

~~SECRET~~

DDA 87-0522
13 March 1987

MEMORANDUM FOR: Acting Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 13 March 1987

1. On 3 March Agency and Air Force representatives briefed Congressional groups from New Jersey and Maryland

[Redacted]

2. Office of Personnel (OP) and Directorate of Operations representatives, accompanied by a consultant from Hay Associates, briefed employees in [Redacted] on the Federal Employees Retirement System (FERS). OP is making every effort to ensure that employees have adequate information for making informed decisions regarding which retirement system best meets their needs.

3. On 27 March the Office of Information Technology will activate the new Secure Voice/Data Switch in Headquarters. This represents a significant milestone in the ongoing upgrade of the Headquarters secure communications services. A Headquarters Notice explaining the telephone changes will be distributed beforehand.

4. On 4 March the Office of Training and Education and the Office of Information Resources, Directorate of Intelligence, co-sponsored a "live" videoconference on "Supercomputing: Applications and Issues." This seven-hour session included an overview of state-of-the-art supercomputers and was broadcast over the Headquarters Cable Television Grid.

5. In support of the Polygraph Research Program Office of Security (OS) personnel and contractors from Ultrasystems, Inc., briefed the National Security Agency's Chief of Polygraph Division and the Director of the Defense Department's Polygraph Institute on the development of the future polygraph work station. This meeting provided an opportunity to derive input from these two leading polygraph authorities.

ALL PORTIONS SECRET

[Redacted]

~~SECRET~~

25X1
25X1

25X1

25X1

S E C R E T

6. The Office of Communications (OC) will loan ten KG-81 cryptographic units to the Directorate of Science and Technology to satisfy urgent, high speed communications requirements for the Office of Development and Engineering.

25X1 7. OC will install a KY-71 [redacted] to provide secure voice connectivity with both local military units and [redacted]

25X1

25X1

[redacted]

9. On 5 March OS and Department of State Plain Text Processing Equipment officers met with representatives of the Secret Service Technical Security Countermeasures Division to certify office equipment used in the White House and the Executive Office Building.

10. The Director of Equal Employment Opportunity and other Agency representatives are exploring the possibility of providing surplus Agency equipment to Historically Black Colleges and Universities.

25X1

[redacted]
William F. Donnelly

S E C R E T

12 March 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 11 March 1987 [redacted]

25X1

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

[redacted]

25X1

[redacted]

25X1

d. The [redacted] processed administrative
supplies and electronic items received on flash requisitions for
[redacted] All materiels were shipped to [redacted]
on 8 March. [redacted]

25X1

25X1
25X1

e. On 11 March, representatives from OL briefed the SSA/DDA
meeting on the proposed worldwide support flight. [redacted]

25X1

f. Chief, Transportation Management Branch, [redacted]
and [redacted] to discuss the upcoming [redacted] Support
flight with the departure stations. The first flight is scheduled
to depart on 15 April. [redacted]

25X1

25X1

25X1

25X1

~~SECRET~~

g. On 2 March, Procurement Division, OL, received an urgent requisition from Office of Sigint Operations (OSO) for equipment used in support of [redacted] On 4 March, a \$33,794 contract was awarded to John Roberts Associates, Inc., with an anticipated delivery date of 11 May, well ahead of the required delivery date of 1 July. [redacted]

25X1

25X1

h. On 5 March, Procurement Division, OL, received a priority request from the Policy Coordination Staff, DO, for an autopen matrix of the Clair George's signature. The autopen is needed to process the large number of documents requested by the Congressional committees investigating the Iran-Contra affair. The item was picked up the following day. [redacted]

25X1

i. On 9 March, an employee of MCI Constructors, Inc., threw his lunch bag at a trash barrel in the Powerhouse. It struck a main switchgear cubicle instead, causing a circuit breaker to momentarily open. Facilities Management Division, OL, has advised that the impact on the Headquarters building was minimal. This act of carelessness by the employee has revealed that the relays mounted on the doors of the switchgear may not have vibration dampers to prevent activation. The New Building Project Office, OL, is investigating this situation. [redacted]

25X1

j. On 9 March, the New Building Project Office (NBPO), OL, conducted a tour of the New Headquarters Building for Chief and Deputy Chief of Information Management Systems, DO. No significant issues were raised. [redacted]

25X1

k. The New Building Project Office, OL, is responding to a Freedom of Information Act request for certain Agency documents regarding Bid Package 3 (upgrade of the Powerhouse). The request was initiated by attorneys for a subcontractor contemplating legal action against the prime contractor, MCI Constructors, Inc. [redacted]

