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ADMINISTRATIVE - INTERNAL USE ONLY**PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
26 January 1984 - 01 February 1984****I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. Digital Prepress: P&PD representatives met with representatives from the FBIS Systems Development Staff (SDS) to discuss the current status of the MIDAS and Joint Publications Research Service (JPRS) automation programs. SDS has contracted with the John Seybold Consulting Firm to assist in conducting an analysis of FBIS page composition requirements. They will consult with P&PD to define page composition alternatives for the eight volumes of the FBIS Daily Reports.

B. Television: P&PD hosted a meeting of the Agency Television Production Users Group to discuss alternatives for conversion of foreign standard video tapes to American standard format. P&PD distributed the results of recent Agency surveys concerning conversion requirements and will make available to the group results of the Booze-Allen study concerning conversion when they become available. FBIS is currently considering purchase of a conversion device for FY86. P&PD is researching alternatives to produce conversion services for the Agency for the near and distant future.

C. New Headquarters Building Bid Package Support: Over 11,000 building plan prints were generated on the recently installed Xerox 7080 to create one hundred bid sets in support of the first phase of the new Headquarters Building bid package.

D. The Congressional Budget Justification Books (CJB): Printing of the Congressional Budget Justification Books is being completed to meet the 1 February deadline for dissemination by IC Staff.

II. Significant Events Anticipated During the Coming Week

None

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C/P&PD/OL

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 1 FEBRUARY 1984

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

No items this reporting period. (U)

II. Items/Events of Major Interest:

a. Quality of Life: All orders for improvements for the Office of Medical Services have now been processed. An RFP for the wallcovering has been sent to five contractors. Carpet has been ordered, and the order for modular seating and tables is in Procurement Division, OL. (U)

b. Wall Art - Executive Office Building: The National Gallery of Art has extended for one year the loan of one oil painting and two watercolors for use in the DCI suite in the Executive Office Building. (U)

c. Redesign of Procurement Division: Design and specification of new work stations to accommodate requirement of adequate workspace, fingertip reference storage, and shared terminal support with allowance for future placement of individual terminals is complete. Also included in the package which was developed to take advantage of competitive pricing are ergonomic chairs, shared storage units, and anti-static carpeting. (U)

d. Relocation of New Building Project Office: On 25 January 1984, carpet was installed in Room 3E-44, Headquarters Building, in preparation for the relocation of the New Building Project Office which took place the night of 31 January. (U)

e. Incinerator Inspection: Representatives from the Virginia Air Pollution Control Board inspected the incinerator in Headquarters Building on 31 January 1984. Inspection by the Fairfax County Air Pollution Control Board will take place at a later date. (U)

f. Removal of Metal Shelving: Starting on 24 January and continuing until approximately 2 February, metal shelving is being removed each night from Room GE-31, Headquarters Building, for PTI by the Office of Security (OS). (U)

g. Delivery of Furnishings: On 25 January 1984, 58 pieces of office furnishings consisting of screens and room dividers were delivered to the Office of Scientific and Weapons Research, (DDI). (U)

h. Transportation: Limousine service was provided to the European Division, DDO, from 22 to 31 January 1984. (U)

i. Salad Bar: In order to allow customers and staff to utilize both sides of the salad bar in the Executive Dining Room, it was repositioned on 27 January 1984. (U)

STAT j. Building Backfill: The Electric Shop has completed the installation of power and telephone outlets in Room 3E-54, Headquarters Building, for the Office of East Asian Analysis, DDI. Capping and carpeting will be scheduled after installation of new telephone cables. (U)

The Carpenter, Electric, and Sheetmetal Shops are presently working in Room 7D-00 in preparation for the relocation there of about one-third of the Public Affairs Office (PAO), DCI. In addition, construction drawings are 80 percent complete for the move of the rest of PAO to Room 1016, Ames Building.

Preliminary plans have been approved and construction drawings are in progress with regard to Room 3E-29, Headquarters Building, for the Latin America Division, DDO, and the DDA/OS.

