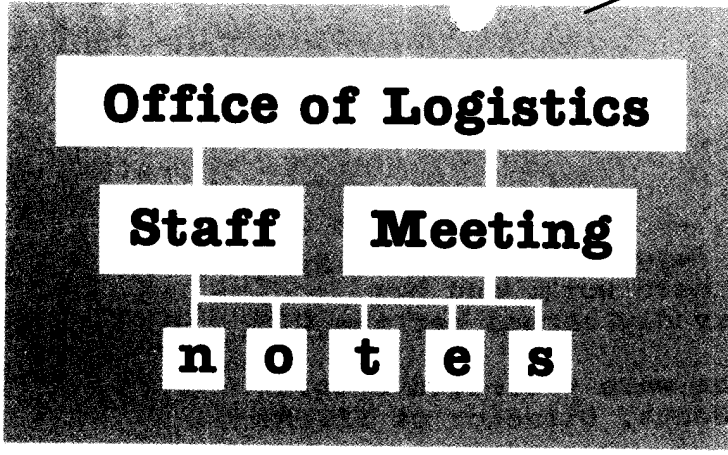


~~SECRET~~

AMSO/UTS



Listed below are the topics that were discussed at the D/L staff meeting on 7 Oct 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

9 October 1987

NOTICE

Please note the D/L Staff Meeting for 21 October has been cancelled.

1. As usual, OL has a significant number of employees who have volunteered to assist in the Combined Federal Campaign drive this year. Let's do our best in helping Chatman Young, this year's Chairman, to achieve our goal! [redacted]

25X1

2. The OL Training Manual is a very important document for all Logistics careerists. The manuals were distributed to every OL component/unit on 30 September. If you have not received your copy, please contact [redacted] OL Training Officer, [redacted]

25X1
25X1

3. A Special Achievement Award was presented to Richard [redacted] on 30 September by the Director of Training and Education. [redacted] was the driving force behind the development of the Contract Process Course which provides the Contracting Officer's Technical Representative with the knowledge and skills necessary to participate in all phases of the contracting process. Dick incorporated his years of experience as a senior contracting officer into the course, thus providing consistency in contract training across the Agency. He customized the course to fit the needs of each directorate. His efforts greatly decreased the potential for costly errors in Agency contracts. Congratulations on a job well done!

25X1
25X1

4. On 2 October, the Director of Logistics had the honor of presenting the Career Intelligence Medal (CIM) to [redacted] who served her entire 19-year Agency career with the Office of Logistics. [redacted] known as "Kay" to her many friends and coworkers in OL, entered on duty as a supply clerk [redacted] now known as the [redacted]. She rose through the ranks [redacted] to become the Administrative Assistant in the Office of [redacted]

25X1
25X1
25X1
25X1
25X1

~~SECRET~~

S E C R E T

OL Staff Notes - 7 October 1987

the Chief. Kay is a gracious lady who thrived on hard work and went out of her way to assist the large contingent of personnel [redacted]. Her many years of hard work, and her outstanding "people skills," deservedly earned her the CIM. [redacted]

5. The following OL employees were presented Special Achievement Awards by Mr. Corley Wonus, Director of SIGINT Operations, on 6 October:

[redacted], who serves as the OSO Buildings Services Manager, was honored for his extraordinary efforts in overseeing four substantial office relocations requiring major renovations and modifications. He accomplished this while successfully performing his normal duties. [redacted]

[redacted] assigned to the Contracts and Procurement Staff/OSO, were recognized for their outstanding support during the period 1 October 1986 through 30 June 1987. They exceeded the average monthly output of total actions (Contracts, Amendments, and Work Orders) by 50 percent. The efforts by these individuals demonstrated that the ever-increasing workload can be maintained as well as the quality of both negotiations and administrations of the contract process. [redacted]

[redacted] assigned to [redacted] Systems Group, SWCD/SB/OSO, was recognized for his performance during the past quarter in completion of the development and installation of an advanced Inventory Control System (ICS) to track project logistics activities. The ICS was implemented at each of [redacted] sites and Steve traveled overseas to demonstrate this system and train local personnel in operating the equipment. In addition to this accomplishment, Steve maintained a high level of performance in planning for the movement of supplies and purchase of equipment for the project. [redacted]

