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OL/FMD WEEKLY REPORT

PERIOD ENDING 6 JANUARY 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None

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

NO
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a. On 4 January 1988, VEPCO commenced operations to de-energize half of their 230 KV substation to allow the transfer from old to new control and relay equipment associated with the newly installed outdoor switchgear. The transfer should be completed by noon 6 January. During this period, only one transformer will carry the entire compound load and, as a precaution, all emergency generators are on full ready condition. This is the second half of the switchgear replacement project previously reported on 14 December 1987.

NO
25X1
b. The FAC Exhibit Hall, 1D corridor Hqs, will be without a display during January so that the installation of power outlets in the ceiling can be completed. Several exhibits have required electric sources and temporary provisions have been difficult to install and unsightly.

NO
25X1
c. A new radio system is scheduled for installation between the Watch Office, the Motor Pool Dispatchers, and the Mail & Courier Dispatchers. The phone lines for the new radio system are scheduled to be connected this week and the system will provide improved communications to vehicles.

NO
25X1
d. The results of soil sample tests from the PCB spill were relayed to Allied on 30 December. Indications are that one area still shows high contamination of PCB. Arrangements are being made to remove more soil before taking new samples.

NO
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e. During this period the shortage of security escorts was down to 14 percent of Allied's daily security escort requirements. This was largely due to availability of escort personnel who returned during the holidays.

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f. Based on a previous study for the Fine Arts Committee, the Architectural Design Branch completed design drawings to relocate the flagpole from its existing location in front of the building to a more visible position by the VIP lot entrance. [redacted]

NO
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g. The Ogden Allied snow removal team successfully cleaned the Sunday night snow from the Headquarters roads and parking areas. The effort required 350 hours of overtime. [redacted]

NO
25X1

h. During this week, Building Services Branch is consolidating its warehouse space [redacted] to minimize FMD's square footage for Office of Information Resources (OIR) use until April 1988. OIR will be using this area for storage of map cabinets. [redacted]

NO
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3. Upcoming Events:

[redacted]

NO
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b. The new shuttle schedule will go into effect 19 January. Efforts are underway to publish an employee bulletin.

NO
25X1

c. [redacted] an NSA staffer, will visit OL/FMD/OPS to discuss the Agency's operations and maintenance contract for Headquarters Building. NSA is considering contracting for these services for their newly constructed facilities. [redacted]

NO
25X1

4. Management Activities and Concerns:

a. FMD Parking Office sponsored a kick-off meeting with the Headquarters Traffic/Parking Task Force.

NO
NO
NO

b. Preparations are underway for the DDA briefing on 12 January.

c. Carpool reapplication is scheduled to start Monday, 11 January.

[redacted] Chief
Facilities Management Division

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