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8 August 1988

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PE  
Div/Staff

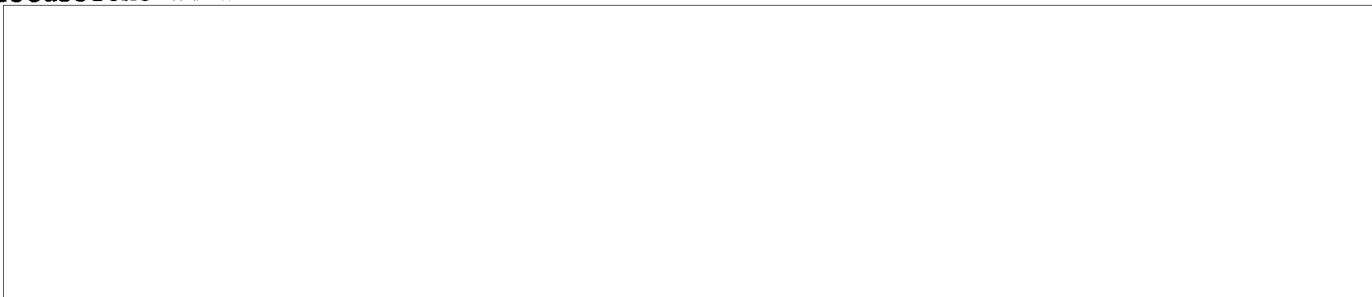
NOTE FOR: Deputy Director for Administration



FROM: John M. Ray  
Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 8 August 1988

Following are some OL activities which you may wish to include in your discussions with the DCI next week:

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- Headquarters Fence: Posts and fencing wire have been installed starting with the house behind Mr. Horne and behind all the houses on Savile Lane, down to the last house. We are presently putting posts in from behind the last house on Savile Lane down to the Parkway. This should be completed by the end of next week, weather permitting (both heat and rain). 
- OTS Move: For all practical purposes, the OTS move has been completed. The large majority of material left in South Building has been processed for turn in. 

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John M. Ray 

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S E C R E T

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04 August 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 02 August 1988

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

S E C R E T

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h. On 29 July, representatives from the Offices of Logistics, Finance, Information Technology (OIT), and the Comptroller met to review the status of FY-88 commitments and obligations. Overall, the meeting was highly productive and informative. The Agency appears on target relative to its end-of-year objectives. The next meeting has been scheduled for 15 August. [redacted]

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i. OL reports that on 20 July, the Long Fence Company began clearing the fence line along Saville Lane and construction of the new fence began on 28 July. There have not been any problems with the neighboring homeowners and work in that area was completed on 3 August. [redacted]

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\* j. OL reports that the construction documentation package for the Child Day Care Center (CDCC) project was completed on 27 July. The Contracts Staff, Facilities Management Division, OL, issued Invitation for Bids to nine contractors for the construction of the CDCC. The bids must be submitted on or before 25 August. [redacted]

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k. On 30 July, the Facilities Management Division, OL, moved the remaining elements of the Office of Technical Service (OTS) from the Central Building to the New Headquarters Building. This move consisted of approximately \$2 million worth of equipment. This completes the OTS moves from South, Central, and East Buildings. The OTS move is about 95 percent complete at this point. [redacted]

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\* 1. On 29 July, the General Services Administration's (GSA) Art-in-Architecture office awarded a contract in the amount of \$250,000 to James Sanborn to design and provide sculptural art for the New Headquarters Building (NHB) west entrance and the courtyard. Designs for these projects are due for review and approval within 90 days. GSA and the National Endowment for the Arts continue to review artists' works for enhancement of the interior of the NHB. [redacted]

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n. On 26 July 1988, representatives from the Facilities Management Division, OL, traveled to Ogden Allied Corporate Headquarters in New York to present the \$259,993 award-fee portion of Allied's operation and maintenance contract. The contractor's evaluation score was 93 out of 100 possible points. [redacted]

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q. Revision 8 of Procurement Note 140 entitled "Review of Procurement Actions by the Agency Contract Review Board," was approved by the Director of Logistics on 29 July. This revision provides for an increase to the \$1 million threshold for procurement actions which must be presented to the Board; it also reflects the implementation of the Inspector General's recommendation contained in a recent report on the Agency's acquisition system.

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2. Significant Events Anticipated During the Coming Week:

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*JM* John M. Ray

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PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
26 July 1988 - 02 August 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

A. The initial input data for the Agency "Budget Estimates for 1990-1991" publication was received in the Office of Logistics, Printing and Photography Group (OL/P&PG) on 29 July from the Office of the Comptroller. This request consists of 60 copies of three volumes. The requested completion date is 30 August 1988. (Al

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B. The "Foreign Broadcast Information Service (FBIS) Trends" publication, dated 1 August 1988, will be printed in two colors rather than the traditional black ink only. The Office of Logistics, Printing and Photography Group (OL/P&PG) has been informed by FBIS, that this is an exception to the rule and not the beginning of color printing for this serial publication. If this is not the case, the new requirement for color printing would impact heavily upon the equipment being utilized and the throughput time required for the printing of this publication by P&PG. (Al

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C. During this reporting period, the Office of Logistics, Printing and Photography Group (OL/P&PG) began work on converting the P&PG Management Information System (MIS) Inventory Control Module from PL/I computer software language to the Nomad Database Management System language. This conversion support the P&PG Copier Management Staff's assumption of Agency copier supplies scheduled for 1 September 1988. In addition to the conversion, some specific modifications are being included to enhance the module's usefulness in controlling copier supplies. Work on this conversion will continue for several weeks.

