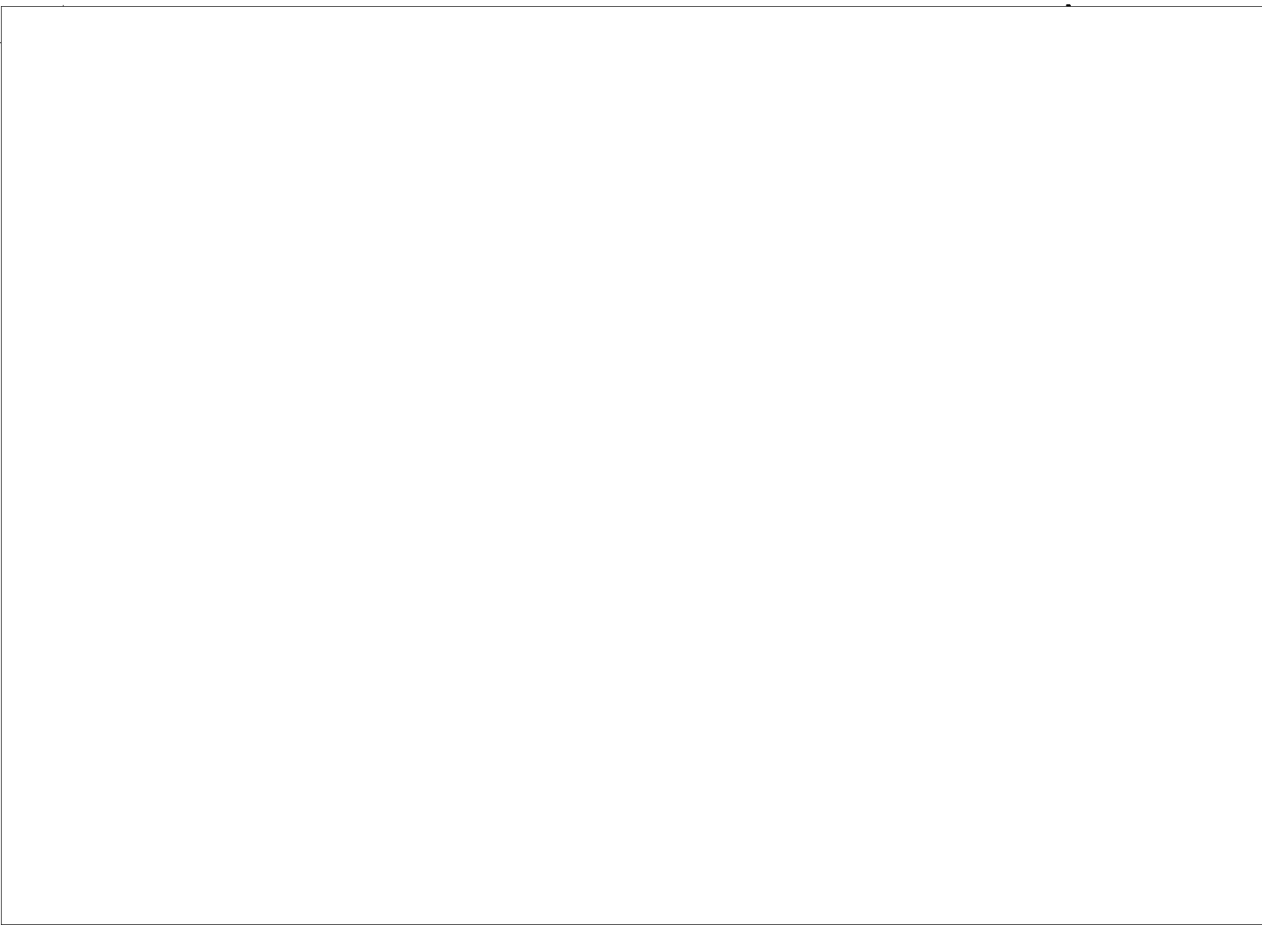
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S E C R E T

S E C R E T

25X1 12. Effective 14 March, Security Protective Service created a new Security Protective Officer post to service the first floor north connector to the New Office Building (NOB). This will be a 24-hour post affording continual access to the NOB.