25X1

l. OL reports that on 9 March, a workman was injured by a truck backing up in the courtyard area of the New Headquarters Building. The Site Security Staff contacted the local rescue squad to transport the individual to the hospital. It was reported that he suffered back injuries. [redacted]

25X1

m. As of 9 March, new afternoon courier service has been provided by OL to [redacted] located in Fairfax County. [redacted]

25X1

25X1

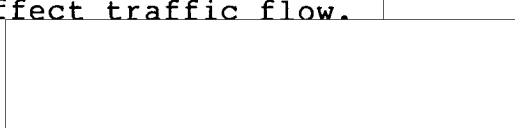
2. Significant Events Anticipated During the Coming Week:

a. In support of the National Collection Division, DO, Real Estate and Construction Division, OL, representatives will be TDY from 18 to 20 March in [redacted] to discuss lease terms and space requirements. [redacted]

25X1
25X11

b. Within the next several weeks, the Bid Package 4 Contractor will begin constructing the new road system at the George Washington Memorial Parkway (GWMP) entrance to the Headquarters compound. One of the first tasks during the construction will be the removal of seven large trees. The tree removal, required for the realigned road leading from the front of the Headquarters building to West Lot, will be done during regular work hours and should not affect traffic flow.

25X1
25X1


John M. Ray

~~CONFIDENTIAL~~

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 10 MARCH 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) [] has undertaken a thorough review of the General Electric Bar Code Study final report delivered by GE on 3 March. This review surfaced only minor changes that will be corrected through page changes. GE presented a "Dry Run" briefing to several members of the Technical Group on 5 March in preparation for their final briefing to OL senior managers on March 13th. Some minor changes were suggested, but overall, the "Dry Run" went very well. [] 25X1

(2) FARS (Federal Automated Requisitioning System). Final revisions to the FARS Detailed Systems Requirements Document (DSRD) are being undertaken in preparation for submission to the Configuration Control Board (CCB) on 10 March 1987. Once approved by the CCB, actual coding of FARS under the Corporate Data Program can begin. [] 25X1

(3) During routine use of the Logistics Employee Training and Tracking System, (LETTS), Personnel and Training Staff discovered they were unable to access certain training data associated with employee records. Review by Technical Group indicated that LETTS data pointers were missing. Changes were made to the data base and LETTS information was reloaded using data from Office of Personnel and Office of Training and Education automated systems. [] 25X1

(4) Data Control Branch, (DCB) is in the process of preparing reports for Small Purchases Branch, (SPB). Information available from the Inventory Control System Activity file will be used to provide SPB with monthly line item counts and dollar values for fiscal year 1986. [] 25X1

(5) [] of the Technical Group, Data Administration Service was awarded a Quality Step Increase on 4 March 1987. [] award resulted from her support to several OL data bases in Supply Division and the Facilities Management Division. [] 25X1

25X1
25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 10 MARCH 1987**

B. Planning

(1) At the request of the DDA, IMSS and SD are investigating the feasibility/practicality of implementing an employee suggestion to auction off excess/surplus equipment to employees before turning it in to GSA for their auction. IMSS will prepare a position paper for OL for a proposed response to the DDA. 25X1

(2) IMSS is currently investigating availability of approved Agency conference sites to assist in planning for upcoming OL events. 25X1

(3) The OL Five-Year Plan for FY 1987-1991 was distributed to the OL divisions and staffs this week for future guidance and a reminder of the directions established by OL. 25X1

(4) IMSS is currently preparing a brochure entitled "OL in Review - April 86 - April 87" to be ready for the kickoff of the OL Conference in May. 25X1

C. CLAS

(1) Training: All CLAS, BARS and OIT team members attended two one-day overviews of Cullinet's Purchasing and Manufacturing packages on 5 and 6 March. This week all CLAS team members are attending the Purchasing classes in Falls Church. Manufacturing courses will be in April. 25X1

(2) IDMS/R: Last week it was reported that OIT was experiencing stability problems with IDMS while stress testing Finance's BARS budget formulation package which delayed the installation of the Purchasing and Accounts Payable packages. The problem was identified and software loading for CLAS now looks promising for the month of March. 25X1

D. Records Management

(1) On 5 March, the RMO/OL and C/SMB/SD met with the Information Review Officer, DA and other DA component representatives. The purpose of the meeting was to discuss request Number Seven from the Office of Independent Counsel for

~~CONFIDENTIAL~~

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 10 MARCH 1987**

documents related to the Iran/Contra affair. Several items from request Number Seven were identified as OL action. The appropriate offices in OL are conducting a search for any documents they may have related to the request.