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ADMINISTRATIVE-INTERNAL USE ONLY

D. The Office of Logistics, Printing and Photography Group (OL/P&PG) is in the last week of conducting an inventory of Agency copiers. The equipment survey of four copier contracts, representing all the machines of four specific outside vendors has been completed. The remaining two contracts are scheduled for completion by Friday, 5 August. The purpose of the inventory is to insure that both the Agency and contractor are in agreement with the location and features of each Agency copier. [redacted]

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E. This past week, the Office of Logistics, Printing and Photography Group (OL/P&PG) has processed several priority publications for the National Intelligence Council (NIC) and the Publications Center in the Office of Current Production and Analytic Support (CPAS). The Intelligence Community Staff (ICS) has submitted more publications than usual, including five complex table/charts which may require extensive manual "cut and paste" work to generate the additional charts. [redacted]

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F. The Office of Logistics, Printing and Photography Group (OL/P&PG) is developing Atex "exchange" routines for the database of a Government Employees Health Association (GEHA) pamphlet to be printed for the Agency Insurance Branch. This "exchange" will allow the P&PG typesetting system (Atex language) to read and accept electronic transfer of information from the GEHA database. The database text will come from an IBM PC using Lotus 1-2-3 software. As with many other publications, P&PG is finding itself pressed to develop input procedures "on-the-fly" to accommodate the increasing number of publications submitted for typesetting by Agency PC users and Gheir PC-based software. [redacted]

STAT

G. The Office of Logistics, Printing and Photography Group (OL/P&PG) has begun assisting the Office of Information Technology (OIT) in the output of the National Intelligence Daily (NID) to magnetic tape for advanced archival storage and retrieval. This is a test phase which should run several weeks and will require additional support from P&PG system managers. P&PG provided an additional test tape on Monday, 1 August. Dual processing, i.e., the simultaneous production of the NID into its traditional hardcopy form and into the new magnetic form may begin in late August. P&PG expects to receive a requirement to output all previously archived NID data to magnetic tape when the test phase is complete. (Doug [redacted])

STAT

H. As of Friday, 29 July, the Office of Logistics, Printing and Photography Group (OL/P&PG) located planning personnel in Room GJ-56 of the Original Headquarters Building (OHB). These personnel ~~staff~~ will provide P&PG customers, with a more efficient interface between

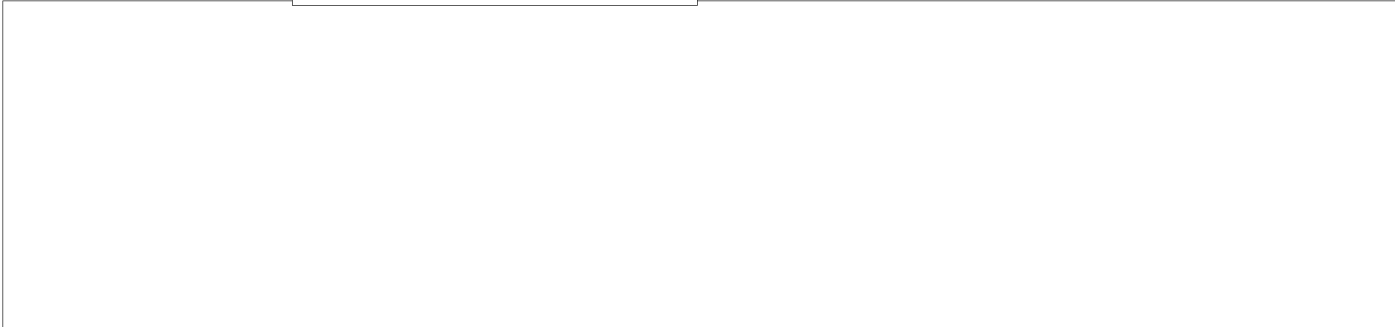
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themselves and P&PG Prepress Composition and Planning Staff components. [redacted]

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J. Production of the Office of Finance bi-weekly payroll onto microfiche, by the Office of Logistics, Printing and Photography Group (OL/P&PG), was delayed on 29 July due to the [redacted] Tape Library's inability to locate the necessary tapes. The OIT Applications Management Branch programmer eventually determined that the tapes were lost and regenerated duplicates. However, this resulted in a six hour delay of this priority request. P&PG subsequently was forced to handle the request on an overtime basis to meet the OF deadline of 1 August. [redacted]

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K. On the afternoon of Friday, 29 July, a representative from the Director of Central Intelligence, National Intelligence Council, Counterterrorism Center (DCI/NIC/CTC) met with Office of Logistics, Printing and Photography Group (OL/P&PG) personnel regarding the production of 11 vugraphs by 4 August for use in a high-level briefing scheduled for Saturday, 6 August. The briefing will describe international terrorism issues and the Intelligence Community organization on counterterrorism. [redacted]

STAT

L. On Thursday, 28 July, the Office of Logistics, Printing and Photography Group (OL/P&PG) initiated live narration support in the P&PG Motion Picture/Television Center (MPTV) studio for the Directorate of Science and Technology, Foreign Broadcast Information Service's (DS&T/FBIS) "Executive News Summary". [redacted]