6. [redacted] Procurement Division, Contracting Officer, was presented with a Special Achievement Award on 1 October for his outstanding efforts in developing and implementing an innovative procurement strategy resulting in negotiation and award of unfunded requirements contracts [redacted]

John's strong technical background, coupled with his "can do" attitude, enabled him to design and to negotiate these contracts successfully. John's unique accomplishment clearly demonstrated the high degree of professionalism and resourcefulness of the Agency's contracting professionals in striving to get the most out of limited funds. [redacted]

OL Staff Notes - 7 October 1987

25X1

[Redacted]

25X1

25X1

8. The Building Services Branch has completed the final phase of the Foreign Broadcast Information Service relocation [Redacted] on 5, 6, and 7 October. This relocation consisted of 26 workstations, 93 people, and miscellaneous equipment. [Redacted]

25X1

9. On 30 September, the architectural and engineering firm of Dewberry and Davis began surveying at Saville Lane in preparation for the design of a vinyl chain-link fence and jogging track on the Headquarters property. All survey and design work will be completed by 24 December. [Redacted]

25X1

10. An independent survey firm has been tasked to verify that the grading and site work done by the NHB contractor in the areas between the northwest side of the NHB and the Printing and Photography Building has been done in accordance with the construction drawings and to recommend corrective action, if required. [Redacted]

25X1

11. During September, the Data Control Branch, Supply Division, OL updated 13,011 line items in the Inventory Control System with procurement information, which is an all-time high. [Redacted]

25X1

12. Printing of the CIA Contracting Manual and the Guide for Solicitation Provisions and Contract Clauses was completed on 2 October. The publication of the manual represents the completion of a major milestone established as a Coopers and Lybrand initiative for FY 87. [Redacted]

25X1

25X1

25X1

13. According to our records the Agency procurement system processed [Redacted] funded contract actions with a value of [Redacted]. This represents a nine-percent increase in action [Redacted] a 24-percent increase in dollars [Redacted] over 1986. [Redacted]

25X1

14. On 30 September, work began backfilling the excavation which holds the two large uninterruptible chilled water system storage tanks. Prior to backfilling, the tanks were pressure tested at 200 pounds per square inch. (See Item of Interest attached) [Redacted]

25X1

15. The External Buildings Operations Branch/RECD/OL has completed all work in Ames Building in support of Project [Redacted] for the Insurance Operations Division, Office of Personnel, including installation of 32 personal computer terminals, electrical work, and minor room modifications on the first and ninth floors of Ames Building. [Redacted]

25X1

OL Staff Notes - 7 October 1987

25X1 16. On 14 October, the Facilities Management Division will provide a 40- by 80-foot tent, tables and chairs to support the Federal Women's Symposium. It is anticipated that over 550 people will attend this meeting at the Headquarters Quadrangle.

25X1 17. The Director of Logistics described an Office of Information Technology Advisory Board which includes executives from outside industry, such as Martin Marietta, TRW, WANG, Bell Laboratories and Boeing Computer. The purpose of this board is to promote an information transfer between the commercial world and the Agency regarding trends in computer technology and management.

