

TABLE OF CONTENTS

1st-Qtr FY-86 DDA Quarterly
P&PD Bldg, 12 Feb 86
(Dry Run 3 Feb 86)

various	Stf/div input	1
17 Jan	Memo fr D/L w/agenda	2
23 Jan	Memo fr C/IMSS w/revised agenda	3
28 Jan	Memo changing location of Dry Run	4
various	Forms 70C	5
3 Feb	Notes from Dry Run	6
12 Feb	Thank-you memos	7
n/a	Tony's script	8



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(OL logo)

FY 86 1st-QUARTER ACTIVITIES

Presentation of "Employee of
the Quarter" Awards

Richard Kerr, DDA

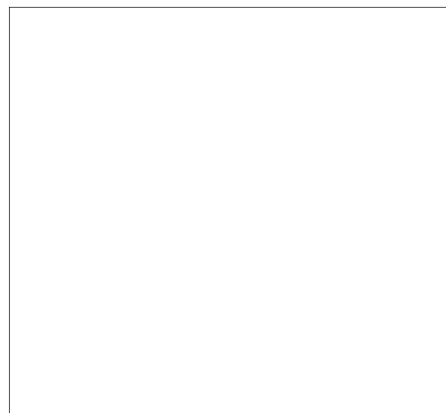
Overview of OL activities/
accomplishments for 1st Qtr



"Tiger Team" field support

Trends in Agency contracting
activities

Operation of six-color press



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(OL logo)

Overview of OL activities/
accomplishments
for 1st Qtr, FY 86

Good morning, Mr. Kerr.

I'm , Chief of the Information and Management
Support Staff of the Office of Logistics.

Before we begin our individual briefings, I'd like to give
you an overview of OL activities during first quarter.

It by no means covers all of our efforts....

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(slide of OL organization chart)

....but it'll give you a quick look at some of the activities that took place in our staffs and divisions -- shown on this organizational chart.

I'll have pictures of these slides you can take with you at the end of our presentation.

(OL logo & NBPO header)

Bid Package 2

Superstructure virtually completed.

One of our most important efforts, of course, was progress on the New Building.

Almost all the major structural steel was in place by the end of December.

(OL logo & NBPO header)

Bid Package 2

Superstructure virtually completed.

One of our most important efforts, of course, was progress on the New Building, which is called "Bid Package 2" of the overall project.

Almost all the major structural steel was in place by the end of December.

("topping-out" ceremony -- slide #1)

These next few slides show the traditional "topping out" ceremony, held in early January:

Here the crew is ready to hoist the last piece of steel....

("topping-out" ceremony -- slide #4)

....and in place!

(Tony: FYI: There are two versions of the origin of the "topping-out" ceremony:

- (1) That it started in China.
- (2) That it started in Scandinavian countries as a way to thank and honor the gods for the building materials-- and as a form of "tree worship."
and
- ✓ (3) The American version with the flag and evergreen tree.

(slide of New Building)

This aerial shot of the new building was taken in
November.

Bid Package 3

Boiler modifications

Emergency-generator demolitions/installations

New cooling-tower/condenser system

Heating/ventilation units

Chilled-water pumping system

Air-compressor installations

Work progressed rapidly on Bid Package 3, which is the Power Plant.

Some of the equipment is shown here.

(slide of Cooling Towers)

....The old and new cooling towers as seen from the entrance to the New Building and looking toward the Power Plant....

The new towers were tested and run together with the old wooden towers in the foreground. Once the new ones are proven reliable, the older towers will be removed.

Similar phasing is taking place on the boilers, electrical gear, and chillers.

(Optional: Steady progress continues on phasing the 25-year-old Power Plant equipment to new, higher-efficiency and larger-capacity units.)

Bid Package 4

Contract awarded for --

- . Security Access/Visitor Control Centers
Rt. 123 main entrance
GWMP entrance
- . Parking/road area repaving
- . Site lighting
- . Landscaping
- . Curbing replacement

Bid Package 4 includes these items.

The contractor arrived on site and officially started work on 14 January.*

(* Tony: FYI: People go to the trailer daily, although no equipment or crews are on site. As of 4 Feb, the trailer has power but no telephones.)

Bid Package 4

~~\$5.8 million SBA set-aside~~ contract awarded for --

- . Security Access/Visitor Control Centers
Rt. 123 main entrance
GWMP entrance
- . Parking/road area repaving
- . Site lighting
- . Landscaping
- . Curbing replacement

*47
Bill looking
also - per Tony's
+ my agreement
following my
conversation
w/ Harry E.*

Bid Package 4 includes these items.