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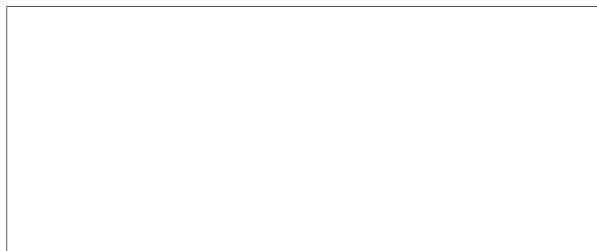
III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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ADMINISTRATIVE-INTERNAL USE ONLY

INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 02 AUGUST 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. TECHNICAL GROUP:

(1) INFO (INFO Applications). The schema for the NOMAD version of the STA INFO database has been written with the data for each fiscal year in a separate master, and the SHIPID field as unique. In the initial test loading of 4,622 fiscal year 1988 records, 367 of these records were rejected as not unique. A listing of these rejected records was given to Transportation Management Branch, SD/OL, for examination and deletion of duplicate records from the current INFO database. This same procedure will be followed for the previous fiscal years. Additionally, a copy of the requested 'Difference Report' with totals of estimated cost, actual cost and the difference, subtotaled on the METHOD field, was delivered to Chief, Budget & Fiscal Branch, OL, who confirmed that it provided the needed information. This report has been forwarded to TMB/SG/OL for further review and comment. [redacted]

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(2) PROCORG (Procurement Organization) [redacted] (PROCORG/DBA) has been transferred to another component. [redacted] has been assigned to PMS/OL as [redacted] replacement. [redacted] has provided [redacted] with a PROCORG User Manual. She has frequently consulted with [redacted] on NOMAD2 methods and procedures for statistical report writing. [redacted] has been enrolled in the 8 August running of the NOMAD2 Applications and Development course. [redacted]

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(3) MISCELLANEOUS. [redacted] completed NOMAD procedures and began writing SCRIPT procedures for a user's guide for Retired Contracts Database. [redacted]

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(4) TRAINING. [redacted] completed the SCRIPT training course conducted by OTE. [redacted]

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INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 02 AUGUST 1988

B. PLANNING:

25X1 (1) The OL Quarterly was held on 28 and 29 July at the  
Headquarters Auditorium [redacted] respectively.  
(U)

25X1 (2) Tentative reservations were made with the Guest  
Quarters Hotel in Linthicum, Maryland for the autumn OL  
Planning Conference to be held on 18 and 19 October. The  
Conference will be held at the security-approved Westinghouse  
facility nearby. [redacted]

D. RECORDS MANAGEMENT

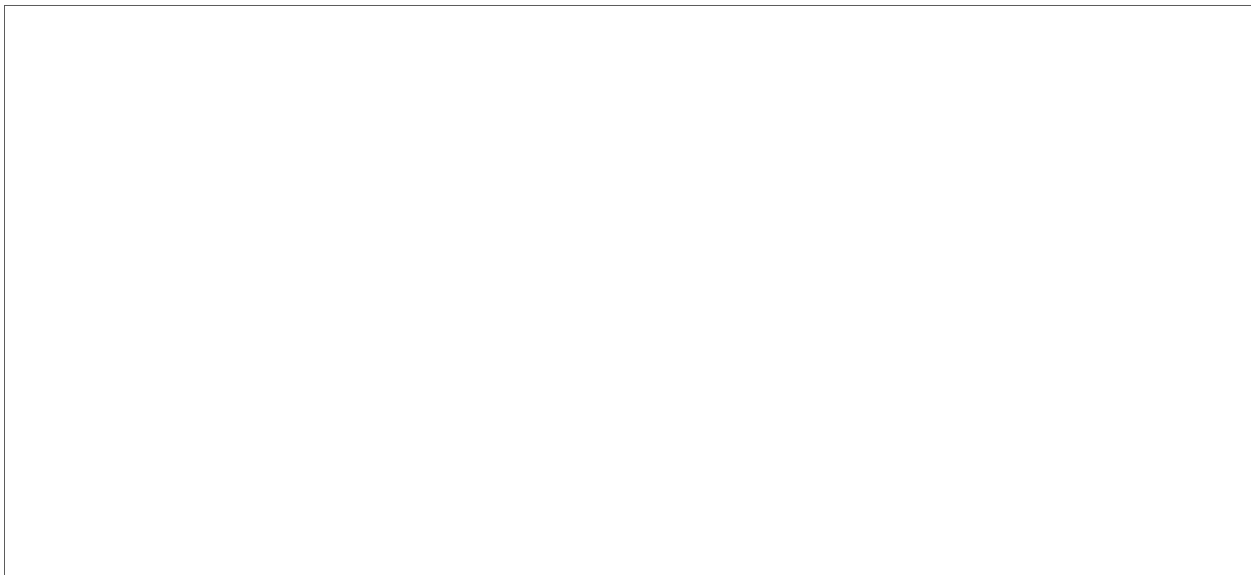
On 28 July, IMSS/IMO and AEO/OL met with representatives  
from SG/OL, ACG/OL, FMD/OL, B&F/OL, CLAS, and OC/LOGS. The  
purpose of the meeting was to discuss revising the Form 88 by  
incorporating the following forms with the Form 88: Form  
2420; Request for Procurement Services, Form 1707;  
Headquarters Property Turn-In Document, Form 1245;  
Replenishment Requisition and Form 1490; Requisition or  
Turn-In for Administrative Supplies.

25X1 IMSS/IMO and AEO/OL will draft a new Form 88 and present  
25X1 the draft at a follow-up meeting planned for 5 August 1988.

