

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

WEEKLY REPORT FOR PROCUREMENT DIVISION
FOR PERIOD ENDING
17 FEBRUARY 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:

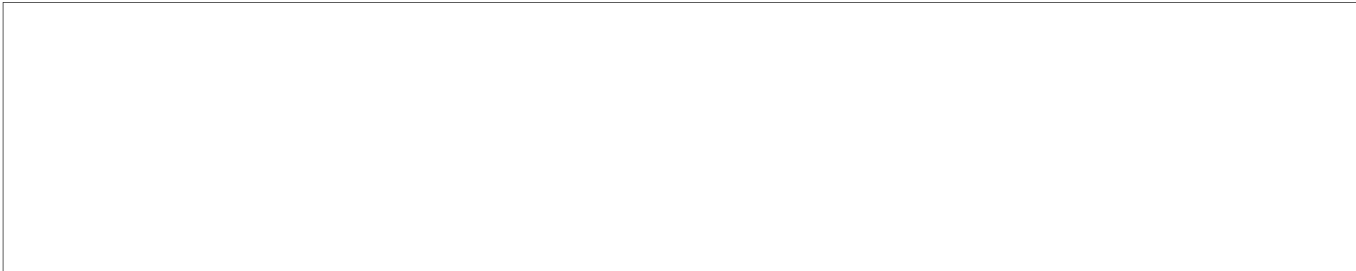
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b. Procurement Division, Office of Logistics, negotiated a firm-fixed price/time and materials contract with Delta Electrical Construction and Maintenance, Inc. Tuxedo, Maryland in the amount of \$32,000. The contractor will be maintaining and repairing the vehicle impedance barrier systems (barricades, motor pumps, etc.) at Gate 1 (Route 123), DCI Tunnel and Gate 3 (George Washington Parkway). This requirement is in support of the Office of Security, Security Equipment Support Division.

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e. Procurement Division, Office of Logistics, negotiated a firm fixed price delivery order under a priced requirements contract on behalf of the Office of Communications with Euclid Equipment Inc.. This order is for the purchase of a diesel generator and is in the amount of \$156,000.



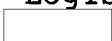
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f. Procurement Division, Office of Logistics, entered into negotiations 11 February 1987 with Continental Electronics on behalf of the Office of Communications for a time and materials service contract. The contract will be in the amount of \$20,000 for the repair of a government-owned Continental Electronics Model 616A1 Linear RF Amplifier. Negotiations are expected to be completed during the week of 17 February 1987.



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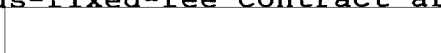
g. On 10 February 1987, Procurement Division, Office of Logistics, received a priority requisition from [redacted] for a specific new model Sony multiscan color projector, remote control device, extension cable, & mounting brackets for the [redacted] project. The order was awarded to Audiovisual Washington, Inc., with delivery on 11 February 1987. The value of this contract was \$9,396.



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h. Procurement Division, Office of Logistics, issued a letter contract to Hadron, Incorporated for the continued development of training for the Secure Analyst File Environment project. Funding in the amount of \$650,000 has been provided for work to be accomplished by the contractor prior to definitization of the letter contract. Hadron's cost proposal is undergoing audit by Commercial Systems and Audit Division, Office of Finance and negotiations resulting in a cost-plus-fixed-fee contract are anticipated to begin during April.



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i. Procurement Division, Office of Logistics, issued a contract modification to Quality Systems, Inc. providing incremental funding in the amount of \$963,325. This funding continues systems analysis and programming support for various tasks under the contractor's System Development and Enhancement contract as managed by the Office of Information Technology.