25X1 13. Chief, Security Duty Office; Chief, Receptionist; and an Escort supervisor met with DDI Area Security Officers and OSWR personnel to discuss requirements for an upcoming DDI conference which will be held in the Headquarters Auditorium over a weekend in mid-May. The conference will be attended by approximately 400 outside guests. Conference requirements are currently being circulated through the Headquarters Security Division.

25X1 14. On 16 March, a Domestic Security Branch officer provided support for a DDI representative testifying before the House Select Committee on Narcotics Drug Abuse and Control.



S E C R E T

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15 March 1988

MEMORANDUM FOR: Chief, Physical and Area Security Group

25X1 FROM: [redacted]
Chief, Headquarters Security Division

SUBJECT: Headquarters Security Division Weekly Report
(8 March - 15 March 1988)

1. During this reporting period the following significant events are reported for your information and edification:

I. Significant Accomplishments/Activities:

- 25X1 ° SPOs serving overseas in TDY status supporting special projects decreased from [redacted]
- 25X1 ° C/OPS/HSD and C/Badge Office are in the second week of a two week contract course [redacted]
- 25X1

[redacted]

- 25X1 (12) ✓ ° Effective 14 March 88, ^{Security Protection Service} SPS created a new SPO post to service the 1st floor North connector to the New Office Building. This will be a 24 hour post affording continual access to the NOB. [redacted]
- 25X1

[redacted]

- 25X1 ° Security Duty Officers [redacted] attended the Employee Development Course from 8-11 March. [redacted]
- 25X1

25X1 [redacted]

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II. Critical Issues:

- 25X1 ° Installation of PASS is pending at GW Parkway Gate. Installation of OIT communication equipment must be installed prior to PASS equipment installation. HSD is attempting to obtain an EDC from OIT. []
- 25X1 ° Radio communications between the existing Headquarters Building and the New Headquarters Buildings. C/SDO met recently with the New Building Communications Program (NBCP) focal point who advised that an upgraded design (which calls for [] and internal antenna system in the New Office Building) has been selected. A construction contract will be let on or about 1 February 1988. The project is expected to take 17 weeks and cost \$430,000. It was again stressed that the Office of Security needs a fully working communications system by the time employees begin to occupy the New Building. Barring unexpected additions requested by other components, the NBCP focal point indicated that a working system should be in place by June 1988. []
- 25X1 ° The Burns contract for guards terminated on 30 September. Presently, HSD is on an extension at a cost of approximately \$45k per quarter. An RFP was forwarded, but has been withdrawn pending modification. The updated RFP is expected to be forwarded to the contractors in 30 days. []
- 25X1 ° GIC upgraded the VCC two-way communications system, but it is still not acceptable. The quality of the audio is fair to poor. GIC has submitted a proposal. SESD and HSD has accepted the proposal and forwarded paperwork to LOG/Procurement to contract for the installation. Cost is approximately \$10,000.00. Procurement advises that the contract with GIC specifies work must be completed by 1 May. []
- 25X1 ° The Badge Office is running shorthanded, with only five of the six positions filled. Assistance has been obtained from the Escort Section. []

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III. Planned Activities:

25X1 ° The Badge Office will submit paperwork for the creation of presentation boards to the graphics department. A proof copy will be requested before any copies are made. This will be submitted to the Chief, Badge Office and then through the proper channels. []

25X1 ° SPS is planning for the establishment of authority and jurisdiction at the various Agency facilities. []

25X1 ° Security Services Branch is planning to cosmetically improve the appearance of the Badge Office. []