[redacted]


INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 02 AUGUST 1988

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

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## WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

02 AUGUST 1988

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. On 25 July 1988, Agency Contracts Group, Office of Logistics, issued Invitation for Bids (IFB) for the renovation project in the Original Headquarters Building which is part of the Headquarters Backfill Program. The IFB was provided to 12 potential bidders, and requires that bids be submitted by 29 August 1988. The estimated price range for the work is between \$1,000,000 and \$5,000,000.

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b. On 26 July 1988, Agency Contracts Group, Office of Logistics, opened bids for the installation of a roof on the west side of the Central Power Plant. The lowest, responsive and responsible bidder was Universal Craftsmen, Inc., who submitted a bid for \$38,500. A fixed-price contract will be awarded.

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c. On 26 July 1988, Agency Contracts Group, Office of Logistics, issued Modification No. 6 to Ogden Allied Operation and Maintenance Contract. The contractor's evaluation score was 93 of 100 possible points, and Allied received \$259,993 (93 percent of available fee). The formal presentation was made to Allied at its corporate headquarters in New York on 26 July 1988.

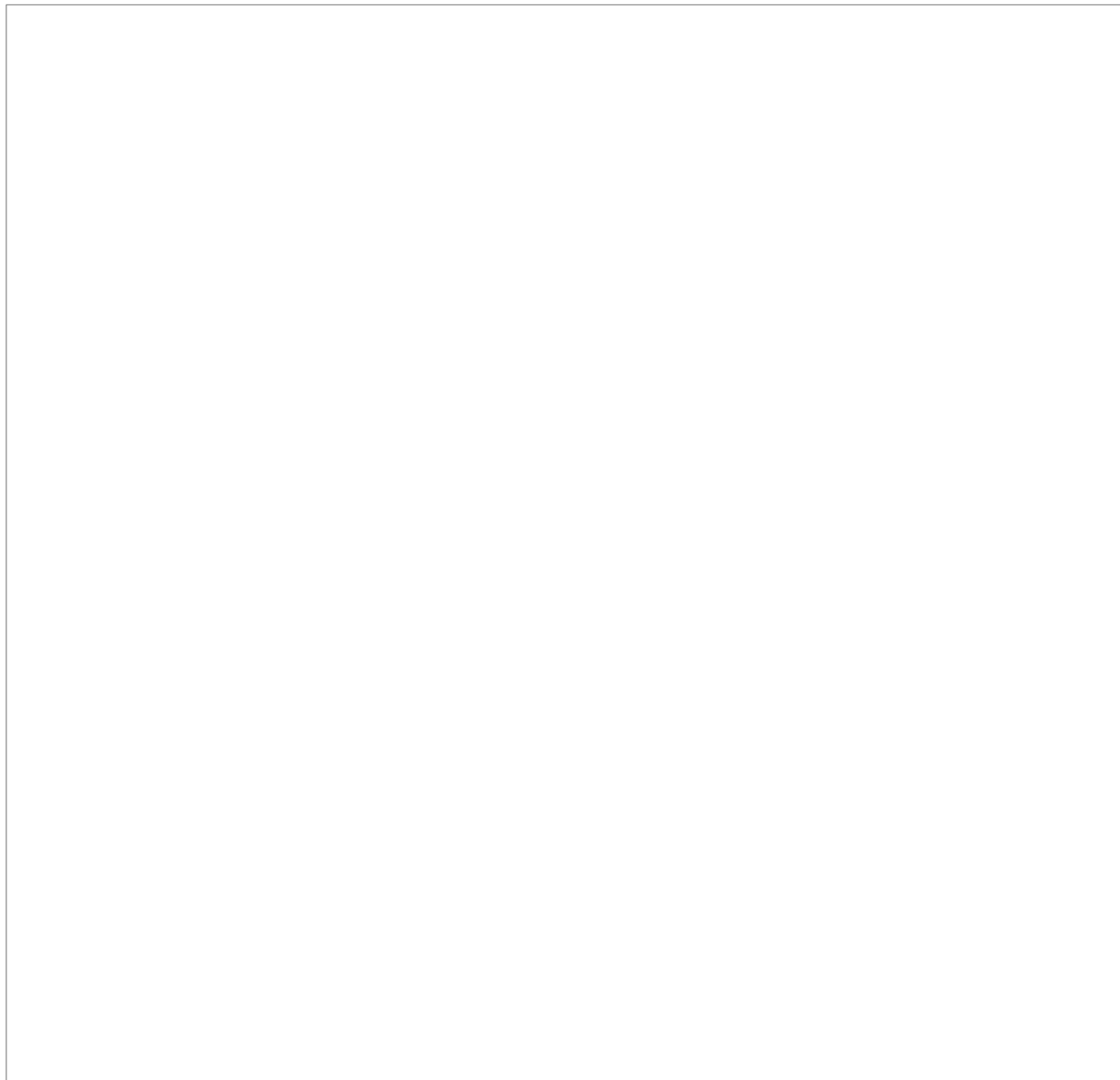
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d. In response to an increasing need to assist the single parents and employee couples, Agency Contracts Group, Office of Logistics, issued Invitation for Bids for the construction of a Child Day Care Center. The 10,000 square foot center will accommodate 100 children from ages three months to five years and will be built to allow for expansion of up to 50 additional children. The contractors

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25X1 are required to submit bids by 25 August 1988 and the estimated price  
25X1 range for the construction is \$1,000,000 to \$5,000,000. [redacted]  
[redacted]