25X1

(2) On 9 March, two representatives from the Office of Information Technology briefed the DD/OL, C/IMSS, and the RMO/OL on the audit findings concerning the information handling and records management practices of the staffs in OL. Several recommendations were made and will be included in the final report.

25X1

E. Regulations

(1) Regulatory issuances reviewed and concurred by IMSS included:

25X1

(2) The Scattergood-Thorne Property Assessment Committee has been most active in establishing criteria for consideration and scheduling orientation briefings relative to concurrent Agency-wide planning. Memoranda has been distributed to all directorates, offices and divisions requesting submission of proposed utilization of this property by 27 March. Analysis of information collected will occur during the month of April. During May the committee will prioritize the ranking of recommendations, refine evaluation criteria, formally brief the ADDA, and receive final guidance prior to submission of the position paper to the DA 8 June.

25X1

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 10 MARCH 1987

3. Significant Events Anticipated During the Coming Week
4. Perspective of Staff Activities



25X1

~~SECRET~~

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 10 MARCH 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

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

b. [] Renovation - The asbestos removal in the 25X1
basement areas and first floor of [] is complete. The 25X1
only outstanding asbestos scheduled for removal in the [] 25X1
[] is in the stairwells, ceilings on the third floor, and 25X1
boiler room. Removal of asbestos in the [] Annex is now 25X1
underway. The following construction schedule, provided last week,
is still firm:

<u>Outstanding Work</u>	<u>Schedule for Completion</u>
<u>Basement</u>	
Door installations, carpet and painting	6 March 1987
Telephone installations	13 March 1987
Move-in week of	16 March 1987
<u>East Half of First Floor</u>	
East half of first floor	31 March 1987
Telephone installations	10 April 1987
Move in week of	13 April 1987
<u>West Half of First Floor</u>	
West half of first floor	30 April 1987
Telephone installations	15 May 1987
Move in week of	18 May 1987

[] 25X1

b. [] - A 25X1
representative from Real Estate and Construction Division, OL took
part in a meeting sponsored by the Executive Officer of Building
[] and attended by a representative of 25X1
the Army Corps of Engineers and the project architect to discuss
facility expansion. Design drawings are to be completed by
10 April 1987 and construction is scheduled to start 31 August
1987. [] 25X1
Green).

[] 25X1

~~SECRET~~

SUBJECT: Real Estate and Construction Division Weekly Report for Period Ending 10 March 1987

25X1



(1) Representatives from Real Estate and Construction Division (RECD), OL met with the Director of the Center, and Domestic Security Branch, Office of Security, to initiate the next stage of development of the Center. This stage will include a conference center to support fifty-five to sixty persons, perimeter fencing, and using the present surface contour to develop vehicular barriers.

(2) A representative from RECD negotiated an amendment to the existing contract in the amount of [redacted] for additional work at the Classroom Training Center. The work consists of providing design drawings to renovate the entrance, foyer and the front facade of the existing building.

25X1

25X1

(3) Construction continues on the Classroom Training Building. [redacted]



25X1
25X1

c. Mess Hall Construction - Two engineers from Real Estate and Construction Division (RECD/OL) traveled to [redacted] to review construction progress on the mess hall and to meet with the contractor and architect-engineer (A-E) to resolve discrepancies in the bid documents. The meeting was very productive, clarifying most points and assigning others to be resolved by the A-E or RECD. RECD has been tasked to modify the electrical design to include an emergency generator to power the refrigeration equipment in the event of a power failure. [redacted]

25X1
25X1
25X1
25X1
25X1
25X1

d. Power Outage at [redacted] - Virginia Electric Power Company (VEPCO) plans to replace transformers for the [redacted]. The work was scheduled to take place on Wednesday, 11 March, leaving both buildings without power for approximately four-five hours. A representative of External Buildings Operations Branch is working with VEPCO to schedule the work for after-hours or on Saturday. [redacted]

25X1
25X1
25X1

SUBJECT: Real Estate and Construction Division Weekly Report for
Period Ending 10 March 1987

3. Upcoming Events:

a. [redacted] - A 25X1
 Real Estate Branch (REB), Real Estate and Construction Division, OL
 Real Property Officer and the REB Space Planner will travel to
 [redacted] 18-20 March. During the visit, they will meet 25X1
 with the lessor and space planner for the proposed new building for
 [redacted] which is relocating from 25X1
 [redacted] The Real Property Officer and Lessor will negotiate 25X1
 lease terms for the proposed site. [redacted] 25X1
 [redacted] 25X1

b. [redacted] - A Real 25X1
 Estate Branch (REB), Real Estate and Construction Division, OL Real
 Property Officer and the REB Space Planner will travel to [redacted] 25X1
 [redacted] 18-20 March, to meet with the lessor and space planner 25X1
 for the new site for [redacted] 25X1
 office. Lease terms and space design requirements will be
 discussed. [redacted] 25X1

4. Management Activities and Concerns:

None.