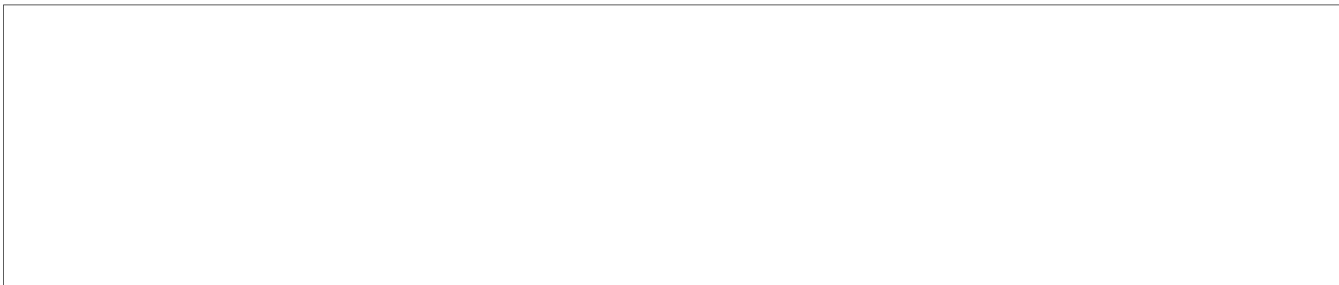
25X1 ° Purchase orders have been forwarded to acquire three inkless fingerprint systems for use in the Badge Office. []

25X1 []
25X1 ° [] HSD/SUPP/ADP, began writing requirements for a PC-based automated payroll system for the new escort program. This system will replace the manual system currently used to pay the special escorts. []

25X1 ° HSD will sponsor an Escort meeting on Saturday 9 April. Topics for presentation are being organized and HSD is also working with SES regarding topics and speakers. []

25X1 ° The Badge Office will process [] EOD's on 16 March 1988.
25X1 []


(B) ✓ ° C/SDO, C/Reception and an Escort Supervisor met with DDI Area Security Officers and OSWR personnel to discuss requirements for an upcoming DDI conference which will be held in the Headquarters Auditorium over a weekend in mid-May. The conference will be attended by approximately 400 outside guests. Conference requirements are currently being circulated throughout HSD. []




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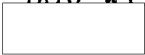


° Development of a badge for escorts working on special assignments such as retirement parties or "backfill" where zone coverage is conducted in the hallways. This badge would make it easier to identify escorts to the Agency populace. 

25X1

° C/SDO met with OIT personnel to discuss requirements for the upcoming use of "J" corridor on 29 March by OIT, Office of Personnel employees and uncleared computer vendors. Approximately 30 outside vendors and 40 guests from other government agencies are expected to attend the Adaptive Technology Awareness Day. In addition to "J" corridor, workshops and briefings will be held in the theaters as well as in the Headquarters auditorium. 

25X1

° Chief, Badge Office held a meeting with representatives of the Design and Presentation Center of the Office of Logistics to finalize the layout of the badge brochure. HSD will have final approval before production printing. 

25X1

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MEMORANDUM FOR: Chief, Physical and Area Security Group

25X1 FROM: [redacted]
Chief, Physical Security Division

25X1 SUBJECT: PSD Input to PSD/PASG Weekly Report [redacted]
10 March - 16 March

1. The following represents requested issues which are to be addressed in PASG weekly report covering 10 March to 16 March 1988:

° Significant Accomplishments:

25X1 ° AC/DSB attended a GS-7/10 Panel meeting [redacted] on
25X1 9 and 10 March. [redacted]

25X1 ° On 9 March a DSB Officer attended the Logistics
Expansion Working Group meeting. [redacted]
(Not previously reported.)

