

## ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
7 July - 13 July 1983I. Items or Events of Major Interest that have Occurred During the  
Preceding Week

A. Agency Telephone Directory: A meeting took place this past week between P&PD and representatives from the Office of Communications (OC) to discuss the revision and printing of the 1983 edition of the Agency Phone Book. The initial updating is now taking place in P&PD where a number of proofing steps will be undertaken to insure that all of the numerous changes have been properly inserted. The end of August has been set as the desired delivery date for all copies.

B. DIA Support: DIA, Publications Division, has requested P&PD assistance in converting documentation contained on Xerox 860 floppy disks to Atex compatible coding for subsequent formatting and typesetting. Tests are being conducted to determine the feasibility of this request.

C. Meeting with Fairfax County Officials: On 6 July, a P&PD representative attended a meeting with members of Real Estate and Construction Division/ Headquarters Engineering Branch, the GSA, and the Wastewater Pollution Control Laboratory, Fairfax County Department of Public Works. The focus of the meeting centered around the substance and quantities that make up the wastewater discharge from the Agency of which P&PD is a major contributor. During the meeting it was learned that the Agency's effluents have been monitored periodically for the past two years but that there have been no major violations. However, in reference to P&PD, it was found that some quantities of silver are being lost, and that on certain dates the Ph balance had dropped below the acceptable level (5.0). Equipment modifications have already been made to remedy the loss of silver potential. Fairfax County Department of Public Works is scheduled for a tour of selected areas within the Agency by Headquarters Engineering Branch, which will also include areas within P&PD. Also, P&PD is being tasked to compile information regarding the substances and elements that are present in the wastewater due to our operations.

D. MIS Activities: P&PD has received a letter from [redacted] stating that they will not submit a bid for renewal of the service contract for MIS Software Maintenance for FY 1984. Although we have had indications that this would be the case, this is the first formal notification we have had from [redacted] stating that they are leaving the consulting business. This withdrawal of support was a major reason for P&PD's initiative in redesigning the current MIS.

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II. Significant Events Anticipated During the Coming Week

None



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