

ICS Registry

LIA 2-SR

ICS 4308-88
23 December 1988

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MEMORANDUM FOR: [redacted] STAT
 NAPA Project Director

FROM: [redacted] STAT
 Director, Planning and Policy Office

SUBJECT: Procedure for Vacating Key Building Office

Per our previous discussions, the NAPA staff office in Room 412, Key Building, needs to be vacated on 25 January, 1989. In anticipation of this move and the conclusion of the NAPA study, the following steps must be taken:

A. Information Archive

NAPA's information files must be archived in accordance with CIA's standard archiving procedures, organized in folders, indexed, and boxed. We will keep these files in our office until early April in the event that access to the files is required after the NAPA Key Building office closes. We will retire these files to the archives after that time.

[redacted] will be available to provide guidance on this task early in January. STAT

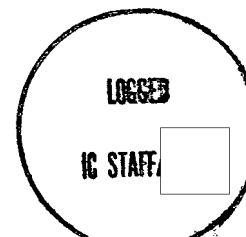
We have asked the SSG members to retrieve any documentation that was loaned to the NAPA staff for the duration of the study. They have been given a deadline of January 13 to do this.

B. Security Debriefings

All NAPA study participants who obtained security clearances as a result of working on the NAPA study should be security debriefed by [redacted] the Intelligence Community Staff security officer. Since, after the completion of the contract, NAPA will no longer have any facilities in which to conduct classified business or store classified documents, the majority of NAPA staff, consultants, panel members and research assistants should be debriefed as soon as possible. All access badges should be turned in [redacted] by 25 January. STAT

For those NAPA personnel and panel members who may be called upon to brief or give testimony to Congress regarding the study, arrangements will be made to retain the required clearances. Please notify me with a list of candidates you would like to have included in this category. They will be debriefed later.

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Any NAPA study personnel unable to attend a security debriefing and not on the Congressional testimony list will be administratively debriefed and their clearances and accesses withdrawn at the completion of the contract. They should be advised in writing that the sponsoring agencies have taken this action.

C. Furniture Inventory

[redacted] from the IC Staff's Logistics office will contact you to conduct an inventory of office furniture and other accountable property and discuss arrangements for its future disposition. Please note that NAPA will be responsible for all such items until the office is vacated on 25 January.

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D. Parking

Please return your Key Building parking passes to our office by 25 January.

E. Contract Close-Out

The government contracting officer for the NAPA study will be contacting you to discuss the formalities and requirements for closing out the contract.

If you or your staff have any questions regarding these, or any related actions, please contact [redacted] or me after the holidays.

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DISTRIBUTION: (ICS 4308-88)

- 1 [redacted] (NAPA Project Dir)
- 2 [redacted] (Security Officer)
- 3 [redacted] (Logistics Officer)
- 4 [redacted] (D/PP0)
- 5 [redacted] (PP0-Subject file)
- 6 - PP0 Chrono
- 7 - ICS Registry

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