25X1 ° On 11 March, AC/DSB attended a briefing by Quest,
25X1 Incorporated during which the company explained its
capabilities to support a proposed initiative arising
from the PASG Concept Working Group concerning physical
security systems in the future. [redacted]

25X1 ° On 16 March, a ~~DSB Officer~~ provided support for a DDI
25X1 representative testifying before the House Select Committee
on Narcotics Drug Abuse and Control. [redacted]

25X1



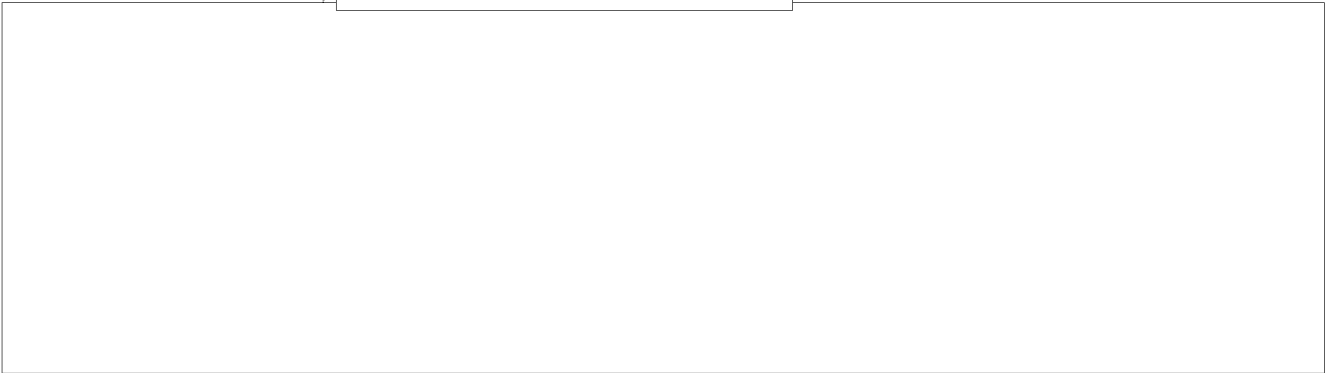
° On 14 March, an OSSB Officer briefed attendees of the Personal Security Course on residential and personal security. [redacted]

25X1

° On 14 March, C/OSSB attended a meeting with DD/PTS regarding Minimum Storage Standards for classified material. [redacted]

25X1

25X1



° A CSB Officer met with C/SEC/NPIC re construction security for renovation projects at that facility. [redacted]

25X1

° A CSB Officer met with [redacted] OL/RPO, concerning numerous issues related to the [redacted] Project. Discussions were also held with C/SEC/FBIS re the forthcoming UPS upgrade [redacted] Bid packages and other pertinent data was obtained. [redacted]

25X1

25X1

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25X1

° Construction Security Management plans for [redacted] Projects have been completed and will be forwarded to the respective Security Staff for review and implementation. [redacted]

25X1

25X1

° A CSB Officer met with representatives from SSC re issues of mutual concern. [redacted]

25X1

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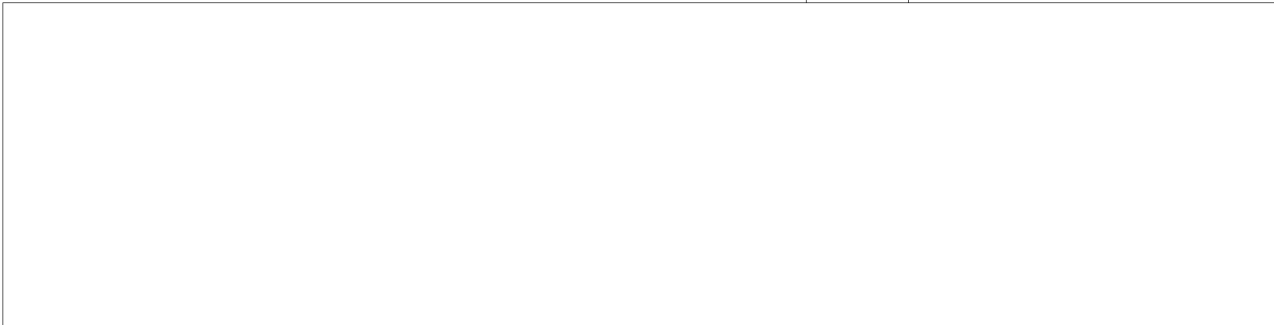
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° CSB representatives met with OIT Development Group re the menu to be used with CSB database.