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j. The Procurement Division, Office of Logistics, distributed the thirteenth statement of work for competition under the Office of Information Technology's Computer Systems Software Engineering Program. This statement of work was for Computer Performance Evaluation and Capacity Planning Support. The proposals are due back on 26 February 1987. [redacted]

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k. The Procurement Division, Office of Logistics, concluded negotiations resulting in a CPAF contract in the amount of \$1,475,571 to Computer Sciences Corporation, Silver Spring, MD, for the CAMS Program's System Integration. This contract will provide technical assistance to the Office of Information Technology National Systems Group in support of the CAMS Processing Segment. [redacted]

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

[redacted]

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S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 17 FEBRUARY 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

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

[Redacted]

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c. Delegation of Authority, [Redacted] - In 1981, the General Services Administration (GSA) gave the Agency letter delegation of authority for the maintenance and operation of [Redacted]

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[Redacted] The GSA Central Office has now indicated they would like to formalize that delegation and bring it in line with the new Government-wide delegation of authority program. In response to a telephone inquiry from GSA on this subject, the Real Estate and Construction Division, OL has requested that GSA provide more information regarding any changes, particularly those affecting utility payments, which would result from a new delegation. [Redacted].

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
10 February 1987 - 17 February 1987

I. Status of Tasks Assigned by Senior Management:

* On 11 February 1987, [redacted] from the Office of Information Services (OIS) conducted an open forum with several members of the Printing and Photography Division, Office of Logistics (P&PD/OL) to discuss source document microfilm activities. Areas discussed were staffing, equipment, space, microfilm applications, Photographer General Apprenticeship Program and production. OIS is currently gathering facts for their biannual survey of P&PD microfilm activities recommended by the last Inspector General report. The intent is to keep the Agency Micrographics Officer better informed on our capabilities and problems. This survey is a result of an Inspector General recommendation made in 1985. [redacted]

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

A. On 11 February 1987, the Printing and Photography Division, Office of Logistics (P&PD/OL) provided a tour to six Photographer General NPIC employees. The tour is one of several designed to improve the knowledge and working relationship of Agency Photographers. Within that same context, NPIC and OL have an ongoing personnel exchange program. The next exchange of Photographers will be in April. In addition, Photography Branch managers from both facilities have been provided reciprocal tours and discussed many areas of common concern. [redacted]

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B. During the past week, the Printing and Photography Division, Office of Logistics (P&PD/OL) received a call [redacted] for assistance in selecting a copier to replace the duplicator equipment that they currently operate. Staffing and space limitations at the facility are driving a decision to replace the duplicator/printing functions with a walk-up copy center. Copier Management personnel will visit the facility to assist in the evaluation of their requirements and recommend appropriate equipment to meet their volume and publication needs.

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C. The Computer Aided Publishing '87 exhibition was attended by several representatives of the Printing and Photography Division, Office of Logistics (P&PD/OL) on 10 and 11 February. Several companies displayed various software and hardware systems for

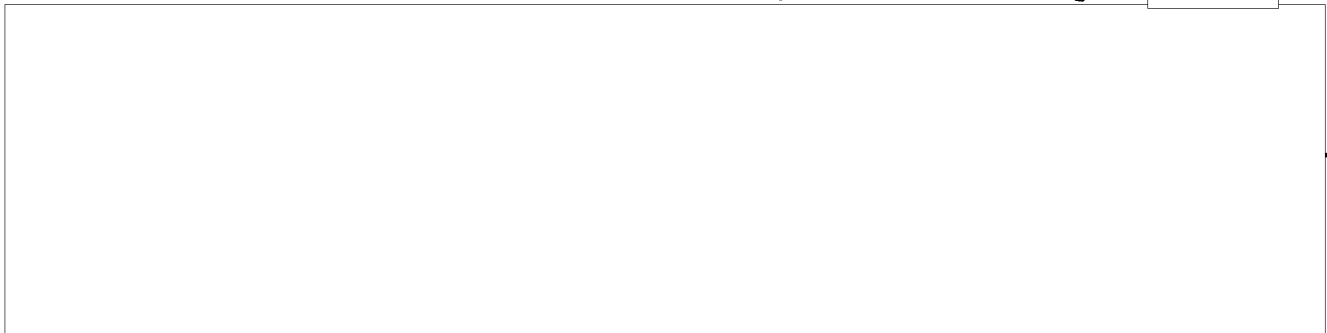
desktop publishing. Although the immediate needs of a user are met by outputting to laser printers, very few systems currently interface with typesetters. This growing technology is giving offices greater flexibility in producing newsletters, inter-office memos and bulletins, charts, and vugraphs, but is only slowly impacting on traditional printing. As more offices begin acquiring desktop publishing systems, vendors will need to produce interfaces to support a greater number of typesetters so customers will continue to receive the high quality finished products they have come to expect from the printing process.