25X1 e. On 27 July 1988, Agency Contracts Group, Office of Logistics,  
25X1 issued an incremental funding modification to the Ogden Allied Work  
25X1 Authorization contract. The modification increased the funds to  
\$3,856,133. [redacted]



1. Agency Contracts Group, Office of Logistics, issued a competitive RFP for guard services which was written for Headquarters Security Division and is due on 29 August 1988. [redacted]

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o. On 22 July 1988, Agency Contracts Group, Office of Logistics, completed negotiations with Intergraph Corporation and is in the process of issuing a firm-fixed-price contract on behalf of the Office of Current Production and Analytical Support, Cartography, Design, & Publishing Group. The total value of the contract is \$161,111 and will provide replacement parts for existing Intergraph equipment. This action is in accordance with an existing requirements contract which stipulates that the government will be able to purchase replacement parts at a 50% discounted price for software items and a 5% discounted price for hardware items in relation to commercial pricing. [redacted]

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p. On 22 July 1988, Agency Contracts Group, Office of Logistics, completed negotiations with Intergraph Corporation and is in the process of issuing a purchase order on behalf of Office of Scientific and Weapons Research. The total value of the purchase order is \$2,415 and will provide for the deinstallation, move, and reinstallation of Intergraph Equipment from the Old Headquarters Building to the New Headquarters Building. [redacted]

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q. On 29 July 1988, Agency Contracts Group, Office of Logistics, completed negotiations with Computer Sciences Corporation and is in the process of issuing a cost-plus-fixed-fee contract on behalf of Office of Information Technology (OIT). The total value of the contract is \$443,248 and will provide support for computer systems



designs, analysis and software support for the tracking of OIT's telecommunication equipment, customer requests, and projects. Systems design and analysis includes gathering and identifying requirements for new computer systems or for improving the validity of currently existing databases. [redacted]

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r. On 19 July 1988, Agency Contracts Group, Office of Logistics, issued a modification for \$643,567 to Planning Research Corporation to provide support of SEARCH, TECH WRITER GAG/SRC, and BARS O&M Tasks. The total amount of the contract is now \$3,233,540. This action is issued on behalf of Office of Information Technology, Development Group. [redacted]

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[redacted]

u. Agency Contracts Group, Office of Logistics, released a RFP for the upgrade of the Office of Security's Threat Analysis Reporting System (STARS). The RFP was written on behalf of the Office of Security's Engineering and Analysis Group. A preproposal conference is scheduled for 26 July 1988. [redacted]

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[redacted]

3. Significant Events Anticipated During the Coming Week:

None

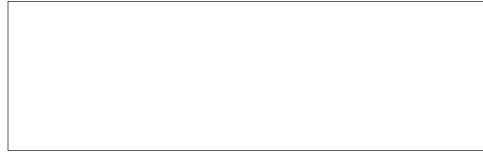
4. Management Activities and Concerns:

None

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[redacted]

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PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
26 July 1988 - 02 August 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

A. The initial input data for the Agency "Budget Estimates for 1990-1991" publication was received in the Office of Logistics, Printing and Photography Group (OL/P&PG) on 29 July from the Office of the Comptroller. This request consists of 60 copies of three volumes. The requested completion date is 30 August 1988. (A1


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B. The "Foreign Broadcast Information Service (FBIS) Trends" publication, dated 1 August 1988, will be printed in two colors rather than the traditional black ink only. The Office of Logistics, Printing and Photography Group (OL/P&PG) has been informed by FBIS, that this is an exception to the rule and not the beginning of color printing for this serial publication. If this is not the case, the new requirement for color printing would impact heavily upon the equipment being utilized and the throughput time required for the printing of this publication by P&PG. (A1

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C. During this reporting period, the Office of Logistics, Printing and Photography Group (OL/P&PG) began work on converting the P&PG Management Information System (MIS) Inventory Control Module from PL/I computer software language to the Nomad Database Management System language. This conversion support the P&PG Copier Management Staff's assumption of Agency copier supplies scheduled for 1 September 1988. In addition to the conversion, some specific modifications are being included to enhance the module's usefulness in controlling copier supplies. Work on this conversion will continue for several weeks. 

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STAT K. Production of the Office of Finance bi-weekly payroll onto  
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STAT L. On Thursday, 28 July, the Office of Logistics, Printing and  
 Photography Group (OL/P&PG) initiated live narration support in the  
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 Directorate of Science and Technology, Foreign Broadcast Information  
 STAT Service's (DS&T/FBIS) "Executive News Summary". [redacted]

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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OL/FMD WEEKLY REPORT

PERIOD ENDING 3 AUGUST 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:

a. Status of South Side Chilled Water Lines: On 28 July, the Deputy for Operations, FMD/OL, met with representatives of Smith, Hinchman and Grylls (SH&G) to discuss the historical background of the south side chilled water line. SH&G presented a very interesting report on how the line was changed in 1984 from the originally specified cement asbestos pipe to a ductile iron pipe at the contractor's recommendation. The SH&G report will be reviewed and analyzed by the OPS panel investigating the south side chilled water line problems. In a related matter, OPS/Maintenance Branch has solicited expressions of interest from two mechanical design firms, should the panel decide that the line must be replaced. [REDACTED]

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b. Parking and Traffic Management:

(1) On 28 July, the Deputy for Operations, FMD/OL, was contacted by Mr. Jerry Boseman of the Virginia Department of Transportation (VDOT). He stated that since the Route 123 project was complete, VDOT wanted to begin making a series of traffic surveys to determine our peak hourly usage. He was reminded that per the written agreement between VDOT and the Agency, these traffic counts would be taken after the New Headquarters Building is fully occupied. He was informed that this would not occur until late 1989. Mr. Boseman agreed that this was correct, but they may take some traffic counts in the Spring. [REDACTED]

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(2) In preparation for the upcoming relocation of the Office of Scientific and Weapons Research from the Original Headquarters Building (OHB) to the New Headquarters Building (NHB), new parking permits for the second level of the parking deck have been issued to the Management, Planning and Services Staff, DI.