25X1

25X1



° SESD indicated an interest in the introduction to construction security course. CSB will provide information and determine if another running is required.

25X1

° A CSB Officer met with representatives of HSD, SPS, and Safety Staff re the opening of the North corridor hall between OHB and NHB.

25X1

° A CSB Officer met with OL/FMD re parking areas and trailer locations for the Backfill Project.

25X1

° A CSB Officer met with HSD and FMD representatives re a water pipe extending from NHB to OHB and interfering with the closing of the grill. It was determined that the grill could be eliminated with no adverse security effects.

25X1

° A CSB representative is coordinating security issues regarding the Classified Video Distribution System in both Headquarters buildings.

25X1

25X1



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15 March 1988

MEMORANDUM FOR: Chief of Operations
Physical and Area Security Group

25X1 FROM: [redacted] Chief [redacted]
Security Equipment Support Division

SUBJECT: SESD Weekly Report

Significant Items

- 25X1
- o Required physical security upgrades--formal BOM being prepared by [redacted] for this project.
 - o Duty Office did not know how to contact C/SESD/HSB on Sunday, March 6, when a problem arose relating to the Visitor Control Center barriers and the contractor. Procedures were reviewed with the SDO on Wednesday, March 9, to prevent future problems.

25X1 [redacted]

- 25X1
- o A survey was conducted [redacted] on three areas that need to be alarmed. One area was completed the same day; the other two areas were finished two days later.

25X1 [redacted]

- o Two new alarm systems were completed in the New Office Building.

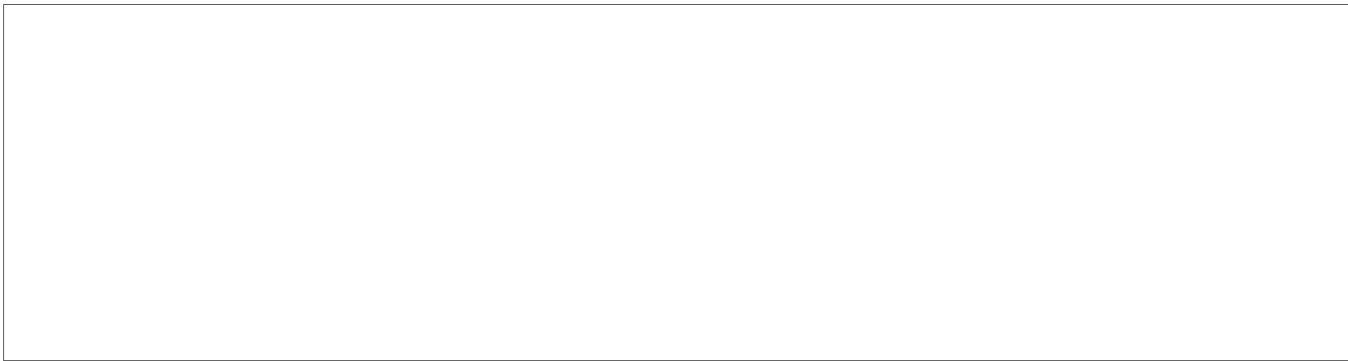
25X1 [redacted]

- o Installed Medeco cylinder at guard booth, Parkway Gate, Headquarters Building. Also repaired two handles on the glass doors at the same location.

25X1 [redacted]

SUBJECT: SESD Weekly Report

25X1



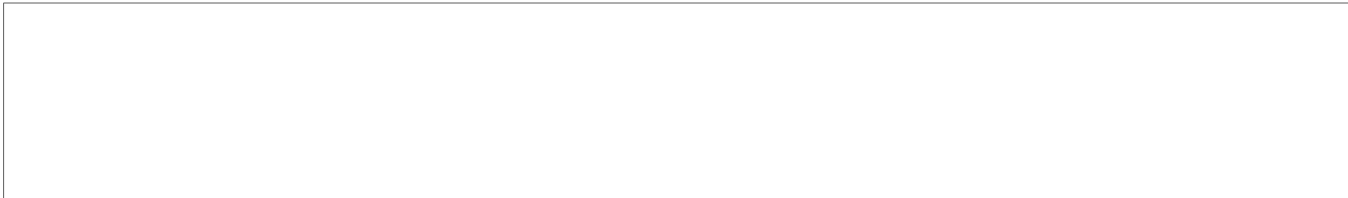
o Evaluation of new SEM waste evacuation system unit looks good. The unit looks good; SESD will order one for SESD T&E and will use TSCMD funds.