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from NBPO

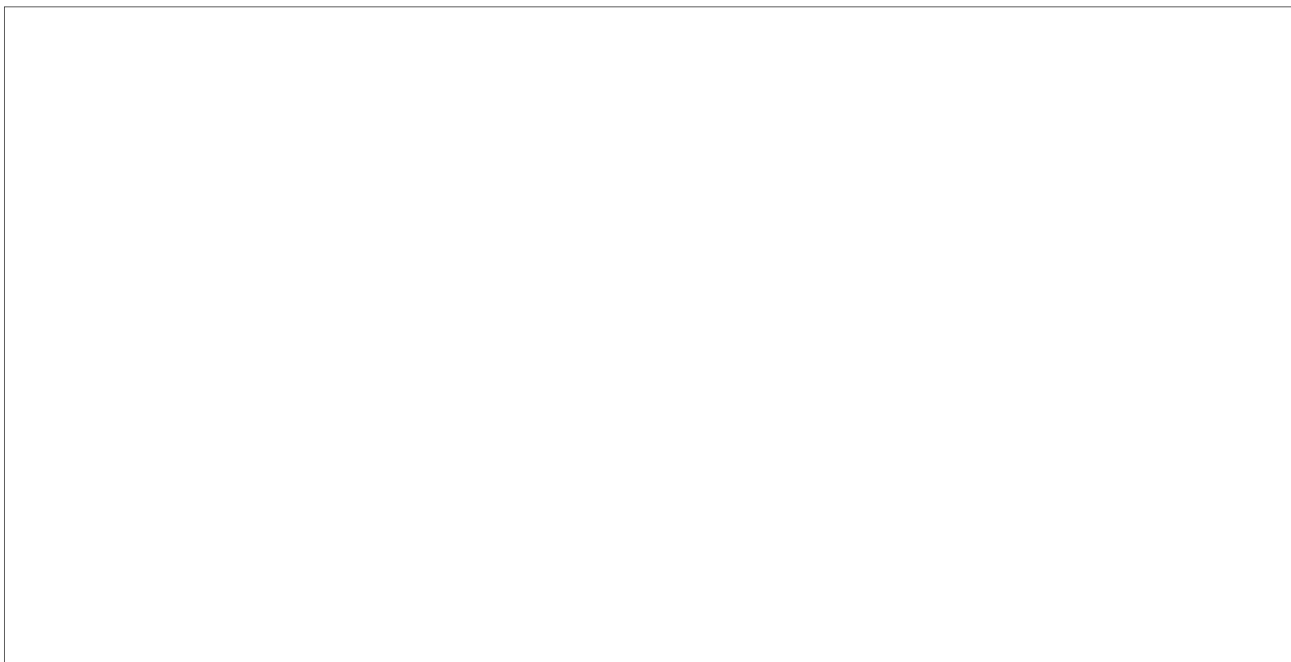
~~SECRET~~

Attachment A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can-do" image of our office:

25X1



25X1
25X1
25X1

In a letter of appreciation dated 26 September 1987, from M. Corley Wonus, Director of SIGINT Operations, the Printing and Photography Division as well as [redacted] were recognized for their support in the success of the annual review presentation for OSO. [redacted]

25X1
25X1
25X1

The Printing and Photography Division (P&PD) and the Photography Branch were recognized in a letter of appreciation, dated 28 September 1987, from [redacted] C/OTS/SAD/TOB/Support, for their expeditious support in developing film for a recent project for OTS. [redacted] stated that the services provided by P&PD was courteous and fast and this was greatly appreciated. [redacted]

25X1
25X1

The Printing and Photography Division (P&PD) was commended in a letter of appreciation, dated 22 September 1987, from [redacted] Chief, Analysis Division Engineering & Analysis Group, OS, for their timely efforts in processing film to meet a critical deadline. [redacted]

~~SECRET~~

October 1987

Item of Interest

Prepared by the New Building Project Office
(NBPO)



What's 12 feet in diameter, 45 feet long, weighs 73,000 pounds and comes in pairs? Why the Uninterruptible Chilled Water Storage tanks of course!

As part of NBPO'S goal of providing reliable utility services to the New Headquarters Building (NHB), an Uninterruptible Chilled Water (UCHW) System is being installed. The heart of this system is two underground storage tanks which each hold 37,000 gallons of chilled water.