D. The Office of Information Technology (OIT) has submitted their first request to Office of Logistics, Printing and Photography Division (P&PD/OL) for vugraphs to be produced from files created on their newly installed Dicomed computer graphics design station. Initial production from OIT will be small; however, it is expected to increase when their design staff reaches full strength. OL/P&PD has noted a welcomed trend within the Agency for components to acquire design stations compatible with OL/P&PD's computer graphics production system. [redacted]

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E. The Photography Branch, Photography and Printing Division, NPIC, has requested support from the Office of Logistics, Printing and Photography Division (OL/P&PD) to photograph the DDS&T display in Headquarters on 18 February 1987. The photography will be used in a publication highlighting the DDS&T 25th Anniversary. [redacted]

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G. The Office of Logistics, Printing and Photography Division, (OL/P&PD) received a request from the Directorate of Intelligence, Office of Information Resources, Visual Media Branch (DI/OIR/VMB) on 12 February to produce copies of the retirement program series presented in the Agency Headquarters Auditorium during 1986. OIR was requested by the Directorate of Operations, Career Management Staff to prepare the complete series of tapes for overseas distribution. This effort consists of replicating [redacted] original vidotapes [redacted] P&PD is expected to complete this request within four weeks. [redacted]

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III. Significant Events Anticipated During the Coming Week:

* The Headquarters Auditorium will be getting a partial facelift during the next several months. Facilities Management Division, OL

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(FMD/OL) has a plan in effect to renovate the tunnel entrance, bathrooms, and storage area of the HQ Auditorium. This renovation will begin sometime in May and is scheduled to end by 15 June 1987. The purpose of the renovation is to upgrade the area in line with the Agency's "Quality of Worklife" initiative.

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IV. Management Activities and Concerns:

"Flying Squad" activity for employees of the Office of Logistics, Printing and Photography Division includes the following TDY assignments:

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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 17 FEBRUARY 1987**

1. Progress Report on Tasks Assigned by the DCI/DDCI
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) For most of the week, Federal Automated Requisition System (FARS) was unable to transmit requisitions outside of the Agency. The problem was intermittent when it started and then all communication with the outside world was lost. The problem was finally traced to a bad board in a piece of communications gear in the CER. By weeks end, communications were back to normal, however, time will tell if the problem has been corrected.

B. Planning

(1) At the request of the Chief, DDA Management Staff, the OL Planning Officer in IMSS and C/B&F/OL met with the Comptroller, the DDA Management Staff and other DA office budget and planning officers on 11 February to receive guidance regarding planning for 89/90 initiatives. Also, IMSS and B&F prepared revised narrative descriptions of OL's current ongoing initiatives for review by the D/L this week. These are to be submitted to the DDA Management Staff for Comptroller review later this week.

(2) IMSS organized slides of photos recently shot by the Agency photographers in support of the upcoming OL Quarterly. IMSS also reviewed progress of art work being prepared by P&PD/D&PC for the event. Development of graphic support is on schedule at this time.

C. CLAS

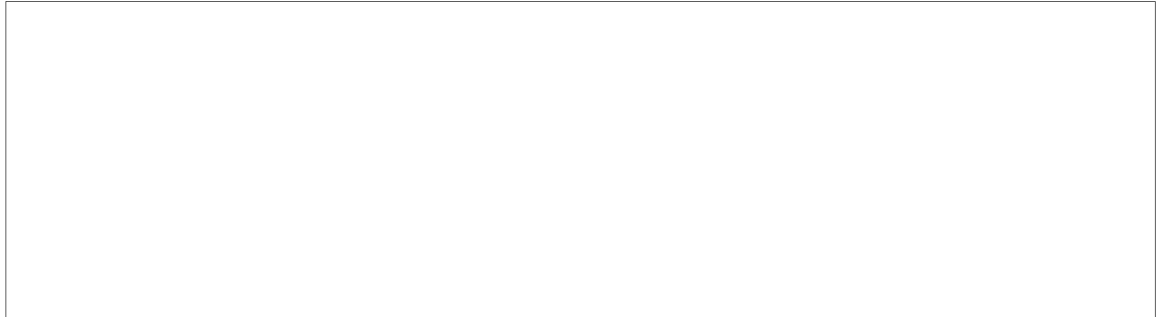
Implementation planning for the CLAS project moved forward with fifteen members of the CLAS project team spending two days Subtasks, time lines, training schedules and individual STAT assignments were defined in detail. A master schedule will be prepared for use as a baseline document.