The 5.8 million shown here is the amount of the actual contract. Another 1.2 million is available for contingencies, so the total allotted for budget purposes is 7 million dollars.

The contractor arrived on site and officially started work on 14 January.*

(* Tony: FYI: People go to the trailer daily, although no equipment or crews are on site. As of 4 Feb, the trailer has power but no telephones.)

Parking and traffic

- . Consultant's final report received.
- . Rts. 123/193 road-improvement design presented to VDH&T.

You've already been briefed on the parking and traffic proposals.

The acceleration lane on the GW Parkway was delayed because the asphalt plant closed down for the winter. It looks like March will be the earliest we can expect to have that completed now.

*Scott to
Call*
*(in
man)*

(Tony: FYI: The Federal Highway Administration has promised to encourage the contractor to do the work as soon as weather permits -- not wait until spring -- but Scott says the asphalt plant is still closed as of 4 Feb.)

Parking and traffic

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- . Rts. 123/193 road-improvement design presented to VDH&T.

The acceleration lane on the GW Parkway was delayed because the asphalt plant closed down for the winter. But the Federal Highway Administration has promised to encourage the contractor to do the work as soon as weather permits -- not wait until spring.

Cornerstone-Laying Ceremony

Space allocations for New Building tenants
184,000-sq-ft revision needed

Our New Building Project Office obtained the 7' x 5' marble dedication plaque for the Cornerstone-Laying Ceremony.

In November, they briefed the DDCI on space allocations. The recent shuffling of Directorates will require revision of 184,000 square feet -- or 22 percent -- of the available office space!

*possibly
omit*

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(Barcoding -- slide #1)

This illustrates the new barcoding system. I understand you saw this also.

(Tony: FYI: The barcoding system underwent final testing in First Quarter ... and should be operational this month.

This sample "movement document" has a bar code that was burned onto it by a laser printer.)

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(Barcoding -- slide #2)

....the hand-held terminal used to scan the barcoding data....

(Tony: FYI: The hand-held terminal is used to scan the data and store it in memory. Data are then transmitted to an IBM PC and sent over secure lines to ICS.

Barcoding will be used initially to track material through but we hope to expand it for inventory and property accountability.)

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(OL logo and P&PD header)

FBIS modernization program

Secure printing

Terrorist Mugbook

Six-color press

Our Printing & Photography Division is heavily involved on the FBIS modernization program -- and looking at contracting out FBIS work, or establishing a satellite printing plant for FBIS and other unclassified publications (such as the JPRS and Daily Reports).* We'll give you a detailed briefing on these possibilities at a later date.

For secure printing, we now use the "copy number" process but are exploring other methods. With DDI support, this was ranked the #1 DA proposal for FY-88 R&D.



You'll see our new six-color press in operation later this morning. It was installed in 1st Quarter.

*Referenced in
doing to see
if it's
Feb 88 OK*

(Tony: FYI: * JPRS = Joint Publications Research Service. P&PD prints both the JPRS Reports and the FBIS Daily Reports (both unclas), but they don't do any composition (e.g., all P&PD does is take the camera-ready copy, make negatives, and print). FBIS modernization will require someone to do the composition; this is why P&PD identified the 13 additional positions. So they're looking into contracting out both these publications.)

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PRINTING

	Monthly average <u>1st Qtr FY 85</u>	Monthly average <u>1st Qtr FY 86</u>	Percent <u>Change</u>
Impressions	5,112,001	5,603,886	+ 10 %
Books bound	490,791	514,116	+ 5 %
Documents copied	2,643,300	2,812,228	+ 6 %

This shows monthly averages for printing, compared with the same quarter last year.

The past few years have seen a trend toward larger "run-lengths" -- that is, more pages being printed in a particular document.

PHOTOGRAPHY

	Monthly average <u>1st Qtr FY 85</u>	Monthly average <u>1st Qtr FY 86</u>	Percent <u>Change</u>
Jobs received	1,439	1,506	+ 5 %
Transparencies	4,496	16,060	+ 257 %

Some statistics for photography.....

Note the increase in the number of transparencies requested: more than 250 percent over 1st Quarter, 85.

That increase is attributable to the accelerating use of computer graphics for briefings.

Co-op program established.



Recruitment effort underway.

L.A., Chicago, Milwaukee.
4 in process; 25 prospective.

On the personnel side....

P&PD's co-op program is producing

awaiting final clearance, and 7 expected in May). We expect 7 more of their students to EOD after their graduation this spring.

might be added to the program.

P&PD's actively recruiting to reach authorized strength by the end of the fiscal year. Ads and interviews in the L.A., Chicago, and Milwaukee areas during 1st Quarter brought 4 candidates now in process, plus 25 prospective candidates.