Construction drawings are 80 percent complete for the move of Office of Medical Services into Room 125, Ames Building.

The Architectural Design Staff (ADS), OL/LSD, is awaiting Comptroller approval of the 7C Corridor final design. (U/AIUO)

k. Hydraulic Barricades: ADS has received from OS drawings of the proposed locations of sensor loops for the hydraulic barricades. Still outstanding is input from the Headquarters Engineering Branch, OL/RECD. (U/AIUO)

STAT l. Reassignment: On 27 January 1984, ADS said goodbye to [redacted] who has been reassigned to the National Photographic Interpretation Center, DDS&T. (U)

m. Renovations at Headquarters Building: In connection with the work on the chilled water manifold and booster pump in Room GC-57 for the Office of Data Processing (ODP), DDA, the plumbing job is complete, and the Electric Shop is scheduled to hook up the booster pump.

Last week the Plumbing Shop started installation of three air handler units and associated electrical work in Room GC-03 for ODP.

With regard to the installation of a new air handler unit, stand, and chilled water line in Room GH-43 for the Office of Current Production and Analytic Support, DDI, this past week the Plumbing Shop completed installation of the air handler unit. Work still remaining is the electric hookup. (U/AIUO)

III. Significant Events Anticipated During the Coming Week:

No items this reporting period. (U)

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Chief
Logistics Services Division

ADMINISTRATIVE — INTERNAL USE ONLY

S E C R E T

PROCUREMENT DIVISION WEEKLY REPORT FOR
PERIOD ENDING 1 February 1984

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:

a. a. Communication Systems Integration: The Office of Communications (OC) has a requirement for systems integration of the new Headquarters building communications systems including all telephone service and RFI Shielding for the new building. The Contractor chosen for this effort, General Electric Company (GE), was selected non-competitively based on their vast experience with major system integration activities. The contemplated contract is a Cost Plus Fixed Fee type in the amount of \$357,000. This effort involves development of detailed requirements documents and specifications suitable for competitive follow-on hardware acquisition. It is anticipated that GE will continue in the SI role through the installation phase of this multi-year effort.

[Redacted]

[Redacted]

b. New Moving Contractor: A contract has been written with Professional Movers, Inc. for moving services at [Redacted]. This is the first moving company other than Moving Services, Ltd. (E.I. [Redacted] that the Agency has contracted with in many years. If the new contractor's performance is acceptable, all future requests for this type service will be competed.

[Redacted]

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[Redacted]

[Redacted]

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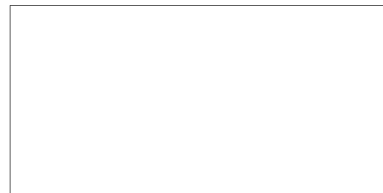
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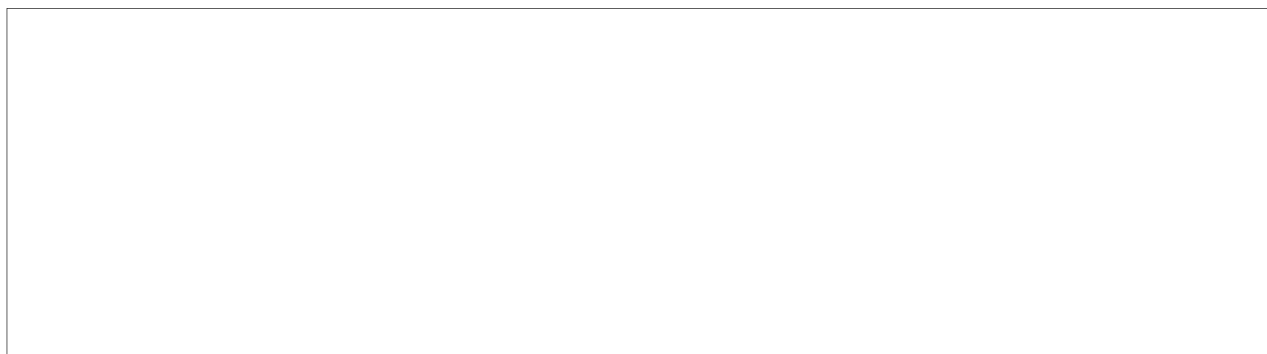
SUPPLY DIVISION WEEKLY REPORT
PERIOD ENDING 31 JANUARY 1984

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

Negative.

