

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer

EXTENSION

NO.

DATE

12-17-86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

c/AS

D/S ___ has seen.

2.

D/S has not seen.

3.

D/S ___ has been briefed.

4.

D/S has not been briefed regarding the attached.

5.

6.

Please follow and brief as you see fit.

7.

8.

9.

10.

11.

12.

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14.

15.

I spoke w/ c/ETSP and
I will still be totally
involved in Space
issues. Diana as
Directorate local
point will keep
in picture but will
not make space
decisions for OS.

~~CONFIDENTIAL~~

US REGISTRY
16 DEC 1986

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Integrated Logistics Support Program Activities

FROM:

OL/FMD/ILSP 3E14 HQS

EXTENSION

NO.

OL 10250-86

DATE

15 December 1986

TO: (Officer designation, room number, and building)

EO 12/17 *mlc*

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OS

2.

3.

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~~CONFIDENTIAL~~

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

15 December 1986

MEMORANDUM FOR: Director of Security

FROM:

[Redacted]

Chief, Integrated Logistics Support Program

SUBJECT:

Integrated Logistics Support Program
Activities [Redacted]

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1. The Office of Logistics (OL) and more specifically the Facilities Management Division (FMD) has a sizeable task to perform over the next several years. The task is planning, coordinating, and executing the move of [Redacted] employees from their present workstations to new locations in either the New Headquarters Building (NHB), Original Headquarters Building (OHB), or new consolidated external facilities with minimum disruption of operations. Your office has been designated to occupy the New Headquarters Building in the first quarter of FY 1989. The purpose of this memorandum is three fold: first to give you some appreciation of what OL has been doing in anticipation of the moves, second to explain how your office will be impacted and third to request an opportunity to meet with you and discuss in greater detail the support planned for your office. [Redacted]

25X1

STAT

2. To accomplish our task, the Office of Logistics has established the Integrated Logistics Support Program (ILSP) to coordinate all activities relating to the consolidation of Agency facilities in the Washington Metro Area. The ILSP is organized into ten working segments. These segments range from mail & courier operations to the expansion of food service capabilities at the Headquarters complex. Attachment A lists the ten segments and major issues that each is currently addressing. [Redacted]

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3. To assist in providing communication to the offices involved, the ILSP holds meetings with Directorate Representatives. The Directorate Representative for your office

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[Redacted]

[Redacted]

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

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STAT SUBJECT: Integrated Logistics Support Program Activities

STAT is It is assumed that each representative passes
STAT ILSP information concerning the moves to offices that are
STAT affected. To assure that information is in the hands of those
that need it, the ILSP team will be contacting your office
directly to discuss move issues and concerns.

STAT 4. Regarding the physical movement of your office, OL has
funded for the movement of all normal office contents. If your
office has special technical equipment requiring a manufacturer
to move or disassemble/reassemble these will have to be worked
out with the ILSP team on a case by case basis.

STAT 5. The NHB will be secured for open shelf storage, hence
the need for safes will be greatly reduced and in some cases
eliminated. OL has funded and procured conservafiles that will
be prepositioned in the NHB for your use. The ILSP team will
work with your representative to determine the number of
conservafiles your office will require in the NHB. In
anticipation of this move, there will be no better opportunity to
destroy or archive old files than now.

STAT 6. Regarding furniture it is assumed that each office has
programmed funds or has already purchased new furniture for the
NHB. Be advised that the old GSA standard metal furniture will
not fit into the workstations designed for the NHB hence OL does
not plan to move any to the NHB. The ILSP team plans only to
relocate a minimum amount of Class A wood furniture for senior
managers. If your office has not begun the process for obtaining
new furniture please note that the Agency standard for the NHB
will be Cory Jamestown modular workstations. If further
assistance is required with furniture procurement the Interior
Design Consultant in the Facilities Management Division/OL is
available to assist as needed. This is a subject we also need to
discuss with you during our meeting.

7. The consolidation of facilities in the Washington area
will be a significant event in the history of the Agency. Much
of the hope for success lies in the confidence that each employee
will do their part in making the relocation occur with a minimum
of disruption. To ensure we consider all of your needs, we

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SUBJECT: Integrated Logistics Support Program Activities

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solicit your assistance in identifying a senior point of contact for planning the move. I look forward to meeting with you and your staff at your earliest convenience.

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SIAI

8. The ILSP will do its best to keep you informed of move events. If you or your staff have questions relating to the move or ILSP please contact me or one of the members of the ILSP team. We are located within the Facilities Management Division at 3E14 HOS and can be reached on

STAT

Chief, ILSP

Attachment

A. ILSP Segments

cc: D/L
C/FMD

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

ILSP ACTIVITIES

TRAFFIC MANAGEMENT -

EVALUATING WAYS TO RELIEVE OVERCROWDING AND IMPROVE TRAFFIC FLOW

WASTE DISPOSAL -

DEVELOPING PLANS FOR A CLASSIFIED WASTE INCINERATOR ON THE HEADQUARTERS COMPOUND

FOOD SERVICE -

COORDINATING THE DESIGN FOR EXPANDED CAFETERIA AND EDR SERVICES

SUPPLY OPERATIONS -

PLANNING TO SUPPORT EXTERNAL COMPLEX AND ESTABLISH NEW SUPPLY ROOMS IN THE NHB

MAINTENANCE AND OPERATIONS -

EXPANDING ALLIED WORKFORCE TO ACCOMODATE NHB RESPONSIBILITY

ENGINEERING SERVICES -

EVALUATING SYSTEMS IN THE NHB AND DETERMINING SUPPORT REQUIRED

MAIL AND COURIER OPERATIONS -

ESTABLISHING NEW SERVICE TO EXTERNAL COMPLEX AND NHB

MOTOR POOL OPERATIONS -

PLANNING FOR NEW SHUTTLE SERVICE TO EXTERNAL COMPLEX AND CHANGING OTHERS

MOVE SCHEDULING AND PLANNING -

DEVELOPING MOVE SEQUENCE AND ALL PREMOVE PLANNING

BUILDING CLOSEOUT -

DETERMINING WHEN AND HOW TO RELEASE OLD BUILDINGS AND DISPOSE OF FURNITURE