ADMINISTRATIVE - INTERNAL USE ONLY

WEEKLY REPORT FOR PERIOD ENDING 17 FEBRUARY 1987


D. Regulations

Regulatory issuances reviewed and concurred by IMSS included:



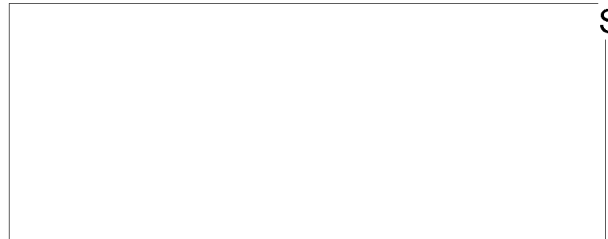
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3. Significant Events Anticipated During the Coming Week

A dry run of the presentations and graphics for the upcoming OL Quarterly will be held in  at 2:00 on 19 February for review by the D/L.

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4. Perspective of Staff Activities



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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 17 February 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 135 contracts and 88 amendments during this past week.

b. Training:

On 9 February, [redacted] Procurement Management Staff (OL/PMS), arranged a 2-day course entitled "Introduction and Overview of Procurement in CIA." The 37 attendees from the Offices of Finance (OF) and Logistics were given a broad spectrum review of the responsibilities of personnel in the procurement cycle, along with the basic functions performed by personnel. 25X1

c. Agency Contract Review Board (ACRB) Activities:

Seven ACRB dockets were reviewed and questions written for the meeting scheduled for 17 February.

d. Meetings:

Final arrangements were made to schedule a Property Seminar for 18 February in Room 3G06 [redacted] Letters of invitation were sent to all procurement team chiefs, appropriate supply personnel, and senior procurement officials. The speaker, Lewis Braithwaite from the U.S.A.F. Special Projects Property Office, will discuss the Automated Inventory Management (AIMS) developed by and administered through his office. [redacted] 25X1

e. Agency Contracting Manual (CM):

Peter Cole from Sterling Institute received several inputs on changes to the CM. Mr. Cole also submitted several changes for review by OL/PMS. After review, Sterling will incorporate the changes and prepare a revised edition of the CM.

[redacted] 25X1

SUBJECT: OL/PMS Weekly Report for the Period Ending 17 February 1987

f. Briefings:

(1) Briefing materials were developed to present a discussion on Contract Administration to the Logistics Support Program to be held 18 February at the

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3. Upcoming Events:

None of a significant nature

4. Management Activities and Concerns:

None of a significant nature

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

19 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 18 February 1987

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

* a. The Office of Logistics (OL) reports that General Services Administration has granted a one-week extension to the formal contract completion date of the New Headquarters Project from 9 to 16 September 1987 due to the recent snowstorms. This extension affects site work only and not the scheduled delivery of the new building.

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* b. OL reports that the Shirley Contracting Company, the contractor responsible for constructing the Route 123 realignment, is on site. The contractor began clearing an area for the new eastbound Route 123 roadway on 17 February. The bid package 4 contractor poured two concrete columns along the inbound lanes at the George Washington Memorial Parkway entrance. The contractor is installing scaffolding to support the construction of a concrete overhead canopy.

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c. Chief, New Building Project Office (NBPO), OL, provided a briefing and tour of the New Headquarters Building (NHB) to the Director, Deputy Director and Chief of Logistics of the Office of Technical Service (OTS) with emphasis on OTS space. OTS has formally requested that the OTS/Collection Group be located outside of the NHB.

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d. OL reports that the South loading dock is closed for approximately one year for new construction.

