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see notes

20 July 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for  
the Period Ending 19 July 1988 [redacted]1. Events of Major Interest That Have Occurred During the  
Preceding Week:

a. During this reporting period, the Printing and  
Photography Group, OL, established the first copier operations  
center in the Information Service Center of the New Headquarters  
Building (NHB). When complete, the NHB will have five copier  
centers staffed by Office of Information Technology personnel.

b. On 13 July, representatives from the Offices of  
Logistics and Current Production and Analytical Support met to  
discuss the printing [redacted]. Since the manual is  
to be used [redacted], synthetic plastic stock will be used for  
durability. When the job is printed, 2,000 copies will be sent to a  
commercial binder for wire binding. This job is scheduled for  
completion in December. [redacted]

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h. The General Services Administration (GSA) has advised the Real Estate and Construction Division, OL (RECD/OL), that it is in the process of exercising the renewal options on the Ames and Chamber of Commerce Buildings. The lease expires on both buildings in January 1989. Prior to renewal, GSA has requested that RECD provide a plan for the removal of asbestos in Ames and respond to several fire and safety violations that were discovered. RECD has worked out a plan to relocate the Office of Personnel components located on the 2nd floor of Ames to [redacted] while the asbestos is being removed, and is formulating a response to the fire and safety issues. [redacted]

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\* j. On 15 July, OL reports that the dedication plaque for the New Headquarters Building (NHB) was moved from the 1D corridor of the Original Headquarters Building to the 4th floor entrance of the NHB by the contractor, Wood and Stone. [REDACTED]

k. OL reports that the drawings for the new perimeter fence on the Scattergood-Thorne property (west side of the main entrance) have been sent to the Headquarters Security Division, OS, for approval. As soon as the Virginia Department of Highways approves the location of the fence and OS has given their approval, the contract will be issued for bids. [REDACTED]

l. On 15 July, OL awarded a \$44,165 contract to the Long Fence Company for construction of a fence along Saville Lane. On 18 July, Miss Utility came to identify power and utility lines located in the area, and on 20 July construction began on the fence. [REDACTED]

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s. On 12 July, OL awarded a contract in the amount of \$229,000 to JAK Construction, Incorporated, for renovations to the Office of General Counsel space in the South Tower of the New Headquarters Building. [REDACTED]

2. Significant Events Anticipated During the Coming Week:

OL reports that removal of ceiling tile from the 6th floor of the Key Building has been scheduled for the weekend of 23 July. Procedures for removal have been revised to prevent the contractor from failing to complete the removal on time. To date, the contractor has met all new Virginia State training regulations regarding asbestos removal and is presently removing asbestos pipe insulation from the penthouse area. [REDACTED]

*[Signature]* John M. Ray