[redacted] 25X1

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

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 10 March 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:

(1) CONIF input 200 contracts and 105 amendments during the preceding week.

(2) Records Management Officer, OL, submitted a form requesting conversion of the monthly Security Report, currently 75,000 lines, from hard copy to microfiche.

b. Training:

Procurement Management Staff (PMS), OL, prepared and forwarded a Form 2420 to Deputy Director of Logistics for approval signature to contract with Business Management Research Associates for a course entitled, "Defense Cost and Price Analysis." This course will be given at the Chamber of Commerce Building from 30 March - 10 April 1987, and is under the cognizance of [redacted]

25X1

c. Briefings:

A briefing for OL contracting personnel by the Operations Group, Office of Technical Services, DS&T, on the responsibilities and charter of the Incidence Response Team (IRT) has been scheduled for 26 March 1987, at [redacted]. A request for bus transportation will be forwarded to the motor pool. The purpose of this briefing is to acquaint OL contracting personnel with the mission of IRT and the appropriate action to be taken on any of their incoming requisitions. [redacted]

25X1

25X1

25X1

d. Meetings:

On 6 March 1987, Chief, PMS/OL met with 10 Contracting Officer Internees (COI) to discuss experience and the progress made to-date by these interns, specifically in training. Training materials were also distributed and discussed, which

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

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

SUBJECT: OL/PMS Weekly Report for the Period Ending 10 March 1987

will provide guidance and directions to the interns. Two more sessions and one make-up session have been scheduled in order that all the interns can meet with C/PMS/OL.

e. Visitations:

On 5 March 1987, C/PMS/OL met with Chief, Foreign Broadcasting Information Service, Contract Team (FBIS/CT), DS&T, and FBIS support personnel. At this meeting the support activities provided to FBIS were discussed.

f. Agency Contract Review Board:

On 3 March 1987, the Agency Contract Review Board (ACRB) reviewed six dockets, totalling \$12,814,371. The Board recommended Director of Logistics approval on all cases presented. Two ACRB Executive Sessions were held on 4 and 5 March 1987, totally [redacted]. The next session of the ACRB 25X1 will be held on 17 March 1987, at which three cases will be presented.

g. Telephone Contact:

[redacted] PMS/OL, contacted Owen Green of the DAR Council 25X1 to research and advise PMS/OL of Agency applicability with regard to the new DOD profit policy and progress payment reduction policy. PMS/OL is coordinating Mr. Green's information with the Office of General Counsel prior to formulating Agency policy on this matter.

h. Procurement Notes:

Procurement Note (PN) 85 was reviewed with the intent of consolidating all the current active contractors requiring Director of Logistics approval prior to establishing a contractual relationship, into one document for input into the WANG. Of the 31 contractors listed on PN 85, at least 20 were added before January 1986, and are under review by [redacted] 25X1 PMS/OL, to determine if the original reasons for their inclusion on PN 85 are still valid. Upon completion of this review, the procurement teams will be given this list on a WANG diskette, so that they may maintain their own automated listing within their offices.

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

SUBJECT: OL/PMS Weekly Report for the Period Ending 10 March 1987

i. Newsletter:

The march edition of the "Procurement Newsletter" has been composed and forwarded to Printing and Photography Division, OL for E-TECS processing. Page proofs will be available in 10 days for editing prior to printing of the finalized edition. Distribution should take place near the end of March.