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c. On 25 July, the Contracts Staff, FMD/OL, issued Invitation for Bids (IFB) for the renovation of the GC03 and 1D04 areas in the Original Headquarters Building. The IFB was provided to 12 potential bidders, and requires that bids be submitted by 29 August. This renovation project is part of the Headquarters Backfill Program to renovate the Original Headquarters Building.

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d. The 60% review of the DO/SE construction package for 35,000 square feet on the 1st & 2nd floor of the New Headquarters Building was held with Smith, Hinchman & Grylls (SH&G) at Headquarters on 28 July. The review went smoothly and the 95% review is scheduled for August 9 at SH&G offices in Detroit, with final drawings to follow by the end of that week. Approximately \$670K in New Building Project Office funds will be identified for this project.

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e. During the week of 25 July, Operations, FMD/OL, worked around the clock to eliminate a serious humidity problem on the Office of Technical Service (OTS) printing area. Humidity levels shot up to 88% as opposed to the desired reading of 45%. After a concerted effort, humidity in all areas except the paper storage room was brought down to the 42-48% range by 1600 hours on 29 July. On 1 August, the paper storage room stood at 54%. Additional improvement in this area is expected by 3 August.

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f. Scattergood-Thorne Property Renovation: Reroofing of the main house and guest house is underway and is scheduled for completion 15 September.

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g. Jogging Track Project: Long Fence began clearing the fence line along Savile Lane on 20 July and construction of the new fence began behind the homes on 28 July. As of 2 August, there have been no problems with the home owners.

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h. Child Day Care Center Project: The complete construction documentation package for the Child Day Care Center (CDCC) project was completed on 27 July. A memorandum was prepared for the DDA identifying the need for additional funds. Also, on 27 July, the Contracts Staff, FMD/OL, issued to nine contractors Invitation for Bids (IFB) for the construction of a child day care center. The contractors are required to submit bids by or on 25 August.

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25X1 i. Energy Management/Waste Recovery Project: A meeting with Ross Murphy Finkelstein (RMF), Incorporated, is scheduled for 3 August for review of 65% design documents and specifications. Ninety-five percent drawings are scheduled for completion by 12 August. [redacted]

25X1 j. At 1200 hours on 26 July the Emerson UPS system serving the [redacted] computer center and a special computer center in room 5B00 went into by-pass because two modules failed. An effort to get the system back in service resulted in a complete loss of power to the computer centers for approximately three minutes. By-pass power was quickly restored and the UPS system was returned to service with all but one module by 1700 hours on 26 July. Work continues to get the final module back in service. Ogden Allied is preparing a report on this incident. [redacted]

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25X1 k. During the weekend of 30 July, Ogden Allied personnel responded to 11 trouble situations on the Headquarters compound. Eight were alarms of various types (smoke, sprinkler, UPS). Fortunately, none of these were serious. Also reported were three localized power outages, one at the Route 123 Visitor Control Center and one each in the original and New Headquarters Building. Impact in all instances was minimal. [redacted]

25X1 1. Significant Component Move Support:

25X1 (2) On 30 July, BSB moved final elements of OTS from Central Building to NHB. This consisted of about \$2 million worth of equipment of which one piece was one of a kind. This completes the OTS moves from the South, Central, and East buildings. The OTS move is about 95% completed at this point. OTS units in [redacted] [redacted] will be moved at a later date. [redacted]

25X1 [redacted]

25X1 (3) The OSWR moves will commence on 8 August. Photography of the ready space per the Director of Logistics's instruction began on 2 August. [redacted]

n. Significant Art/Interior Design Projects: On 29 July, the General Services Administration (GSA) Art-in-Architecture office awarded a contract in the amount of \$250,000 to James Sanborn for the design and provision of sculptural art to be placed at the NHB west entrance and the courtyard. Designs for these projects are due for review and approval in 90 days. GSA and the National Endowment for the Arts continue to review artists for enhancement of the interior of the NHB. [redacted]

o. Significant Customer Service Efforts:

(1) The Mail & Courier Branch (M&CB), FMD/OL, will implement special handling and delivery of specimen samples in support of the Office of Medical Services (OMS) within the next several weeks. Samplings will be hand-delivered by M&CB personnel from the OMS facility at [redacted] Building to their facility at Headquarters. Transporting this material between buildings is necessary for OMS to perform special testing accomplished by using equipment that is only available at Headquarters. [redacted]

(2) The Motor Pool Branch (MPB), FMD/OL, has made arrangements with a local firm to lease a specially equipped van to transport handicapped personnel. The van can accommodate up to three wheel chair bound individuals. Additional information is being obtained on another firm that is utilized by the White House to transport a handicapped senior official. [redacted] 03266)

3. Upcoming Events:

None.