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S E C R E T

e. OL awarded a firm fixed-price contract in the amount of \$18,585 to Manufacturers' Representatives International for the acquisition of traneivers and supporting equipment on behalf of the Central American Task Force. Delivery of all equipment is expected by 31 March. [redacted]

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* f. OL representatives and the Chief, DCI Support Staff surveyed the ground floor of the ADCI's residence to establish the feasibility of adding an office and bathroom for the DCI Security Staff. Drawings and cost estimates for the renovations were presented to the Chief, DCI Security. [redacted]

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* g. OL reports that, after reviewing the portfolios of two sculptors approved by Mr. Casey, the Fine Arts Commission was asked to select one for the proposed Donovan statue. The members unanimously chose Lawrence M. Ludke of Houston, Texas. He is known for his figures of Sam Houston, President Lyndon Baines Johnson and General Robinson Risner, as well as busts of other notable persons. His portrait and figurative sculptures are located in the Air Force Academy, Johns Hopkins Medical School, Rice University, the National Cowboy Hall of Fame and several other institutions. Mr. Ludke proposes to sculpt the figure [redacted] A contract will be awarded shortly. [redacted]

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* h. In support of a DCI Admin request, OL set up work space in the Inspector General's Conference Room, 7D00 Headquarters Building, for the Iranian Contra Investigating Committee. OL also packaged some of Mr. Casey's personal belongings at the request of the DCI Admin. [redacted]

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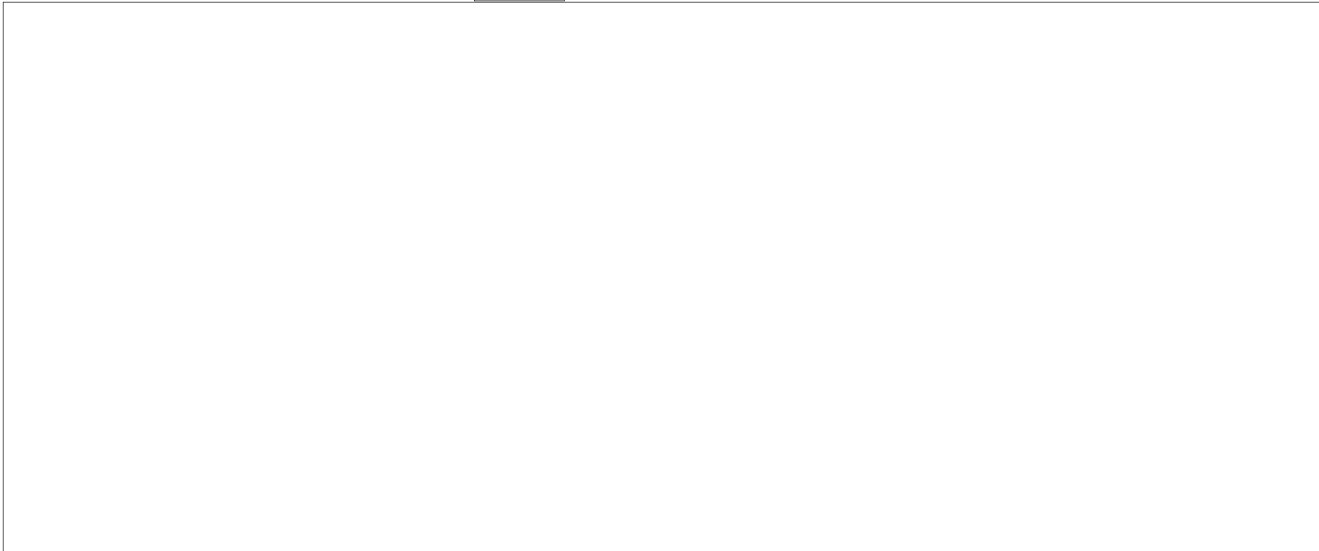
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k. In 1981, the General Services Administration (GSA) gave the Agency letter delegation of authority for the maintenance and operation of [redacted] The GSA Central Office has now indicated they would like to formalize that

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delegation and bring it in line with the new government-wide facility operation and maintenance delegation of authority program. In response to a telephone inquiry from GSA on this subject, OL has requested that GSA provide more information regarding any changes, particularly those affecting utility payments, which would result from a new delegation. [redacted]

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o. The Printing and Photography Division (P&PD), OL, received a request from the Directorate of Intelligence to produce video copies of the retirement program series, presented in the Headquarters Auditorium, for overseas distribution. P&PD will complete this request within four weeks. [redacted]

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2. Significant Events Anticipated During the Coming Week:



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John M. Ray [redacted]

S E C R E T

DDA 87-0304
20 February 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William P. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 20 February 1987

1. Members of the Senate Select Committee on Intelligence (SSCI) and their staff are holding a business conference [redacted] during 19-21 February. A number of senior Government officials, including Assistant to the President for National Security Affairs Frank Carlucci, will also participate.