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

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b. Field Administration

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The logistical portion of Field Administration was held [redacted] during 23-30 January. Five Office of Logistics careerists satisfactorily completed this course. [redacted]

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c. Microfiche Class

The sixth running of the microfiche class was held 31 January. There will be one more running in the next few weeks to include the Supply Management Branch personnel who have not yet attended. Future classes will be scheduled based on interest from outside the Branch and new Branch personnel. [redacted]

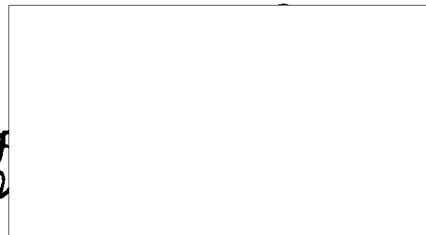
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III. Significant Events Anticipated During the Coming Week:

Negative.

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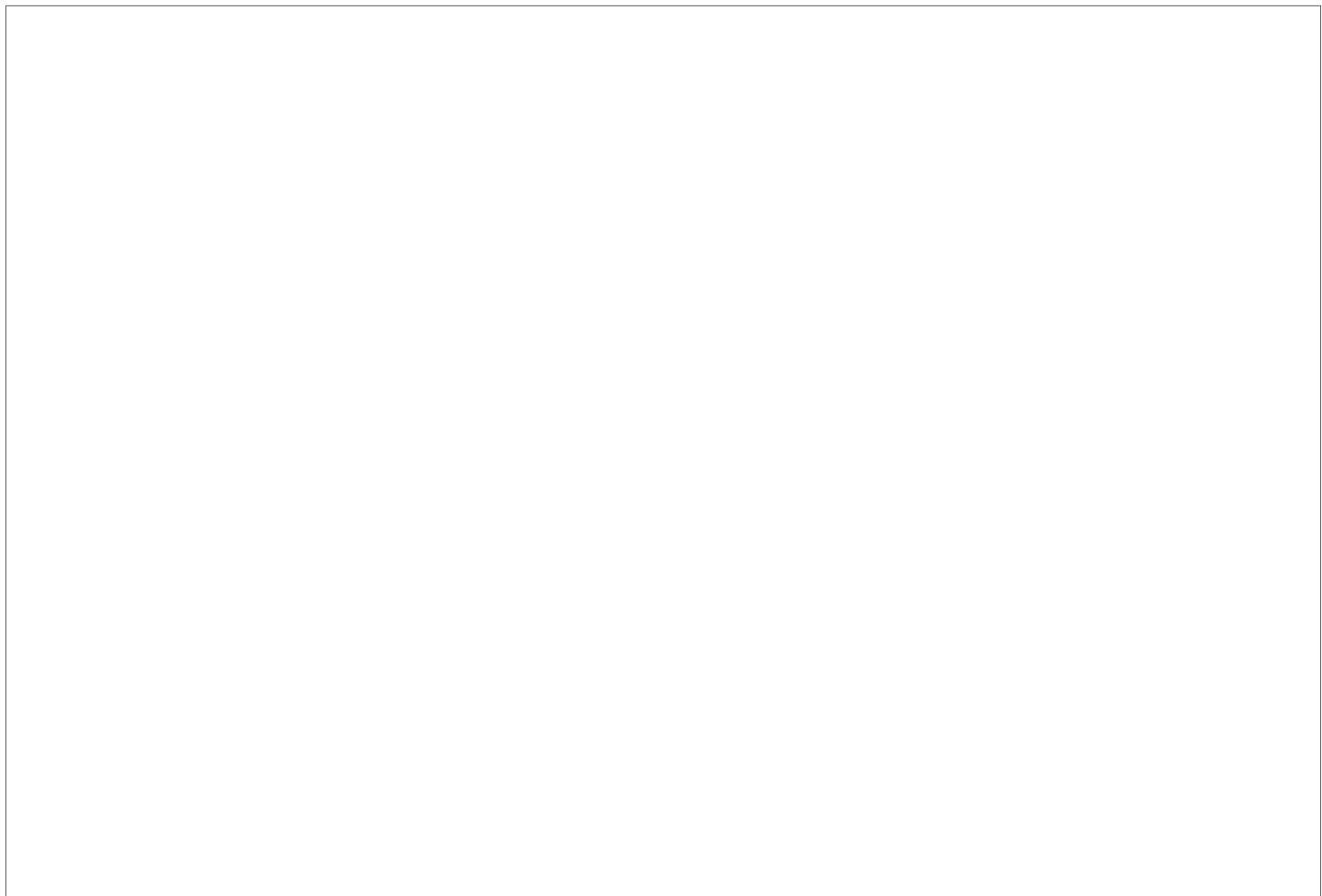
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[REDACTED] WEEKLY REPORT
PERIOD ENDING 30 January 1984

