

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

WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

20 JANUARY 1987

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. The Procurement Division, Office of Logistics, issued a cost plus award fee letter contract to Logicon, Incorporated for the continued development of the Secure Analyst File Environment (SAFE) project. The letter contract provides funding in the amount of \$2,000,000 for work to be accomplished by the contractor prior to definitization of the letter contract. Logicon's cost proposal is undergoing audit by Commercial Systems and Audit Division, Office of Finance, and negotiations are anticipated to begin during March. (U) [redacted]

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b. The Procurement Division, Office of Logistics, awarded a cost plus fixed fee contract in the amount of \$371,648 to Booz-Allen-Hamilton, Incorporated, Bethesda, Maryland, to provide software development and analytical support services to the Integration and Analysis Staff of the COMIREX (Committee on Imagery Requirements and Exploitation) Planning and Analysis Division. (U) [redacted]

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c. Procurement Division, Office of Logistics, initiated their contract with Temporary Placement, Incorporated for word processing/clerical services on 12 January 1987. The first week of the contract went smoothly and was spent mainly on training the word processor user how to use our glossaries for our purchase orders and delivery orders. Average production was 8.6 orders per day, typed, printed, and assembled. We expect this to improve as the typist becomes accustomed to our terminology. We plan to start a second typist Monday, January 26, 1987. (U)

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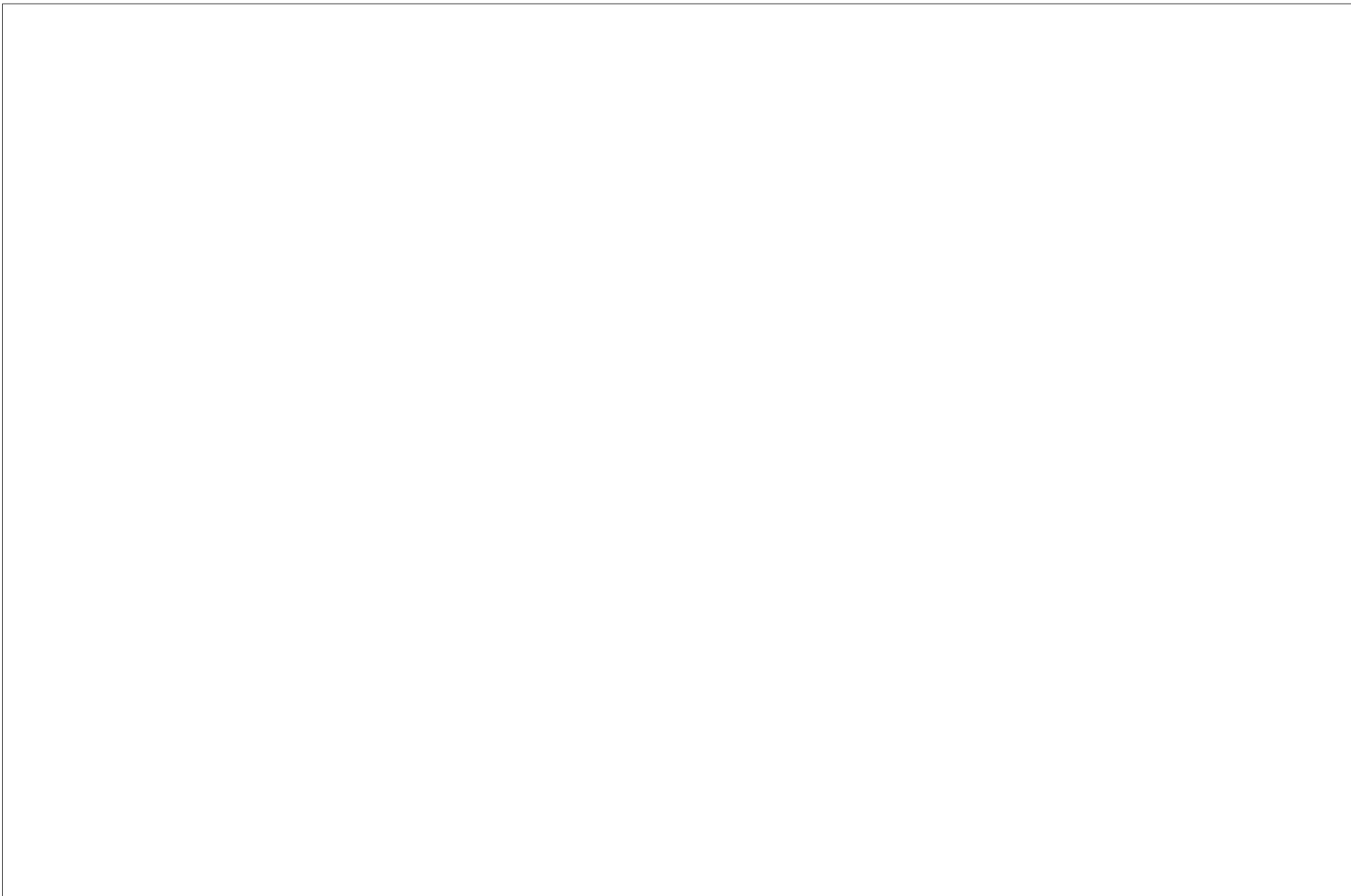
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~~C O N F I D E N T I A L~~

