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30 DEC 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Technical Coordination Meeting - 15 December 1983

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1. A meeting was held among representatives from the New Building Project Office and the Offices of Security, Communications, and Data Processing to begin coordination of systems installation schedules. The reasons for pursuing this topic at such an early date are:

- a. To identify portions of the building requiring early occupancy by the Government so that contractual dates may be established.
- b. To ensure sequencing of installations is logical and feasible.
- c. To detect budgetary omissions if they exist.
- d. To identify and prioritize policy issues that may have to be resolved.

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2. Conclusions reached at this meeting were:

a. Installation of security systems and hardware will be the factor controlling schedules.

b. To establish schedules necessary to meet a July 1987 occupancy date, security wiring should be installed before the Government takes beneficial occupancy.

c. Office of Communications (OC) distribution wiring should also be installed before beneficial occupancy.

d. It will be assumed for now that security and communication wiring required for initial occupancy will be provided by change order to the building construction contract.

e. OC and Office of Security (OS) will review their respective budgets to ensure that sufficient funding estimates have been submitted to cover contractor wiring.

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f. First Government occupancy should occur on the first through third floors of the major computer area. This is required so that OC can begin termination of the red and black central distribution frames.

g. Second occupancy should be one of the two towers. This will permit total security of the areas where OC needs to install subscriber instruments and terminals prior to operational occupancy.

h. It is estimated that installation of security hardware will take about 2 weeks for each feet of floor in the towers. Subsequent OC installation work will take about 2 to 3 weeks.

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i. The Office of Data Processing (ODP) will plan on a 1 April start of installation for the computer center. Secure operations will commence within 1-2 weeks.

j. ODP will also be required to install electrical distribution centers on the second and fifth floors of the first tower about June 1987.

k. Because of the construction sequencing and the security implications attendant to early occupancy, the north tower should be the first tower to be occupied.

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3. Preliminary planning then is to request occupancy of the following areas of the new building on 1 January 1987:

- a. Floors 1, 2, and 3 in the central part of the building.
- b. UPS and mechanical rooms supporting the computer spaces.
- c. North loading dock.
- d. North freight elevator.
- e. North and south secure filter rooms through which interbuilding communications pass.
- f. ODP's Ground Floor paper storage room.
- g. Occupancy of the north tower should occur o/a 1 March 1987.
(A/IUO)

4. A potential policy issue is operational occupancy of a portion of the building for a 3 to 6 month period during which contractor personnel still control the remainder of the building and before the RFI shield may be completed. This is an issue to be reviewed by OS and OC COMSEC.

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5. It was agreed that the above information represents the very preliminary planning and that further discussions will probably necessitate modifications.

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Distribution:

Orig - OL/NBPO (Official)

1 - D/OL

1 - OC:

1 - ODP:

1 - C/OPS/PTAS/OS

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