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2. The 14-year-old Automated Communications Terminal (ACT) system, which processes messages originating at Headquarters, was officially removed from service on 12 February. A retirement ceremony was conducted to signify this major step toward modernization of the Communications Operations Center. The replacement for ACT, the Automated Communications Terminal - Originating Replacement (ACTOR), is a component of the Message Handling Facility (MHF).

[redacted]

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ALL PORTIONS SECRET

[redacted]

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6. The Summer Fellows Program began with [redacted] different colleges/universities. These individuals have all been provided polygraphs and medical evaluations. Preliminary indications suggest that 10 to 12 of these candidates will successfully complete the processing and join the Agency this summer.

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7. The Director of Personnel and staff with support from the Offices of Congressional Affairs and the Comptroller briefed the HPSCI Staff on 18 February on the Pay, Compensation, and Benefits Task Force. The session accomplished our goal of putting HPSCI in the loop on our plans and intentions.

8. The Office of Logistics (OL) reports that, after reviewing the portfolios of two sculptors approved by Mr. Casey, the Fine Arts Commission unanimously chose Lawrence M. Ludke of Houston to do the Donovan statue. Mr. Ludke is known for his figures of Sam Houston, President Lyndon Baines Johnson and General Robinson Risner.

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William F. Donnelly |

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OL/NBPO WEEKLY REPORT - PERIOD ENDING 18 FEBRUARY 1987

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

None

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

a. The Bid Package 2 contractor has formally requested an extension in the completion date for the Headquarters Building due to the recent snowstorms. Citing the Federal Acquisition Regulations which allow for extensions of time due to "acts of God" and "unusually severe weather", the General Services Administration has extended the formal contract completion date for the entire project seven days. The new completion date is 16 September 1987.

[Redacted]

[Redacted]

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b. The compressor (jet engine) for gas turbine generator number 7 has been placed into a special shipping container for transport to California where repairs will be made to the compressor blades. Gas turbine number 5 has been started and is undergoing operational checks. It is hoped that this unit will join the other 4 operational units within two weeks.

[Redacted]

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c. Shirley Contracting Company, the contractor responsible for constructing the Route 123 realignment, is now on site and has started work on the project. On 17 February 1987, the contractor began clearing an area for the new eastbound Rt 123 roadway.

[Redacted]

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d. During the week of 2 February to 6 February 1987, the bid package 4 contractor poured two concrete columns along the inbound lanes at the George Washington Memorial Parkway entrance. The contractor is currently installing scaffolding to support the construction of a concrete overhead canopy.

[Redacted]

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e. Chief, New Building Project Office (NBPO) provided a briefing and tour of the New Headquarters Building (NHB) to the Director, Deputy Director and Chief of Logistics of the Office of Technical Service (OTS). Included in the briefing was a short discussion regarding the OTS memorandum of 19 November 1986. It outlined new requirements for space in the NHB which Chief, NBPO indicated probably could be met with space previously allocated to the OTS Collection Group (CG). OTS has formally requested that the CG be located outside of the NHB.

[Redacted]

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f. The south loading dock was closed for construction on Tuesday 17 February. Accomodations were made to maintain

g. The NHB contractor is in the process of installing a new exit from the OHB to the new north dock area. Demolition is nearly complete for this north dock to GG corridor exit. The new work will match the existing floor, lights, and ceiling and also provide new glass doors at the exit.