d. On 16 January 1987, Procurement Division, Office of Logistics, received an immediate acquisition requirement from the Office of Communications. The user is requesting multi-plexers, fiber optics, power supplies, and various electronic componets. The units requested are included in the Office of Communications' Standard Equipment List. A contract in the amount of \$237,037.95 was awarded to Versitron of Washington, DC. A confirming order was placed with the contractor on 16 January. The contracting officer was able to obtain an anticipated delivery date of 15 April 1987, which meets Office of Communications' required delivery.

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
14 January 1987 - 20 January 1987

I. Status of Tasks Assigned by Senior Management:

None.

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

A. The Office of Logistics, Printing and Photography Division (OL/P&PD) is providing video support to the Women's Advisory Group. The requested support is to Videotape their scheduled meetings on 7, 14, 21, and 28 January in room 1E74 Hqs. The first two sessions have been completed without any problems. 

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B. On Thursday, 15 January 1987, a member of the Office of Logistics, Printing and Photography (OL/P&PD) met with representatives of the Foreign Broadcast Information Service (FBIS) APD Contract Management Staff, and a representative of Computer Systems Management (CSM) Inc., creators of the FBIS automated subscription system to discuss generation of mailing labels for the dissemination of FBIS jobs. Items included in this discussion were mailing label format, presorting of mailing labels, output devices for labels and other procedural issues. CSM will be developing the necessary software to create the mailing labels. Further monitoring of this project will continue.

C. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives of Procurement Division to discuss the purchase and use of generic brand toner and supplies in Agency copiers. Copy machine vendors recommend using their own brand of supplies in their copiers and are quick to blame the use of non-brand supplies as the cause of copier problems if they are used in their machines. While generic supplies are generally less

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expensive than vendor name brands, their use often requires machine adjustment and performance is usually less satisfactory. Procurement Division and P&PD are continuing to discuss our concerns involving copier supplies and hopefully a satisfactory resolution for the acquisition of copier supplies can be agreed upon.

D. Several representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) toured the Government Printing Office (GPO) on Thursday, January 15. The purpose of the tour was to look at the Rachwal Super 70 Projection Platemaking System and to speak with its operators to see if such a system could be beneficial to P&PD. GPO has been using the Rachwal system for several years with much success for text and graphic publications.

E. Due to a lack of response from the Allied Plumbing Shop, a representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) contacted the Office of Logistics, Facilities Management Division, Operations Branch (OL/FMD/OB) on 12 January to investigate a recurring water leakage problem in G-77 of the P&PD Building. On 13 January, a FMD/OB Project Officer, inspected the G-77 area and took with him photographs of the most recent leakage occurrence. He was also referred to David Koritko, Allied operations manager, and Carl, Allied Plumbing shop, for the history of this leakage problem. On 14 January P&PD was informed that an outside contractor, Universal Craftsmen, was tentatively scheduled to excavate and repair (if possible) this problem area on 22 January 87. P&PD will monitor this activity.

### III. Significant Events Anticipated During the Coming Week

A. The next meeting of the Laser Disk Interest Group will be hosted by the Office of Logistics, Printing and Photography Division (OL/P&PD) on 27 January 1987 in Headquarters Building Room 1A07. This meeting will feature vendor presentations by Cygnet Systems, Inc., and Sony Corporation of America. The meeting will begin at 0915.

B. Representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD), will be travelling to Boston, MA, on 22 and 23 January to view a Rachwal 70 mm Projection Plate Making system and to discuss

recent technological developments in the "computer-to-plate" concept as reported by Camex Inc. It is anticipated that this trip will provide guidance on whether the graphic arts industry can now support the goals of P&PD's Digital Prepress System, or if P&PD must allow additional time for technology to be developed to support this project.

IV. Management Activities and Concerns:

None.