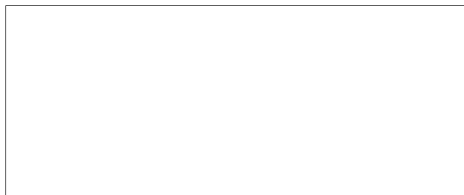
I. Items or Events of Major Interest that have Occurred during the Preceding Week:

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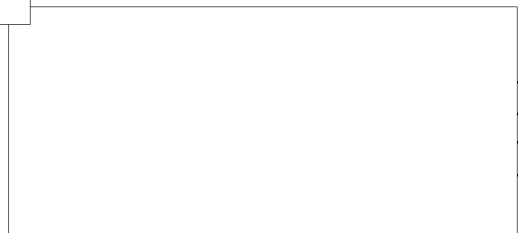


e. Support to Printing and Photography Division: On the evening of 27 January 1984, the Chief of Freight Traffic Branch picked up a replacement part from Baltimore BWI airport for a P&PD press which was broken. Prior arrangements had been made to fly this part in from Frankfurt on an emergency basis and senior Customs officials were contacted in advance to ensure that there were no problems in retrieving the part at the airport. The press was repaired on 29 Jan. [REDACTED]

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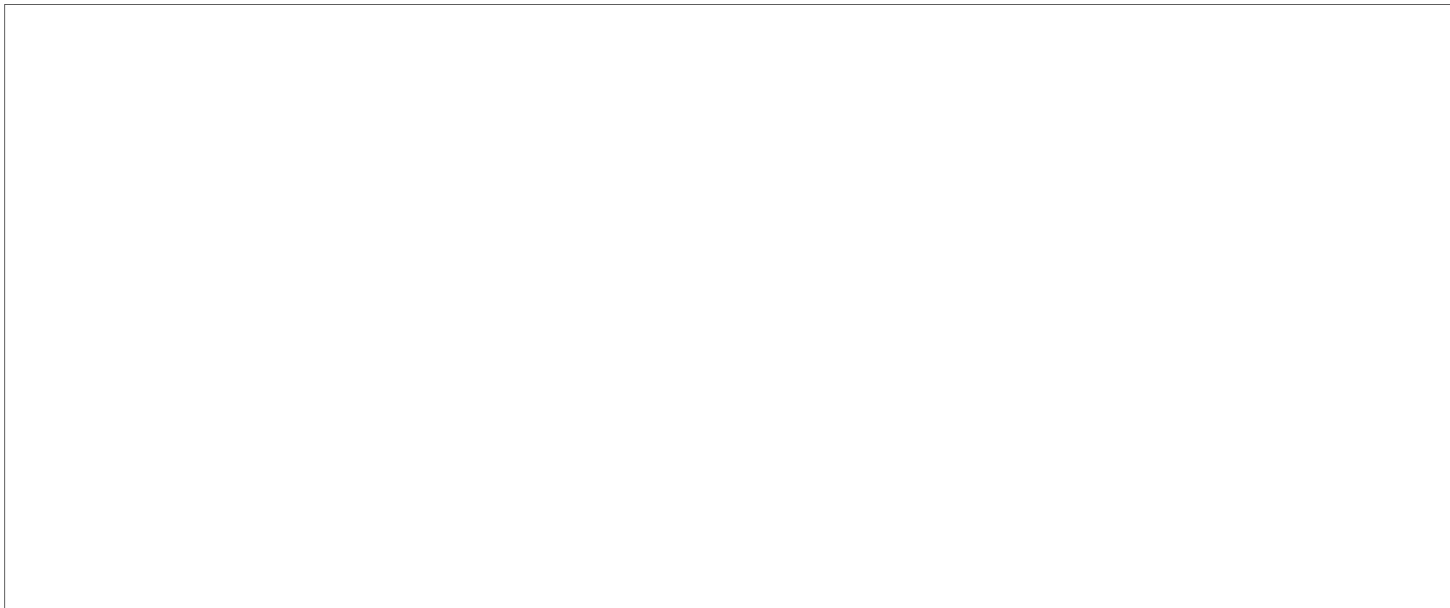


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SUBJECT: [] Weekly Report - 30 January 1984

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h. Support to Office of Communications: At the request of the Office of Communications, Repair and Return Facility, two disk drives were premium packed using reuseable wooden containers for shipment to the field. Containers will be used to return defective units for repair. []

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i. Support to the Office of Central Reference: At the request of the Office of Central Reference (OCR), P&PS provided a packer to assist in packing approximately 2,000 lbs. of fragile computer equipment in place at the Headquarters Building. []

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j. Miscellaneous: On 25 January, a miscellaneous assortment of typewriters and office machines was delivered to the Sales Center, GSA, Bldg. A. Also on the same date a trailer load of miscellaneous electronic equipment was picked up from the [] facility for delivery to GSA, Bldg. A. Total value of all property turned over to GSA was \$553,864.00 which was one of the highest disposal actions in the past two years. []