4. Management Activities and Concerns:

a. The following personnel were reassigned from FMD:

b. The following personnel were assigned to FMD:

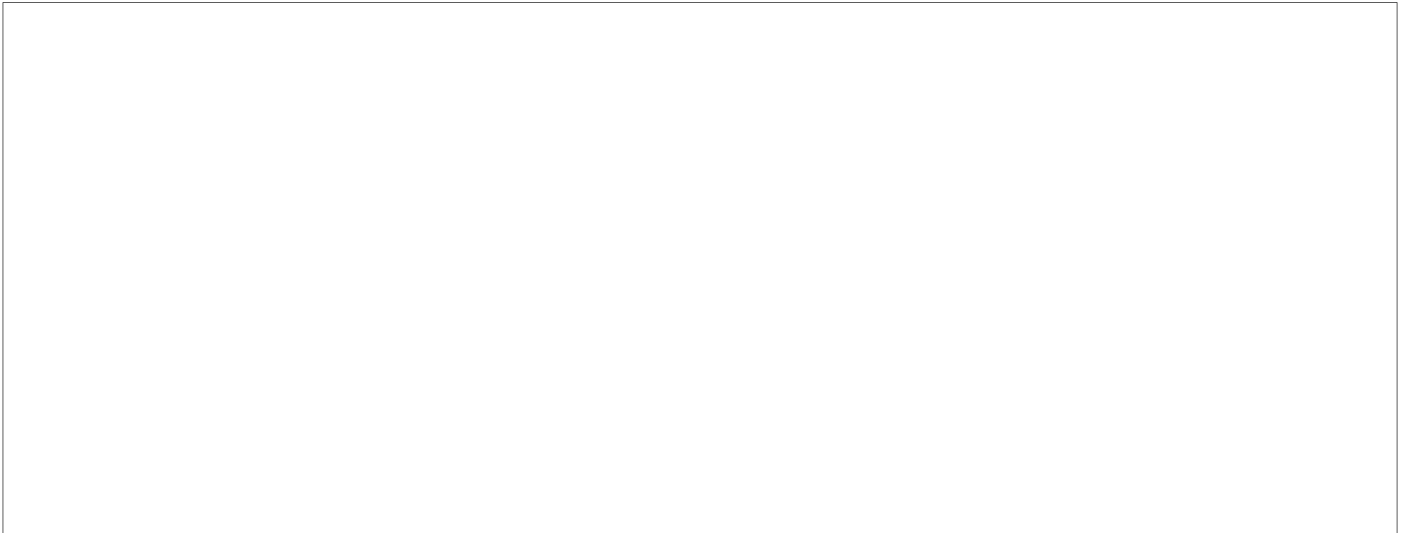
[redacted] Chief  
Facilities Management Division

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

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 2 August 1988

1. Status of Tasks Assigned by Senior Management:

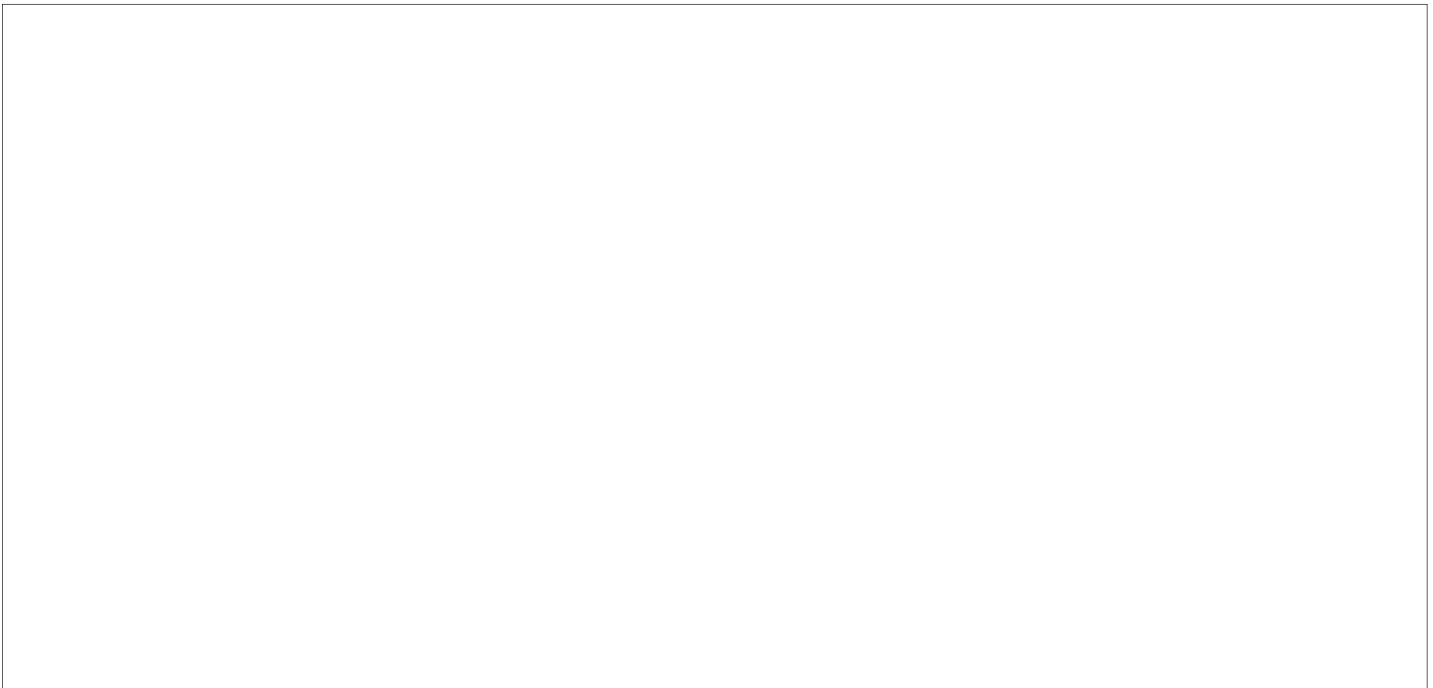
25X1



b. The Chief, PMS/OL also met with the Chief, OIT Contract Team to cover the ordering process for ITC workstations for the remainder of this fiscal year (FY).