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

~~SECRET~~

WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

10 MARCH 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. Procurement Division, Office of Logistics, concluded negotiation of a letter contract with Intergraph Corporation, with a net savings of [redacted] - some 12% of the contractor's original proposal. This contract was originally expedited through Procurement Division to ensure that all directorates utilizing Intergraph hardware and software received uninterrupted routine preventative maintenance as required. [redacted] 25X1

b. Procurement Division, Office of Logistics, in support of the Systems Support Center, has awarded a [redacted] contract to IBM to purchase 93 TEMPESTED TPC-4 personal computers. These systems will interface with ALPINE systems designed and built by [redacted] 25X1

c. Procurement Division, Office of Logistics, concluded negotiation of a letter contract with [redacted] for technical services to supply the systems analysis and programming expertise needed to develop, implement, operate, and maintain the Map Overlay Plotting System required by the Office of Information Technology. The contract total amount of [redacted] represents a cost savings of [redacted] from the contractor's original proposal. [redacted] 25X1

d. Procurement Division, Office of Logistics, issued a modification to an order with [redacted] in the amount of [redacted] providing for the licensing of additional IBM software required by the Office of Information Technology in support of the Agency's computer centers. [redacted] 25X1

[redacted] 25X1

~~SECRET~~

e. Procurement Division, Office of Logistics, issued a modification to an order with [redacted] in the amount of [redacted]. It provides for hardware maintenance of a second [redacted] system needed by the Office of Sigint Operations. [redacted]

25X1
25X1
25X1
25X1

f. Procurement Division, Office of Logistics, completed negotiations with [redacted] for continued systems programming support for Conversational Access Method (CAM) and for the workstation support which provides CAM emulation. This is the first task CRW has been awarded under the Office of Information Technology, Network Systems Engineering Group's Computer Systems Software Engineering Program. [redacted]

25X1

25X1
25X1

g. Procurement Division, Office of Logistics, has awarded a time and materials contract for [redacted]. This contract will provide for on-site software programming support in support of the Directorate of Operations. [redacted]

25X1
25X1
25X1

h. Procurement Division, Office of Logistics held a factfinding session with [redacted] on an urgent request for Micromin Receivers from the Office of SIGINT Operations, Systems Support Center, Field Support Branch. [redacted] is currently producing these items for the Air Force, ahead of schedule. Given the urgency of the request and E-Systems advanced production schedule, [redacted] will be able to meet the anticipated delivery schedule at an estimated cost of [redacted] per unit. The Commercial Systems Audit Division is verifying appropriate cost data. [redacted]

25X1
25X1
25X1
25X1
25X1
25X1

i. In an effort to reduce paperwork and administrative costs, personnel from Procurement Division, Office of Logistics, met with a representative of Timeplex to combine some seven requisitions from the Office of Information and Technology into one delivery order totaling over \$900,000. The delivery order will be issued against a Timeplex Link/1 requirements contract. [redacted]

25X1
25X1

j. On behalf of the Office of Personnel, Procurement Division, Office of Logistics, issued a \$35,000 modification to an existing contract with Stackiq, Sanderson & White for recruitment advertisements. [redacted]

25X1

k. Procurement Division, Office of Logistics, negotiated a time and materials contract in the amount of [redacted] with Harris Corporation, RF Division, Rochester, New York for repairs of pre-wired radio station equipment located in field and base stations worldwide. This contract is in support of the Office of Communications, Foreign Network Division. [redacted]

25X1

25X1

1. The Procurement Division, Office of Logistics, definitized an engineering change proposal to an existing contract with Rockwell International in the amount of [redacted]. This involves changes in certain installation sites in the Washington, D.C. area, where Rockwell is installing microwave equipment, digital lightwave system equipment and digital multiplexers. This requirement is in support of the Office of Communications, Engineering Division. [redacted]

25X1

25X1

m. Representatives of Procurement Division, Office of Logistics, and the Office of Information and Technology, Training and Information Branch, met on 5 March with officials of Hadron, Incorporated to provide debriefing information with respect to solicitation and award under a competitive request for proposals. The solicitation sought the services of contractor personnel to provide documentation and technical support to the Publications Staff of OIT in the preparation, writing, editing and publishing of ADP related materials for users of Agency hardware and software systems. Basic information regarding the procurement was provided, with specific comments on the high quality and clarity of Hadron's proposal. It was explained that the level of expertise proposed by Hadron was far in excess of the government's requirement, and was in effect a luxury that would not be cost-effective. The Hadron representatives expressed appreciation for the lessons learned in the debriefing, and noted Hadron's interest in bidding on future requirements. The debriefing was concluded in an amicable atmosphere. [redacted]

25X1

n. On 2 March 1987, Procurement Division, Office of Logistics, received a requisition from Office of Sigint Operations, Scientific Weapons Collection Division (OSO/SWCD). The requested equipment, a Dataware Power conditioner with various options, will support [redacted]. On 4 March a \$33,794 contract was awarded on 4 March 1987 to John Roberts Associates, Inc., a local distributor. The contracting officer was able to obtain an anticipated delivery date on this urgent requirement of 11 May 1987, well ahead of OSO's requirement of 1 July 1987. [redacted]