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SUBJECT: [] Weekly Report - 30 Jan 1984

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c. Miscellaneous:

1. Repaving Project: No progress due to poor weather conditions. Contractor advises that no significant progress will be made until ground conditions improve. Estimate early March resumption of full scale work.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 01 FEBRUARY 1984

1. Progress Report on 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:

Regulations

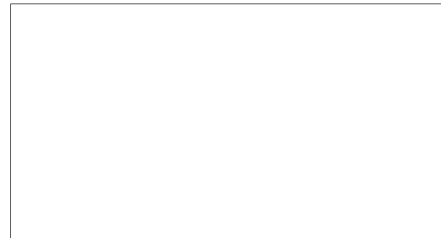
The following regulations were written, reviewed, commented upon, concurred in, or published during the past week:

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 Supply Operations - Proposed modifications to these regulations submitted to OIS/RCD. Besides a few places that we reworded for clarity, the significant changes are:

- (1) Classifying safes as expendable property under some circumstances and raising the recommended lower limit for personal appeal items considered nonexpendable from \$50 to \$100, as discussed in a memorandum to the D/L some time ago.
- (2) Liberalizing the policies on loans and transfers to foreign governments and sales to employees, at the request of the DO and the SSA/DDA. At present, all these cases require headquarters approval. The proposed revisions permit a COS or COB to have limited authority under certain circumstances. These matters were discussed in another memorandum to the D/L recently.