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

Chief, New Building Project

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Office

D/OL

C/FMD/OL

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 18 FEBRUARY 1987

1. Status of Tasks Assigned by Senior Management:

a. A member from the Design Branch, FMD, Ogden Allied and the Chief, DCI Support Staff surveyed the ground floor of the DDCI's residence to establish the feasibility of adding an office and bathroom for the DCI Security Staff. Presentation drawings and cost estimates for the renovations were made and presented to the Chief, DCI Security. [redacted]

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b. The Fine Arts Commission was asked to review the portfolios of two sculptors approved by Mr. Casey and to select one to sculpt a statue of William Donovan. The members unanimously chose Lawrence M. Ludke of Houston, Texas. He is known for his figures of Sam Houston, President Lyndon Baines Johnson and General Robinson Risner as well as busts of other notable persons. His portrait and figurative sculptures are located in the Air Force Academy, Johns Hopkins Medical School, Rice University, the National Cowboy Hall of Fame and several other institutions. [redacted]

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c. In support of DCI Admin, quick reaction was provided in setting up work space in the Inspector General's Conference Room. Building Services delivered six 4-drawer safes, one 2-drawer file cabinet and other office furniture. Additionally, a Corry Jamestown L-unit and round conference table were delivered to 7D00. Also, packing material and manpower was provided to pack some of Mr. Casey's personal belongings. [redacted]

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

a. Two outages for the purpose of transferring power to the Uninterruptible Power Supply (UPS) were completed on 7 and 10 February. One of the outages was located in the small computer center in 1D15 and one in the video center in 1E66. [redacted]

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b. A total of 63 pieces of PTI furniture were collected by the Service Section and a total of 234 manhours were expended during the week. [redacted]

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c. The Disposal Section of Building Services Branch destroyed 49,000 pounds of classified trash from the Headquarters Building and 83,590 pounds from outlying buildings. A total of 8,000 pounds was destroyed in the Hammermill, and a total of 4,100 pounds of burn waste was destroyed at the Andrews Air Force Base incinerator. Allied transported 19 loads of SOMAT waste to the landfill for destruction. [redacted]

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d. Due to the commencement of construction for the New South Loading Dock, the Mail and Courier Branch moved the large x-ray machine from the Old South Loading Dock to the North Dock on Friday, 13 February. Effective 14 February, the U. S. Postal Service began making their deliveries to the North Dock. During the construction, all commercial mail deliveries, including United Parcel, Federal Express, etc. will be received and x-rayed at the North Dock. [redacted]

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e. On Wednesday, 11 February, the Mail and Courier Branch provided special courier service at the request of the Inspector General's office. Documents were prepared by the Office of Congressional Affairs for the IG and hand carried to the Tower Commission located in the New Executive Office Building. [redacted]

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f. During the past week, a total of [redacted] passengers were transported by the Passenger Vehicle Section. [redacted]

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3. Upcoming Week:

a. The Passenger Vehicle Section of the Motor Pool Branch has advance requirements to transport [redacted] passengers during the coming week in addition to any other requirements that might arise. [redacted]

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4. Management Activities and Concerns:

a. Alternative work schedules are being studied to maximize Building Service Branch's productivity and to utilize existing personnel in the most efficient manner. (Susan T. [redacted])

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b. Identification is underway of "critical" supply items out of the 344 stocked by Building Services. Those items will be monitored closely and an appropriate supply will be on hand at all times. [redacted]

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c. The Chief, Mail and Courier Branch, received a letter of appreciation from Mr. David A. Smith, Manager for Investigations and Security, Office of Civil Aviation Security, Federal Aviation Agency, commending the outstanding courier service provided by [redacted] has been a courier with the Mail and Courier Branch since 1984 and has been with the Agency since 1959. Mr. Smith went on to state that [redacted] often goes to extraordinary lengths to insure timely service and is highly competent, pleasant, and an excellent representative of this Branch. [redacted]

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d. The Motor Pool Branch received two letters of appreciation for [redacted] for their outstanding performance in support of the snow emergency on 22 January 1987. [redacted]

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e. The classes at Chamber of Commerce and [redacted] [redacted] have expanded so, it has put a burden on the Passenger Vehicle Section of the Motor Pool to accommodate the students. The Passenger Vehicle Section has had to use two extra 37-passenger buses on the morning and afternoon runs, while keeping up with the special requests. To keep up with the overload, dispatchers are making Pool and Shuttle runs daily. [redacted]

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e. Personnel - Departing:

[redacted]

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[redacted] Chief
Facilities Management Division

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