25X1

25X1

o. Procurement Division, Office of Logistics, fulfilled a priority request from the Office of Development and Engineering for seven laser jet printers for use with the VS-85T and Alliance systems. A contract totaling [redacted] was negotiated with MITEK Systems, Inc. MITEK's hardware, unlike that of other companies contacted, exceeded the evaluation requirements established by OD&E. MITEK's low offering price reflected an effort to stimulate business. [redacted]

25X1

25X1

p. Procurement Division, Office of Logistics, placed an order with IBM for the new Quietwriter laser printer, Model-2. The printer will be used to test and evaluate a new tempesteing procedure aimed at tempesteing printer modules rather than just the machine enclosures. The Quietwriter, the only equipment on which the new procedure can be tested, is currently available only from IBM. [redacted]

25X1

q. On 5 March 1987, Procurement Division, Office of Logistics, received a priority request from the Policy Coordination Staff of the DDO for an autopen matrix of Clair George's signature. The autopen is needed to process the large number of documents requested by the Congressional committees investigating the Iran-Contra affair. The signature sample was handcarried to the vendor in Sterling, Virginia, and the item was picked up the next day. [redacted]

25X1

r. Procurement Division, Office of Logistics, representatives met with representatives from Real Estate & Construction Division (RECD), Office of Development and Engineering (OD&E) and contractor's representatives from Contel and Bristen Office Concepts at [redacted] on 6 March 1987 to discuss OD&E's pending move, currently scheduled for 8 May 1987. Bristen Office Concepts expects to propose the two remaining electrical problems by 13 March 1987. Bristen then expects to deliver the electrical boxes and transitional wiring solutions some 3 weeks after receipt of order. These two items are necessary before Contel and another contractor, New Spectrum, can wire and cable the furniture systems. Bristen Office Concepts plans completion of the installation of furniture [redacted] by mid-April. RECD expects to meet the 8 May 1987 move date. [redacted]

25X1

25X1

25X1

3. Significant Events Anticipated During the Coming Week:

4. Management Activities and Concerns:

None

[redacted]

25X1

~~S E C R E T~~

~~S E C R E T~~

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 10 March 1987

I. Status of Tasks Assigned by Senior Management:

NONE

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

[Redacted]

25X1

[Redacted]

25X1

[Redacted]

25X1

C. On Tuesday, 3 March 1987, the Chief and Deputy Chief, Interdepartmental Support Branch (IDSB), Supply Division, met with representatives from the office of the Assistant Director for Liaison, Office of Finance (AD/L/OF); U.S. Air Force (USAF) Focal Point, and [Redacted] to discuss the issue of duplicate funding certification being made by SD/IDSB and OF/AD/L to the USAF, as well as the roles of AD/L and IDSB as they relate to interacting with the USAF Focal Point.

25X1

[Redacted]

[Redacted]

25X1

25X1

D. On 2 March, the Interdepartmental Support Branch, Supply Division, received a memorandum from the Technology Management Office (TMO), Army, rejecting the Agency's offer to provide funds to position an action officer in TMO. An additional officer, who will be used to ease the increased volume of requests in the Focal Point System, is currently in process. In view of its oversight responsibilities, TMO thought it unwise to allow the Agency to fund such a position.

[Redacted]

25X1

E. On Friday, 6 March, Colonel Hess of the U.S. Air Force Focal Point office was briefed by the Deputy Chief, Supply Division. Major James Willie, Office of Deputy Chief of Staff Logistics, and Captain John Garrity, Technology Management Office, were briefed on Monday, 9 March.

[Redacted]

25X1
25X1

F. During the period 18 February to 3 March 1987, 32 requisitions arrived in Supply Management Branch, Supply Division, to be processed for Project [Redacted]. A total of 207 line items, 10 amendments, and four Form 1931s were involved in this total. The status of all items is constantly monitored by an assigned expeditor. Eighty-five percent of the approximately [Redacted] items requested for the Project are either in process or complete. This includes items recently ordered.

[Redacted]

25X1

25X1

25X1

G. A total of 114 line items were ordered for Project [Redacted]. Ninety-nine percent of the requested items have been received and shipped by truck to Camp LeJeune.

[Redacted]

[Redacted]

25X1
25X1

H. The Data Control Branch, Supply Division, is in the process of conducting the Annual Weapons Inventory reporting for ASAPS.