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Technical Group/DAS/IMSS/OL
WEEKLY STATUS REPORT
Week of 23 to 27 January 1984

I. Major Activities During the Past Week:

A. Support to OL:

CONIF (Contract Information System). A meeting was held on 23 January to discuss outstanding problems with the CONIF/ICS interface. [redacted] (representing CONIF), [redacted] (representing ICS) [redacted] were in attendance. One of the main issues that surfaced was ICS's request for the date in which the data is transferred from CONIF to ICS. One of the nightly procedures on the CONIF side (CONIFPUTICS) and one on the ICS side (ICSGETCONIF) will be modified to accomplish this. The ICS dictionary, ICS/INVOICE, will also require some modifications. Also definitions for data being passed were reviewed and all parties to the meeting came away with a better understanding of each other's system. [redacted]

ICS (Inventory Control System). [redacted] attended a Technical Exchange Meeting (TEM) with [redacted]. [redacted] had requested this meeting to review and establish the priority of outstanding work orders and problem reports. As a result of this TEM, two problem reports were cancelled. The "CC" function on the 1-P menu has been resolved and a new hold code of "W" has been added to the I013 menu on Production. Test Approvals were granted for an additional Pac Code of "FBIS" and modifications to process 8D transactions on the 4-P menu and clear the PAC code field on the 1-P menu. [redacted]

INFO (INFO Applications). On 26 January the OL INFO Users Group Meeting was held in the Procurement Division Conference Room here at Page. Current OL INFO systems, new systems under development, and problems were discussed. A new INFO system software version will be sent from HENCO, INC. to be loaded into VM which will correct some problems with the current software. The attendees at the meeting were [redacted] Architectural Design Staff, LSD/OL; [redacted] Claims Service, IMSS/OL; [redacted] Technical Group, DAS/IMSS/OL, who chaired the meeting. [redacted]

MISCELLANEOUS. Efforts have been started to design and implement a Configuration Control Board to handle the affairs of the Page Data Access Center. [redacted]

Work continued on the task tracking system requested by [redacted] C/P&PD/OL. A demonstration of the Add/Update portion of the system was given to [redacted] on 27 January. This portion of the system was subsequently approved. [redacted]

Work on documentation and the development of system reports will continue the week of 30 January. It is anticipated that the system will be completed 3 February. (U)

Work was completed on a request to modify the format of the bi-weekly Systems Staff Project Report. Previously, all pay periods in which time was charged were displayed. The modified report displays only the last pay period in which time was charged to an active (non-completed) task. [REDACTED]

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II. General Items:

A. Support to OL:

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TRAINING. [REDACTED] attended the "AIM Training Course" on 27 January at CofC. [REDACTED]

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MISCELLANEOUS. [REDACTED] attended the ODP Management Overview Meeting on 25 January held in the Headquarters Auditorium. This meeting will be held on the last Wednesday of each month from 3:30 to 4:30 and ODP Rotationals are invited to attend. Information about ODP's place in the new building was the main topic presented at this initial meeting. [REDACTED]

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III. Problems:

ICS (Inventory Control System). Several flaws appeared in the logic with the UPDATES menu during testing of modifications. Work will continue next week on the UPDATES procedure to correct the problems. [REDACTED]

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IV. Upcoming Events:

None to report.

CONFIDENTIAL

1 FEB 1984

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 1 FEBRUARY 1984

1. Progress Report Tasks Assigned by the DCI/DDCI:

None

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

Ames, Key, and Chamber of Commerce Parking - Chief, Real Estate Branch met with Mr. William Jenkins, Director of Real Estate Division, GSA to request their assistance in arranging a meeting between our representative and the building owners to discuss measures to improve security controls at these buildings. GSA holds the leases on the Agency-occupied spaces in these buildings. Mr. Jenkins was very sensitive to our concern and has agreed to arrange the meeting as soon as possible. We have also asked them to include the Chamber of Commerce building, since this building came up in our discussion.

[Redacted]

[Redacted]

3. Significant Events Anticipated During the Coming Week:

None

[Redacted]

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[Redacted]

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