25X1

o Conduit runs for nonsecure telephones have been installed in We are awaiting AT&T for instrument installation.

Critical Activities

25X1

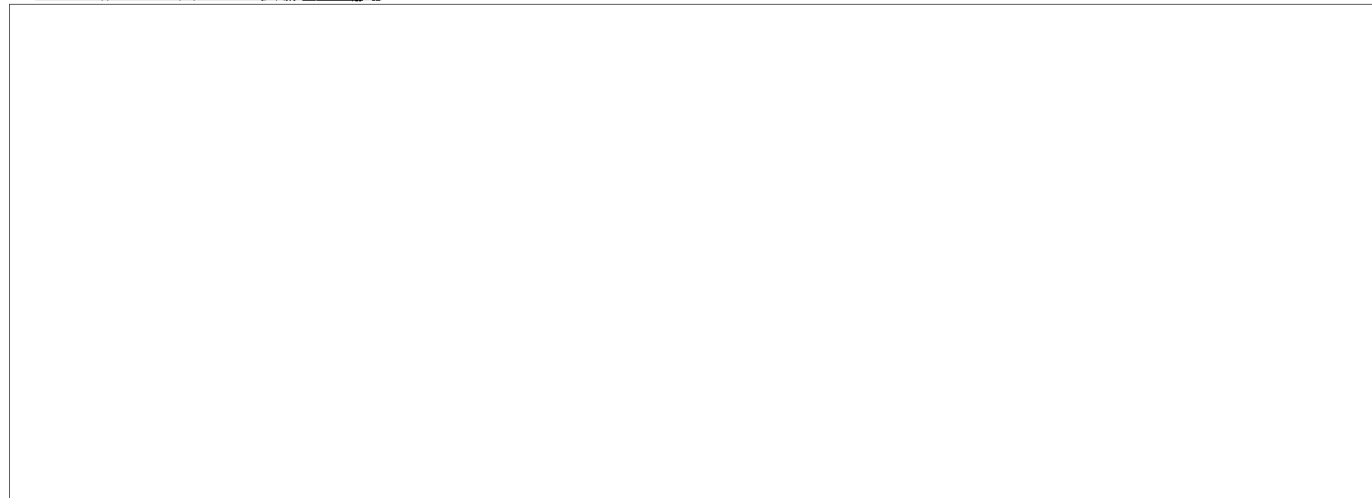


o The KY-71 telephones are not operational in SESD. OIT was notified on March 11, 1988.

o Still waiting for AT&T instrument installation.

Planned Activities

25X1



Distribution:

Original - Addressee

1 - SESD Subject

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

S E C R E T

INFORMATION SYSTEMS SECURITY DIVISION

WEEKLY REPORT

9 - 15 March, 1988

1. During this reporting period, members of Administrative Support and Training Branch (AS&TB) presented six briefings on computer awareness to 65 students. Courses included Fundamentals of VM, WANG AL10, PC/VM Fundamentals, and Special Police Officers (SPO).

25X1

3. On 9 March, several members of ISG met with the Office of Personnel to continue discussions on career development within the Office of Security. Further information on ISG job elements will be provided to OP through the use of a working group panel.

25X1

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11. Members of TSB having been working with other components of OS defining security requirements for the 800 video monitors proposed for the Headquarters complex.

12. Members of TSB and Agency and Community Systems Branch (A&CSB) have been testing SIMPACT developed software for the Wang systems that several Agency components have expressed an interest in using.

25X1