[Redacted]

25X1

I. The Data Control Branch, Supply Division, experienced a large increase in the number of line items updated with procurement information during February. Some 7,600 line items were updated in February as compared to 5,600 during January.

[Redacted]

25X1

[Redacted]

25X1

K. The Chief, Supply Division, and a representative from the Operations Support Branch, Supply Division, departed on 8 March for a three-day TDY to [Redacted].

[Redacted]

25X1
25X1

III. UPCOMING EVENTS:

None

IV. MANAGEMENT ACTIVITIES and CONCERNS:



25X1

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

On 9 March 1987, the New Building Project Office (NBPO), OL, conducted a tour of the New Headquarters Building for Chief and Deputy Chief of Information Management Systems, DO. No significant issues were raised. [redacted]

25X1

b. The New Building Project Office (NBPO), OL, provided assistance to the Printing and Photography Division (P&PD), OL, in support of a priority request by the Associate Deputy Director for Administration (A/DDA) for slides of the New Headquarters Building (NHB) by 11 March 1987. On 9 March 1987, NBPO provided P&PD with copies of existing slides and escorted the photographer to areas of the NHB for slides specifically requested by the A/DDA. [redacted]

25X1

c. The New Building Project Office, OL, is searching its files in response to a Freedom of Information Act request for documents in the Agency's possession regarding Bid Package 3 (upgrade of the Powerhouse). The request was initiated by attorneys for Williams and Lane who are contemplating legal action against the prime contractor, MCI Constructors, Inc. [redacted]

25X1

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

a. On 9 March 1987, a workman was injured by a truck backing up in the courtyard area of the New Headquarters Building. Quick work by the Site Security Staff enabled the local rescue squad to transport the individual to the hospital. It was reported that he suffered back injuries. [redacted]

25X1

b. The damaged compressor (jet engine) of one of the emergency generators arrived on the west coast. The shipping container will be opened late this week in the presence of the Bid Package 3 contractor (MCI). Repairs should start next week and could take up to two months. [redacted]

25X1

c. Within the next several weeks, the Bid Package 4 Contractor will begin constructing the new road system at the George Washington Memorial Parkway (GWMP) entrance to the Headquarters compound. One of the first tasks during the construction will be the removal of seven large trees. The tree removal, required for the realigned road leading from the front of the Headquarters building to West Lot, will be done during regular work hours and should not affect traffic flow. [redacted]

25X1

d. During the next few days, Shirley Contracting Corporation, the Route 123 realignment contractor, will be installing a storm drain across the entrance road to the Headquarters compound. The drain will temporarily be covered with gravel and/or cold patch and should have a minimal affect on traffic flow. [redacted] 25X1

e. Printing and Photography Division, OL, and the Air Branch of the Directorate of Operations teamed up on 3 March 1987 to take aerial photographs of the New Headquarters Building Project, Scattergood-Thorne property, and the Route 123/193 realignment project. Some excellent shots were evident on the proofsheets received in the New Building Project Office (NBPO), OL, on 6 March 1987. In addition to NBPO's requirements, prints will be requested in support of Facilities Management Division, OL; Information and Management Support Staff, OL; and Headquarters Security Division, OS requirements. [redacted] 25X1

f. On 9 March 1987, the General Services Administration (GSA) briefed the Agency Fine Arts Committee (FAC) on its Art in Architecture Program. The FAC has solicited GSA's advice in planning and procuring artwork for the New Headquarters Building. [redacted] 25X1

g. On 9 March 1987, an employee of MCI Constructors, Inc. threw his lunch bag at a trash barrel in the Powerhouse. He missed and struck a main switchgear cubicle instead, causing a circuit breaker to momentarily open. Facilities Management Division, OL, has advised that the impact on the Headquarters building was minimal. This act of carelessness by the employee has revealed that the relays mounted on the doors of the switchgear may not have vibration dampers to prevent activation by vibrations caused by opening the door or some other source. The New Building Project Office, OL, is investigating this situation. [redacted] 25X1

[redacted] 25X1

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

[redacted] 25X1
Chief, New Building Project Office

D/OL
C/FMD/OL

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 11 MARCH 1987

1. Status of Tasks Assigned by Senior Management:

a. None

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

a. Architectural Design Branch, Operations, has completed a revision for the Office of Communications awards board. The revision consisted of an additional medal to one display board and a new display board to accommodate two certificates. The location where this Board will be mounted has yet to be determined by the Director of Communications.