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Recruitments

(Professional/technical)

- . 877 files/resumes reviewed
 - . 85 applicants placed in process
 - . Minority-recruitment focal-point officer identified
 - . Ads placed for --Architects/Engineers
 - Contract officers/interns
 - Supply Officer trainees
 - P&PD skills
-

We're pressing forward with OL recruitments, as shown here.

The minority recruitment officer (third bullet) has made several trips with the Office of Equal Employment Opportunity -- and visited several schools independently.

We expect about 10 more career trainees in 86:

- . 3 in process from outside the Agency, plus
- . 3 employees who were in the January CT class, and
- . 4 employees for the April, July & October classes.

HEADQUARTERS OPERATIONS, MAINTENANCE & ENGINEERING

109 design/construction projects underway
(value \$8.9 million)

29 work projects (40 %) assigned in-house
47 subcontracted
(value \$1.5 million)

114,000 sq ft of space under renovation

During 1st Quarter, HOME was involved in 109 design and construction projects valued at almost 9 million dollars....

About 40 percent of the projects are being done in-house by Allied; the rest subcontracted.

Around 114,000 square feet of space were, or are, under varying degrees of renovation.

Allied

	<u>Number</u> <u>received</u>	<u>Number</u> <u>completed</u>	<u>Percent</u> <u>completed</u>	<u>Total</u> <u>backlogged</u>
Work orders	4,725	4,704	99.5 %	389
Trouble calls	2,778	2,649	95.0 %	129

...figures on Allied's performance during 1st Quarter....

Not shown is Allied's part in the Quick-Reaction Field Support Team [redacted] will give you a full report on that operation later this morning.

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Dicon

	<u>Number</u> <u>received</u>	<u>Number</u> <u>completed</u>	<u>Percent</u> <u>completed</u>	<u>Total</u> <u>backlogged</u>
Design initiatives	25	17	68	32

Dicon is the commercial company that provides architectural support to HOME (that is, construction design for modifications).

They completed 17 of the 25 design initiatives they received in 1st Quarter.

Motor Pool activities

	<u>1st Qtr</u> <u>FY 85</u>	<u>1st Qtr</u> <u>FY 86</u>	<u>Percent</u> <u>Change</u>
Trips	8,237	10,821	+ 24 %
Passengers	80,534	94,513	+ 15 %
Accidents	12	9	- 25 %

...a comparison of Motor Pool activities for First Quarters 85 and 86....

Even with a 24 percent increase in the number of trips last quarter, the number of accidents was down by 25 percent.

Mail & courier activities

	<u>1st Qtr</u>	<u>1st Qtr</u>	<u>Percent</u>
	<u>FY 85</u>	<u>FY 86</u>	<u>Change</u>
Mileage	90,800	103,613	+ 12 %
Postal mail	516,071	936,255	+ 55 %
CIA mail	2,092,229	1,995,513	- 05 %

...mail and courier activities....

Note the 12-percent increase in mileage -- and the huge 55-percent increase in postal mail. Last year, HOME took over deliveries from commercial vendors such as UPS, Federal Express, and Puralator -- and this accounts for some of the jump in postal mail.

(Tony: FYI: The volume of postal mail has grown, as well.)

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Data administration

- . LOTS operational
- . CONIF modified - for EFT of vendor payments
- . TRACS potential investigated

...some of our logistics data systems....

The Logistics Overtime Tracking System -- LOTS -- began operation in October. Starting 1 February, we're tracking the Motor Pool as an example of the overtime expended and to find out why and for whom it's worked.

The Contract Information System (CONIF) has been modified to permit electronic funds transfer of vendor payments.

We also began looking into State Department's TRACS -- Transportation Records and Control System -- to monitor overseas shipment of materiel and household effects.

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(agenda or black slide)

This concludes the overview of OL activities for First
Quarter.



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*Closing remarks for
Lorby and
introduction of Dick*

A G E N D A

OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 1st-QUARTER FY 86 ACTIVITIES

Room 154, P&P Building
Wednesday, 12 February 1986
0930 hours

Presentation of "Employee of the
Quarter" Awards

Richard Kerr
Deputy Director for Administration

Overview of OL activities/accomplish-
ments for 1st-Qtr

[Redacted]
Chief, Information & Management
Support Staff

[Redacted]

"Tiger Team" field-support team: his-
torical background & lessons learned

[Redacted]
HQ Operations, Maintenance &
Engineering Division

Trends in Agency contracting activities

[Redacted]
Procurement Division

Ribbon-cutting/operation of six-color press

[Redacted]
Chief, Printing & Photography Division

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