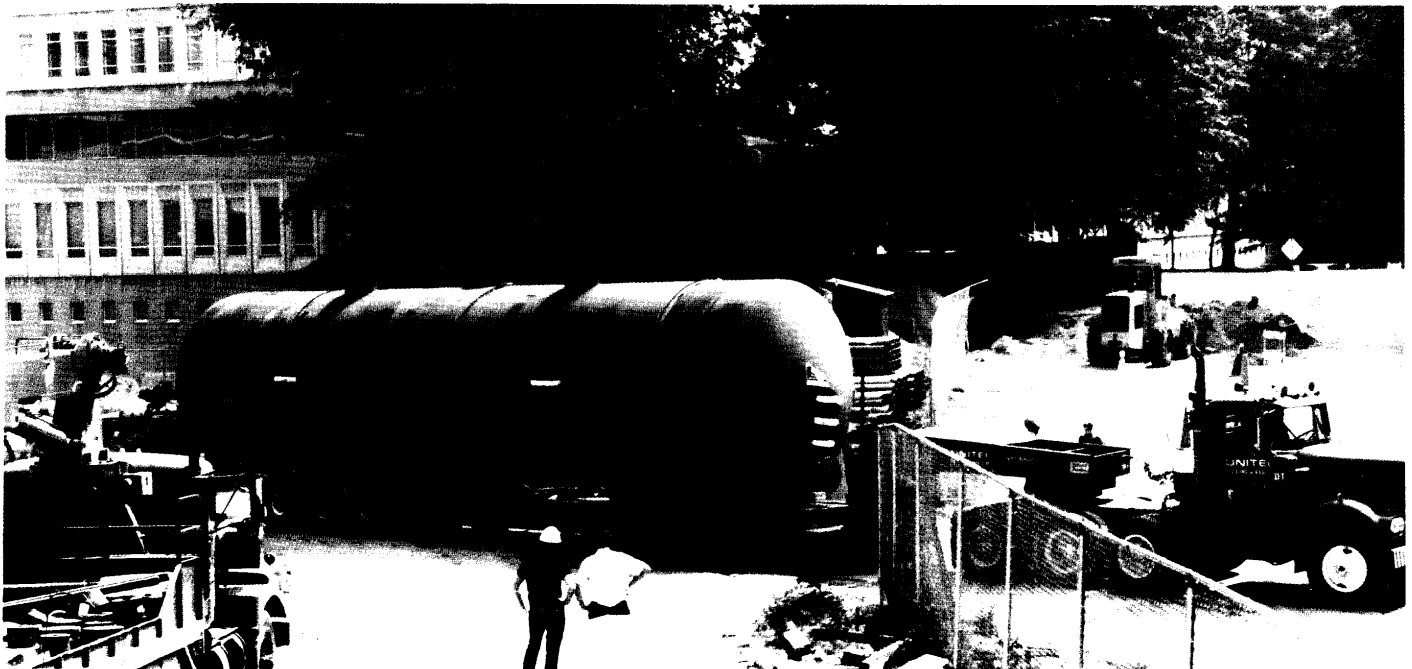
Every job has to start someplace!



Declassified in Part - Sanitized Copy Approved for Release 2012/08/20 : CIA-RDP91-00280R000300350007-6