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F. IBM Selectric Typewriter projections for the balance of FY 87 and FY 88 were passed to Procurement Division this week. IBM has promised availability of the Selectric through October 1987. Projections were based on current demands and issues for the past twelve months. [redacted]

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[redacted]

H. Supply Management Branch, Supply Division, personnel visited [redacted] to research FY 1979-1983 files. Documentation is being prepared to clear numerous items from the Inventory Control System. [redacted]

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[redacted]

S E C R E T

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OL/NBPO WEEKLY REPORT - PERIOD ENDING 21 JANUARY 1987

1. Progress Reports on Tasks Assigned by the Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

a. The contract for realignment of Route 123 was formally awarded by the Commonwealth Transportation Board of the Virginia Department of Transportation on 15 January 1987. The New Building Project Office, OL, is preparing a memorandum to the Office of Finance to obligate \$2.6M for this effort.

b. The New Building Project Office, OL, provided final specifications for ten 415hz motor generator sets to the Office of Information Technology (OIT) on 13 January 1987. OIT will procure these units for installation in the New Headquarters Building. This procurement action is estimated at \$355K.

c. Starting 21 January 1987, traffic at the George Washington Memorial Parkway (GWMP) entrance will be rerouted because of construction at the GWMP Security Control Center. Traffic at the entrance will be altered for approximately three months. All non-badged personnel will be requested to use the Route 123 entrance.

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

Chief, New Building Project Office

D/OL  
C/FMD/OL

S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 20 JANUARY 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

2. Major Events That Have Occurred During the Preceding Week:

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d. Chamber of Commerce Building Lease - Office and classroom space on the first floor of the Chamber of Commerce Building has been acquired in small parcels since November 1985 under the Agency's direct leasing authority. Now that we have acquired the entire floor, General Services Administration will incorporate the 9,953 square feet in its lease on the remainder of the building, effective 1 February 1987. Charges for the first floor should be included in the FY-87 second quarter SLUC bill at approximately \$13.47 per square foot. [redacted]

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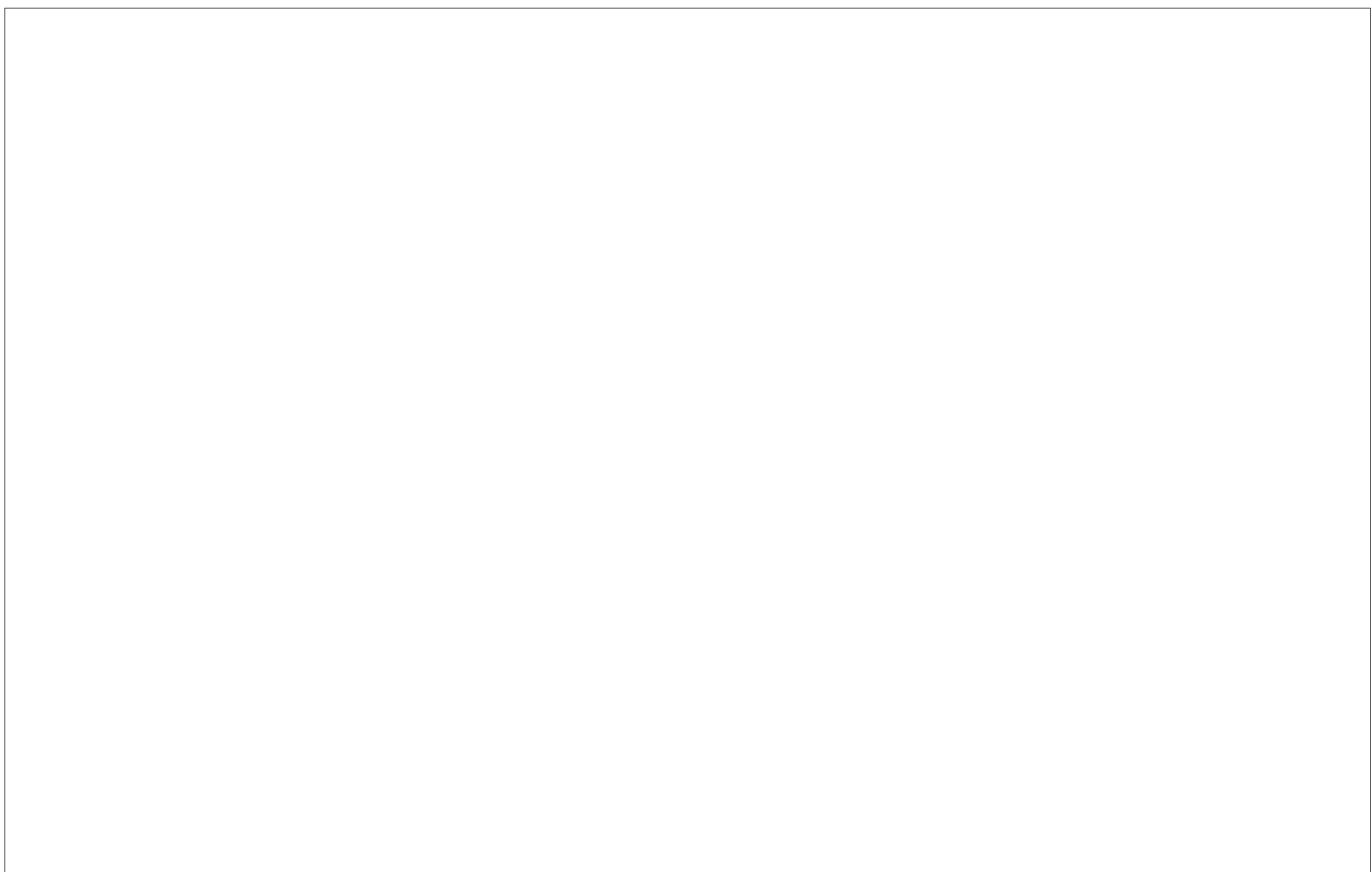
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S E C R E T