25X1

25X1



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d. Revisions to Procurement Notes 85, 140, and 184 were coordinated with OF, OGC/L&PLD, and OL/SS and signed by the D/L and are in the process of being distributed to all procurement elements. [redacted]

e. On 29 July, the Chief, PMS/OL met with representatives from the Offices of the Comptroller, Finance (OF), and Information Technology (OIT) to review the status of FY 1988 commitments and obligations. Overall the meeting was highly productive and informative. The Agency appears on target relative to its end-of-year objectives. OIT was advised of the significant downtime being experienced. The next meeting has been scheduled for 15 August. [redacted]

f. At the request of the Chief, Industrial Security Branch, Physical Security Group, Office of Security (ISB/PSG/OS), the Chief, PMS/OL provided a kickoff presentation to security officers representing Agency contractors. The briefing covered the Agency's contracting process along with a discussion of issues and concerns relevant to security. The briefing was well received and was the subject of a letter of appreciation from the Chief, ISB/PSG/OS. [redacted]

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

a. [redacted] and OIT representatives visited Hitech Engineering Corporation in Herndon, Virginia, to discuss possible modification of a COMPAQ 386 personal computer (PC) to meet tempest standards. If needed, we could take this route to acquire a PC for use as a file server in the Core Team prototype. Other alternatives are being examined, one of which probably will prevail. [redacted]

b. [redacted] met with [redacted] Office of SIGINT Operations, to discuss his new "Project Management Course" (the follow-on to [redacted] "Contract Process Course") and its relation to acquisition planning. OL/PMS has developed draft guidelines for acquisition planning, and [redacted] will brief [redacted] working group (of program officers) as a vehicle for starting dialogue with program offices concerning ways to improve acquisition planning. This briefing will occur in early September (following the first running of the "Project Management Course") and will cover (1) draft acquisition planning guidance, (2) the automation of contract teams, and (3) the acquisition planning research and development project being done in the Office of Research and Development per OL requirement. [redacted]

c. [redacted] and others are defining hardware to be purchased for establishing the contract team automation prototype

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with the Core Team. Primary concerns are satisfying requirements for tempest and acquiring equipment within two to three months (rather than five to six) so that work can begin. The draft project plan has been completed. [ ]

d. The Contract Officer Intern (COI) Program administrator, [ ] met with [ ] to review their progress in the Program and to discuss the remaining requirements for their completion. [ ]

e. [ ] met with [ ] on 1 August to discuss the COI Program. [ ] a procurement careerist, has expressed an interest in becoming a COI. [ ]

f. In spite of approximately 10 hours of downtime during this reporting period, a total of 115 contract actions and 112 amendment actions were input into the CONIF database. [ ]

h. OL/PMS is in the process of preparing memoranda, advising Agency directorates and their subordinate offices of their progress, or lack thereof, in achieving competition goals for the third quarter of FY 1988. These memoranda should be ready for the D/L's signature and subsequent mailing by the end of this week. [ ]

### 3. Upcoming Events:

a. OL/PMS will be undergoing a massive personnel turnover during this coming week. [ ] a summer-only employee, will be resigning on 2 August to prepare for the upcoming school year. [ ] will be leaving as of 3 August to begin training for her new assignment [ ] [ ] will depart 5 August for his new contracting assignment. We wish them all well in their new endeavors. [ ]

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25X1 b. [ ] has been advised that processing will begin  
25X1 for her 3-to-4-week TDY [ ]  
25X1 [ ] She is scheduled to depart CONUS on 15 August. [ ]

25X1 c. [ ] is attending "Advanced Contract  
25X1 Administration" sponsored by Management Concepts, Inc., during this  
week. [ ]

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep management apprised of any  
significant management activities and/or concerns as they arise. [ ]

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

S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 2 August 1988

1. Progress Report Tasks Assigned by Senior Management:

None

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

a. Asbestos-Containing Ceiling Tile Removal, Key Building

- Removal of asbestos-containing ceiling tile from the twelfth floor of Key Building was completed the weekend of 29 July. Removal of tiles from the tenth floor is scheduled for the weekend of 5 August. Presently, removal from seven floors is complete. Total completion of ceiling tile removal is anticipated by 1 September.

25X1

25X1

SUBJECT: Real Estate and Construction Division Weekly Report  
for Period Ending 2 August 1988

25X1



f. Arlington Center - The roof-mounted water chiller servicing the CER and Wang equipment at Chamber of Commerce Building was replaced on 30 July 1988. The installation also included new outdoor piping. This project was managed by External Building Operations Branch Project Officers. [redacted] (C/EBOB, x8843)

25X1

g. [redacted] An old 300-ton chiller [redacted] [redacted] has been completely repaired and with all other chillers in operation, the building temperature is within the comfort level. On 25 July, twelve new window air conditioning units were installed on the second floor. [redacted]

25X1

25X1

25X1

25X1

3. Upcoming Events:

None

4. Management Activities and Concerns:

None

25X1