[REDACTED]

25X1

b. Contel is installing conduit and cable for the new secure telephone system for OIT in the Original Headquarters Building. Allied has finished the ceiling in the C, D, E, and G corridors and is now working on the F corridor. This work will require lowering of the second floor ceiling, which consists of approximately 11,000 square feet.

[REDACTED]

25X1

c. The Disposal Section destroyed 44,000 pounds of classified trash from Headquarters Building and 102,900 pounds from outlying Buildings. A total of 4,000 pounds was destroyed in the Hammermill. Allied transported 20 loads of Somat waste to the landfill. Andrews Air Force Base incinerator is still down.

[REDACTED]

25X1

d. As of Monday, 9 March 1987, the Mail and Courier Branch will begin providing additional internal building service to the Office of Information Technology located in Room GE78 Headquarters. The new run will pick up material to be delivered that morning to OIT customers in outlying buildings. The run will pick up at 0700 hours every morning and one hour of overtime will be added to fulfill this requirement.

[REDACTED]

25X1

~~CONFIDENTIAL~~

25X1 e. As of 9 March 1987, new afternoon courier service will be provided to [redacted] located in Fairfax County, per request from the Chief, Registrar and Support Division.

25X1 f. During the past week, a total of [redacted] passengers were transported by the Passenger Vehicle Section. [redacted]

25X1
25X1

g. A total of 84 pieces of PTI furniture was collected by the Services Section of Building Services and a total of 201 hours of overtime were expended during the week. [redacted]

25X1

3. Upcoming Events:

a. Personnel

Departing: [redacted] - B&F - Reassigned

25X1

25X1 b. The Passenger Vehicle Section of the Motor Pool has advance requirements to transport [redacted] passengers during the coming week. [redacted]

25X1

[redacted] Chief
Facilities Management Division, OL

25X1

25X1

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
03 March 1987 - 10 March 1987

I. Status of Tasks Assigned by Senior Management:

* A. The Office of Logistics, Printing and Photography Division (OL/P&PD) was tasked Friday, 6 March 1987 by the Associate Deputy Director of Administration to compile a slide briefing package of the new buildings at headquarters and Reston. The slides will be hand carried to several field stations to show Agency employees construction progress. P&PD's still photographers will be assisted by representatives of the New Building Project Office, OL and the Real Estate and Construction Division, OL, in identifying appropriate areas to be photographed. Photography is scheduled to be completed by Wednesday, weather permitting.

STAT

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) received a routine request for film processing and prints from the Directorate of Operations, Latin America Division, which resulted in destruction of the film. Apparently, Black and White Tri-X film had been hand loaded into a color cassette by the field station, and the field station did not mark the cassette nor advise Headquarters. P&PD attempted to process the film in accordance with the label on the cassette in color chemistry. The result was that the film was totally destroyed, and the film processor was contaminated and out of commission for approximately one hour. P&PD has no details on the content of the film.

STAT

B. The Directorate of Operations and the Office of General Counsel's response to requests from various committees investigating the Iranian Arms Sale and Contra

Aid has had a significant impact on the Office of Logistics, Printing and Photography Division (OL/P&PD). It is anticipated that OL/P&PD will copy approximately 500,000 pages in support of these investigations. Thus far, approximately 120 hours of overtime have been used to meet established deadlines.

STAT

C. Work on the renovation of the Press and Bindery areas of the Office of Logistics, Printing and Photography Division (OL/P&PD) is nearly complete. The Office of Communications is in the process of installing lines for the Delta Data terminals, and a work order for moving black and secure telephones is still being processed. OL/P&PD anticipates relocation of these telephones will be accomplished prior to a moratorium on secure lines which is expected to go into effect on 15 March 1987.

STAT

D. A representative from American Technologies Inc. met with personnel of the Office of Logistics, Printing and Photography Division (OL/P&PD) on 3 March 1987 to discuss Domino/Amjet Ink Jet systems. P&PD is interested in utilizing ink jet for labeling FBIS/JPRS publications. The Ink jet would print addresses directly on the book, bypassing the traditional adhesive labels that must be computer generated, then individually placed on the book or envelope. In addition to this application, another possible use of ink jet is being studied for use on FBIS/JPRS covers in an effort to streamline the production of this material through Press and Bindery.

STAT

III. Significant Events Anticipated During the Coming Week

None.

IV. Management Activities and Concerns:

None.

STAT

25X1

25X1

25X1

25X1

25X1
25X1
25X1

25X1

25X1

25X1
25X1
25X1

Next 2 Page(s) In Document Denied

25X1
25X1

25X1

25X1
25X1

25X1

25X1
25X1

25X1

25X1

Page Denied