**SUBJECT: Real Estate and Construction Division Weekly Report for  
Period Ending 20 January 1987**

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g. Chamber of Commerce Building, Parking - The Agency has a total of 323 on-site parking spaces available for Office of Training and Education (OT&E) use at Chamber of Commerce consisting of 75 spaces provided under GSA's lease and 248 spaces leased through Dominion Management. The Dominion on-site parking lease has just been renewed at a monthly rate of \$9,920 or \$40.00 per parking space. In addition, Dominion has arranged to lease 65 spaces at a nearby commercial parking lot making a total of 388 parking spaces available to OT&E. Allied Maintenance Corporation is currently studying the feasibility of "end-to-end" parking which could further increase the effective number of parking spaces available at Chamber of Commerce. [redacted]

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h. Chamber of Commerce Renovations - On 15 January 1987, a solicitation package for renovations of the Chamber of Commerce Building was handcarried by a representative of Real Estate and Construction Division to Dominion Management. The renovations include the ground, first, and second floors of the Chamber of Commerce Building. Dominion Management is expected to submit their cost proposal on or before 28 January 1987. [redacted]

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S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report  
for Period Ending 20 January 1987

i. Ames Building Renovations - The Real Estate and Construction Division has accepted Dominion Management's proposal in the amount of \$12,372 to vault room 336 in the Ames Building for the Office of Information Services. The contract is expected to be awarded on 21 January 1987 with work scheduled to begin ten days later.

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

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FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 21 JANUARY 1987

1. Status of Tasks Assigned by Senior Management:

a. The Executive Dining Room has been tasked by the Acting DCI to prepare and serve a working breakfast for eight at 0745 hours on Wednesday, 21 January. The breakfast will be prepared and served [redacted]

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2. Major Events That Have Occurred During the Preceding Week:

a. The Headquarters Building partial power outage that was conducted on 16 January during the 1900-2300 hours was accomplished with no major problems. The purpose of the outage was to tie in the new Normal 208 Volt feeder that will supply the new North B/B Room electrical distribution system located at the old North Loading Dock. [redacted]

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b. Engineering Branch, Operations, briefed NBPO on the need to upgrade the NHB Honeywell management system computer. The upgraded computer would facilitate the development of a computerized operation and maintenance system to include all buildings on the Headquarters compound. [redacted]

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c. The Disposal Section of Building Services Branch destroyed 44,000 pounds of classified trash from Headquarters and 117,940 pounds from outlying buildings. A total of 5,000 pounds of burn waste was destroyed at the Andrews Air Force Base incinerator. Allied transported 21 loads of Somat waste to the landfill. [redacted]

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[redacted]

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f. The Passenger Vehicle Section of the Motor Pool transported 1,193 passengers during the past week. 

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g. On Monday, 12 January, the Mail and Courier Branch provided special support to the National Security Council (NSC) located in the Executive Office Building. Ninety-six boxes of material were picked up from the NSC and transferred to the Agency's Records Center 

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h. On Wednesday, 14 January, the Mail and Courier Branch provided special support to the Director of Logistics. Documents were carried from the Headquarters Building to 

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### 3. Upcoming Week:

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a. The Passenger Vehicle Section of Motor Pool Branch is scheduled to transport 169 passengers during the upcoming week. 

### 4. Management Activities and Concerns:

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a. The New North Loading Dock opened during the week with limited service to the LOC, Allied's Jackson Building, and BSB's classified trash trucks. A recurring difficulty involves defective bay doors and dock levelers. 

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b. Motor Pool Branch management has asked for volunteers from the Passenger Vehicle Section's drivers to fill the 3-11 shift on an 8-hour permanent basis for the Visitor Center Shuttle. The driver would be required to drive a 36 passenger bus, as well as a 15 passenger van and must be a reliable individual. 