*Moving one of the
two tanks into place.*

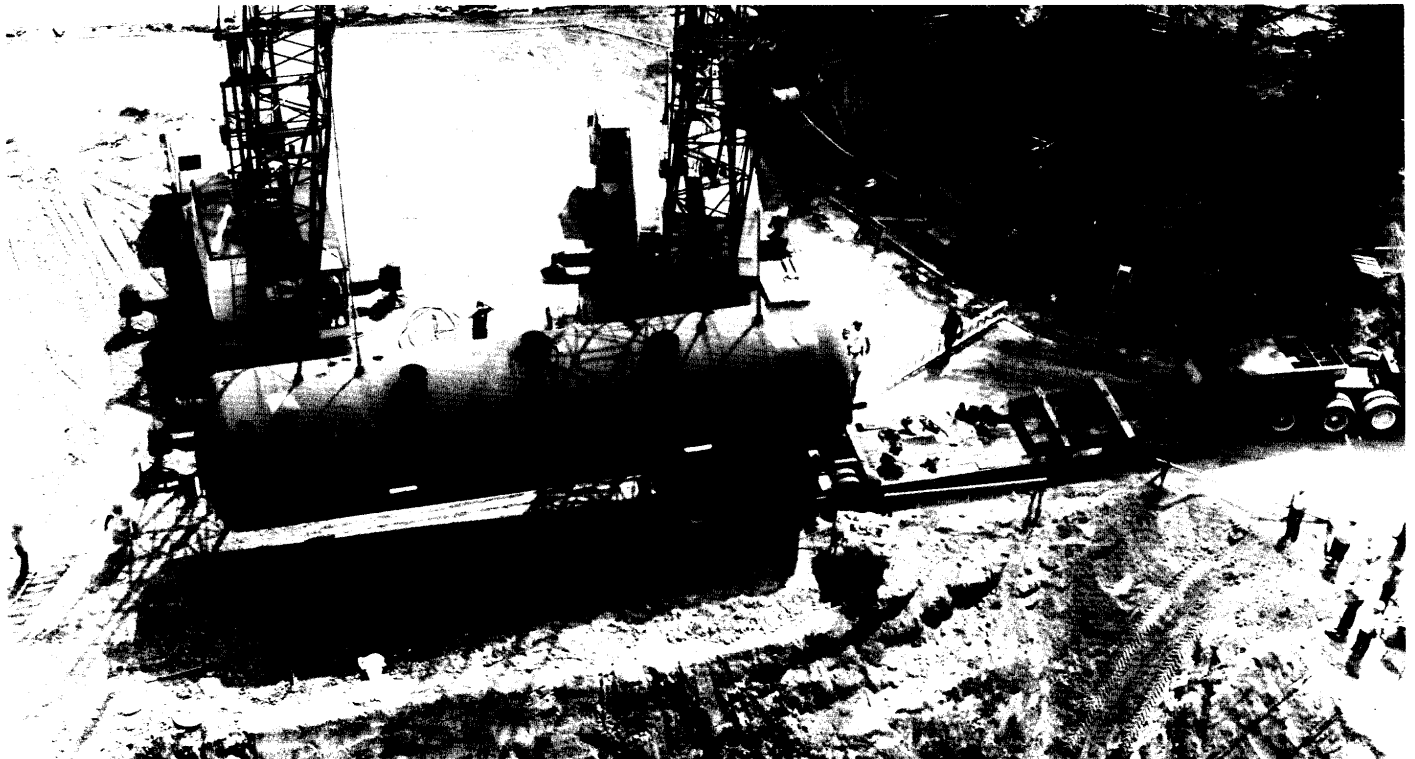
*U*ninterruptible Power Systems (UPS) are old news. It has long been a practice to protect computer centers against power outages by installing UPS equipment to provide power to computers in the event of a power failure. The UPS equipment relies on large battery banks to provide power until emergency generators are brought on line. We have come to realize that in addition to power problems, modern computers are very sensitive to temperature fluctuations and need reliable air conditioning to operate. It follows that if we are willing to spend significant funds for UPS equipment to protect us during a power outage, we should also do something to insure the continuity of air conditioning.



Declassified in Part - Sanitized Copy Approved for Release 2012/08/20 : CIA-RDP91-00280R000300350007-6

The two Uninterruptible Chilled Water storage tanks shown in these photographs store chilled water which is used in the computer room air conditioning systems. Should there be a power outage, special pumps will draw water from the tanks and circulate it to the Office of Information Technology computer centers. The UPS (power) and UCHW (cold water) systems will provide continuity of critical utility systems until power is restored from either the commercial system or the emergency generating systems.

Cranes positioning the tank over the hole.



***T**hese photographs only suggest the enormous problems which had to be overcome to put these tanks in place. Special trailers were needed to transport the tanks. Permits were obtained from a number of jurisdictions to allow the tanks to be transported over public roads from Richmond to the Headquarters compound.*

Final resting place.



*Tanks shown in
relationship to the new
South Loading Dock.*

*Within the compound NBPO worked with the Facilities
Management Division to insure that underground utilities would not be
damaged by the weight of the equipment. NBPO also appreciates the
cooperation of the Security Protective Officers in escorting the tanks
through the compound.*