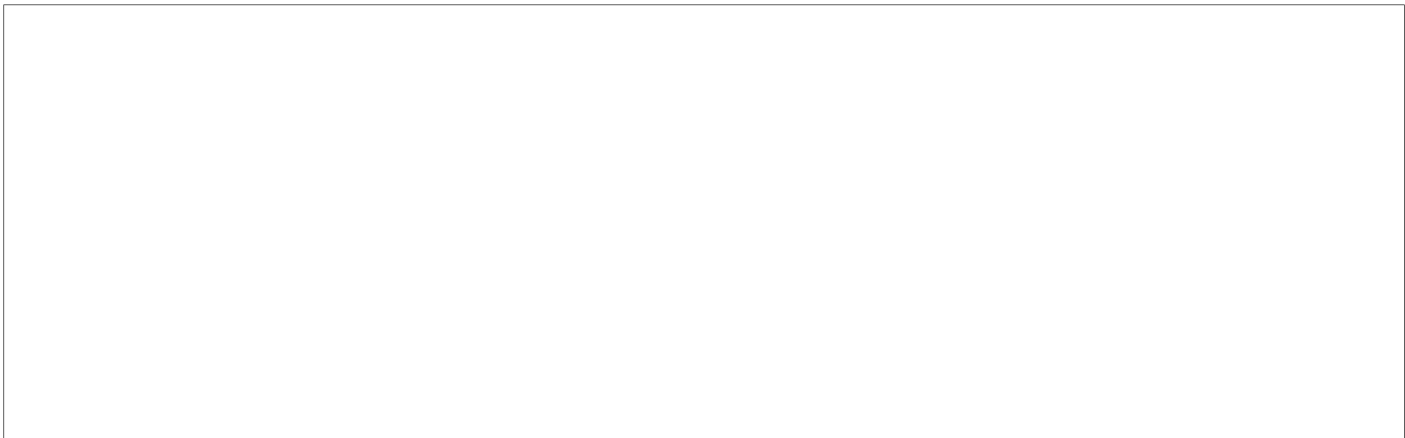
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 Chief  
Facilities Management Division


21 January 1987

MEMORANDUM FOR: Deputy Director for Administration  
FROM: John M. Ray  
Director of Logistics  
SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 20 January 1987 (U)


1. Events of Major Interest That Have Occurred During the  
Preceding Week:



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b. OL reports that the contract for realignment of Route 123 was formally awarded by the Commonwealth Transportation Board of the Virginia Department of Transportation on 15 January 1987. The New Building Project Office, OL, is preparing a memorandum to the Office of Finance to obligate \$2.6M for this effort. 

25X1

c. OL reports that, beginning 21 January, traffic at the George Washington Memorial Parkway (GWMP) entrance will be rerouted because of construction at the GWMP Security Control Center. Traffic at the entrance will be altered for approximately three months. All nonbadged personnel will be requested to use the Route 123 entrance. 

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S E C R E T



purpose of the outage was to tie in the new Normal 208 Volt feeder that will supply the new North B/B Room electrical distribution system located at the old North Loading Dock.

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f. OL reports that, with the acquisition of the entire first floor of the Chamber of Commerce (C of C) Building completed, the General Services Administration intends to incorporate the 9,953 square feet into the C of C lease, effective 1 February. Charges for the first floor will be included in the second quarter FY-87 Rent bill at approximately \$38,000. A solicitation for the renovation of the ground, first, and second floors of the C of C Building was presented to the building's management firm, Dominion Management. A proposal is expected on or before 28 January.

g. OL reports that the Agency has a total of 323 on-site parking spaces available for Office of Training and Education (OTE) use at Chamber of Commerce consisting of 75 spaces provided under GSA's lease and 248 spaces leased through Dominion Management. The Dominion on-site parking lease has just been renewed at a monthly rate of \$9,920 or \$40.00 per parking space. Dominion has arranged to lease 65 additional spaces at a nearby commercial parking lot, making a total of 388 parking spaces available to OTE. Allied Maintenance Corporation is currently studying the feasibility of "end-to-end" parking which could further increase the effective number of parking spaces available at Chamber of Commerce.

h. The Printing and Photography Division, OL, is providing video support to the Women's Advisory Group. The requested support is to videotape their scheduled meetings on 7, 14, 21, and 28 January in Room 1E74 Headquarters. The first two sessions have been completed without any problems.



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PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Period Ending on 20 January 1987

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

CONIF input 153 contracts and 99 amendments during this past week. CONIF is working with Procurement Management Staff (OL/PMS) on the restructured alphas due to be implemented soon.

b. Training:

The in-house training course (Management of Defense Acquisition Contracts Basic) continues into its third week.

c. Procurement Management Review (PMR):

STAT  Deputy Chief, Commercial Systems and Audit Division, Office of Finance, has been designated as the second member of the PMR team.

d. Acquisition Planning

STAT  met with  from the Program Analysis Staff, Office of SIGINT Operations (PAS/OSO), DS&T, to discuss the acquisition planning process in relation to (1) the program/budget process, and (2) the strategic planning process. STAT  also from PAS/OSO, is assigned to develop strategic planning for OSO. These activities could help OL/PMS in the acquisition planning and acquisition strategy development.

e. Expert Systems and Artificial Intelligence (AI):

STAT During off hours,  viewed a series of Deltak video tapes on expert systems and AI. These tapes are available for viewing until 23 January in the  STAT

f. Meetings:

(1) Two members of CONIF visited the National Photographic Interpretation Center's (NPIC), DS&T, contract team to review procedures and data input requirements.

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SUBJECT: OL/PMS Weekly Report for the Period Ending 20 January 1987

(2) The Chief, CONIF briefed contractor (General Electric Company) personnel on the data collection process and requirements of the CONIF system. The intent was to see if bar coding could be implemented in order to expedite the process.

g. Newsletter

The second edition of the newsletter has been sent to the Printing and Photography Division, OL, for printing. Distribution of the newsletter is scheduled for 21 January.

h. Coopers and Lybrand (C&L) Update:

On 14 January, the Chief, PMS/OL briefed the Inspector General (IG) on the C&L recommendations and progress made to date. There was a meaningful exchange of dialogue with the IG, especially concerning his interest in the Procurement Executive's role in the upcoming changes.

i. IBM Personal/Portable Computers (PC):

A memorandum was drafted and reviewed for approval to purchase an IBM PC 3270, plus peripherals and software for OL/PMS.

j. Project Officer's Handbook:

The Chief, Systems Development Division, Ground Systems Group (SDD/GSG), OSO/DS&T has been directed to upgrade the OSO/GSG/SDD Project Officer's Handbook. It may be desirable for OL/PMS to work with OSO/GSG/SDD and others in DS&T in the development of an Agencywide version of this handbook.

STAT

1. One Face to the Contractor:

On 20 January, the Chief, PMS/OL met with the Chief, Contracts Staff, NPIC/DS&T, and a representative of Production and Services Contracts Branch, Procurement Division, OL, to discuss the Agency's

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SUBJECT: OL/PMS Weekly Report for Period Ending 20 January 1987

approaches to contracting with Allied Maintenance. This meeting was a follow-on meeting between the Chief, PMS/OL and the Chief, Contracts Staff, Facilities Management Division (FMD), OL, wherein the work breakdown structure for Headquarters was reviewed and its acceptance by Allied confirmed. The other affected teams are reviewing the FMD approach for application as appropriate for their respective contracts.

3. Upcoming Events:

None of a significant nature.

4. Management Activities and Concerns:

None of a significant nature.

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**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 20 JANUARY 1987**

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

Memorandum of Agreement: The Memorandum of Agreement between OL, OF, and OIT has been coordinated between the project managers of each office and will be forwarded to the Office Directors this week.

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

A. DAS

(1) The GE Core team has concluded their activities at the Logistics Operations Center (LOC) studies in the functional areas of Test and Inspection, Transportation Management, Small Purchases and Inventory. The GE Core team is now starting to focus on the remaining focal points in the OL. The GE core team members have been introduced to the focal points in FMD/OL and P&PD/OL.

25X1 (2) FARS [redacted] (TG) submitted a new version of the FARS Detailed System Requirements Document (DSRD) to the IDSB for comments and suggestions.

B. Planning

25X1 [redacted]

(2) In response to a request from the Executive Assistant to the DDA (EXA/DDA), IMSS solicited information from the Defense Advanced Research Projects Agency (DARPA) concerning SIMNET, an advanced research project for interactive simulator networking. A report on the progress of the SIMNET project is being prepared for submission to the EXA/DDA.

(3) IMSS completed the OL Five-Year Plan FY 87-91. The plan will be submitted today (20 January) for D/L approval.

(4) Topics for the upcoming OL Quarterly to be held 26 and 27 February have been selected. IMSS has begun preparation of the script for "Highlights of OL Activities", which will be one

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WEEKLY REPORT FOR PERIOD ENDING 20 JANUARY 1987

of the topics covered. IMSS will meet with scheduled presenters later this week to coordinate preparation of slides and briefing format.

C. CLAS

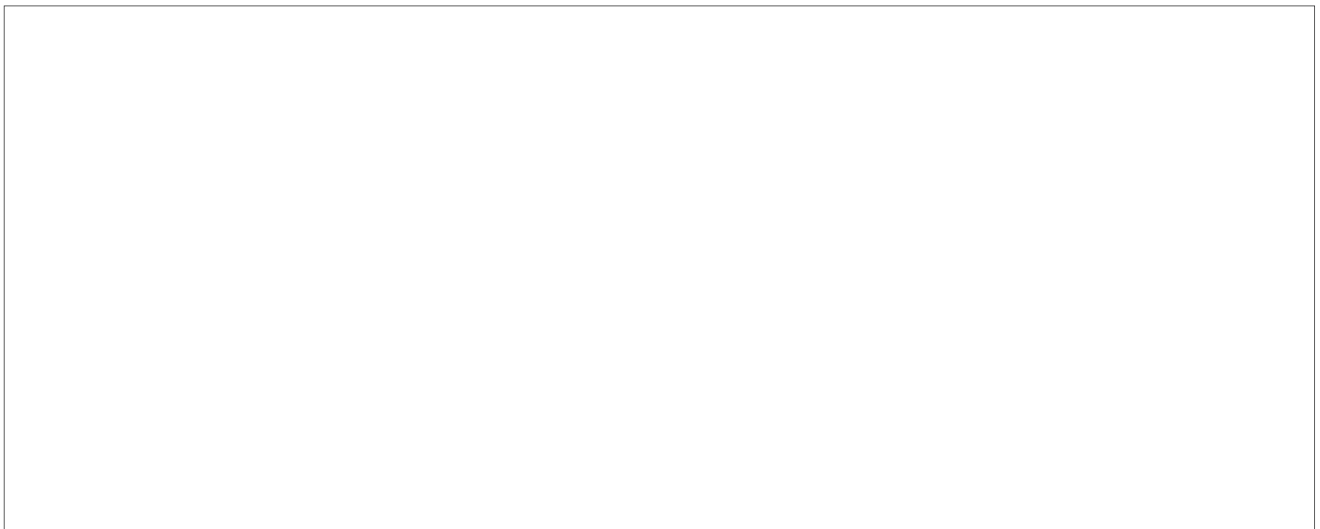
(1) Meeting with Cullinet: Representatives of OL, OF, and OIT met with Cullinet analysts on Monday, 19 January to discuss the implications of installing package software and having an initial operating capability of 1 October 1988. It is obvious that the task is very ambitious but do-able, and will require considerable effort on everyone's part. The group discussed implementation plans, tasking, resources, timelines and schedules, and staffing. The next step is scheduling meetings between functional analysts from Cullinet and our project team members, to begin designing an implementation plan.

25X1 (2) Meeting with Procurement: DC/IMSS met with Jim  
25X1 [redacted] Chief, ADO&E, Procurement Division to discuss the  
process for contracting with Cullinet for the Logistics  
packages. [redacted] was very helpful and the project is under  
way.

D. RECORDS MANAGEMENT

The RMO/OL and two representatives from OIS met with the C/DCB/SD to discuss ASAPS, the Agency Standard Accountable Property System. The information gathered will be used to develop machine-readable (electronic) records schedule.

E. Regulations



WEEKLY REPORT FOR PERIOD ENDING 20 JANUARY 1987

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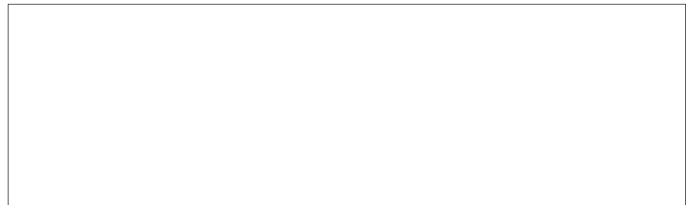
3. Significant Events Anticipated During the Coming Week

1. The information handling audit is scheduled to be conducted in the New Building Project Office on 21 January and in the Information and Management Support Staff on 22-23 January.

2. CLAS: The CLAS teams will begin designing an implementation plan during the next week with the goal of having a completed implementation plan to the "sub-task" level by 2 February.

4. Perspective of Staff Activities

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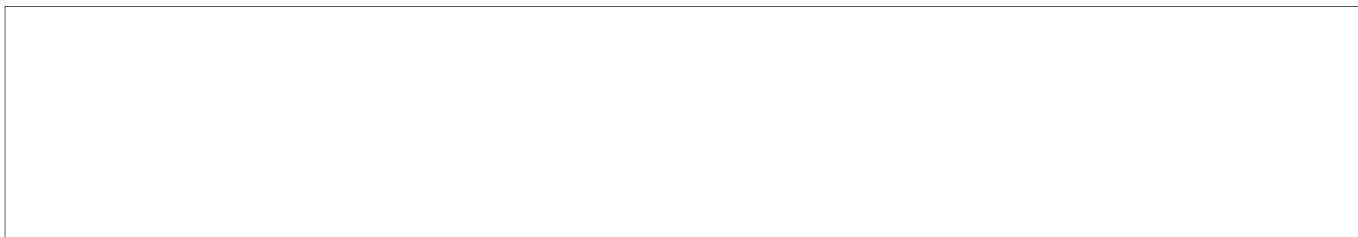
DDA 87-0127  
23 January 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 23 January 1987

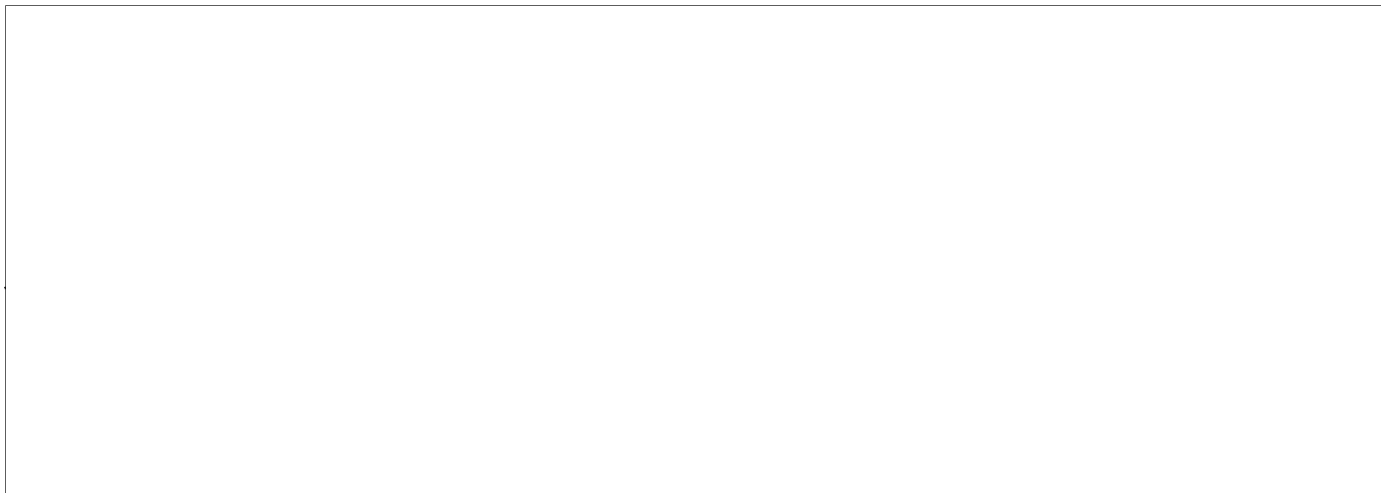
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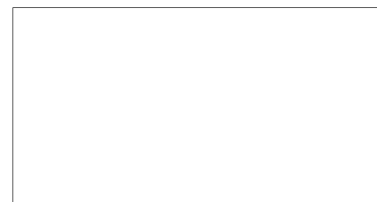
2. The MCI fiber optic system between Headquarters and Reston was completed last week on schedule. The end-to-end performance far exceeded the contract specifications. The system has been turned over to Ford Aerospace for the final installation and testing. MCI is now engaged in the engineering of the alternate route [redacted] MCI is anticipating an activation date of 1 August 1987 for this system. [redacted]

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25X1 5. The 14-year old Automated Communications Terminal (ACT) in the Message Handling Facility was replaced on 18 January. The new system, known as ACT Originating Replacement, processes messages originating in Headquarters. No significant problems have been encountered with the new system. [redacted]

25X1 6. The Office of Logistics (OL) reports that the contract for realignment of Route 123 was formally awarded by the Commonwealth Transportation Board of the Virginia Department of Transportation on 15 January 1987. [redacted]

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[redacted]

25X1 11. On 16 January, an Office of Security (OS) representative provided a compartmented security indoctrination to Mr. Frank Carlucci, the newly appointed National Security Advisor. [redacted]

25X1 12. The 30th Security Officers Training Program commenced on 15 January with 21 students in attendance. On the same day, 14 polygraphers graduated from the OS Polygraph School. The March 1987 Polygraph School class is expected to have 25 students. [redacted]


25X1 13. OL reports that, with the acquisition of the entire first floor of the Chamber of Commerce (C of C) Building completed, the General Services Administration intends to incorporate the 9,953 square feet into the C of C lease, effective 1 February. [redacted]

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[redacted]

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16. In CY 1986, OP/Central Travel Services established record savings of \$7,264,136 in airline travel funds through the use of government discount fares. We were able to reach this new goal by achieving record setting savings of \$2,010,169 during the fourth quarter of CY 1986. 

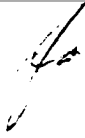
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17. The Directorate of Operations informed the Office of Information Services (OIS) that 76 cubic feet of Office of Strategic Services records have been screened and are ready for transfer to the National Archives and Records Administration. OIS will handle the transfer. 

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William F. Donnelly