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**INTEROFFICE MEMORANDUM**

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**TO:** JIM BARNARD  
**FROM:** BOB GILBERT  
**SUBJECT:** DELIVERABLE FOR THE PERIOD FEBRUARY 16 TO MARCH 15, 2002  
**DATE:** APRIL 3, 2002  
**CC:**

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The deliverable is a report of security activity for the period described. The following is a capitulation of activity for the period as it was reported. For continuity, this report includes some week-to-week duplication.

**Period Ending 2/22/02**

<b>ITEM</b>	<b>COMMENTS</b>
<b>Security Alert Level</b>	Currently at Level Four Security. No change since last report.
<b>Access Control:</b>	<ul style="list-style-type: none"><li>▪ Front lobby door card reader and intercom project. Pending</li></ul>
<b>Projects - Pending</b>	Meetings with QWG: <ul style="list-style-type: none"><li>▪ No change: Temporary heated booth for UCP3 parking guard. Requested assistance from the QWG.</li><li>▪ No change. Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving.</li><li>▪ No change. Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access).</li></ul>
<b>Department of Education.</b>	<b>Repeat Entry:</b> <b>Identification Card. and GSA ROB 3 issued Identification Card. This refers to the blue identification card not the Campus Smart Card.)</b> <ul style="list-style-type: none"><li>▪ Badge checks are scheduled for Feb 21. Notification has been provided by SFA Communications and SFA Administration has posted notices throughout the building. Both badges will be checked. All employees not having one or both badges will be identified and required to obtain the appropriate badge. In progress.</li></ul> <b>New Entry:</b> <ul style="list-style-type: none"><li>▪ Security evaluation: We have been advised that the Department of Education Security Team will be here next week to begin the security evaluation of UCP3.</li><li>▪ FPS will begin a security evaluation of UCP3 beginning in early March 2002.</li></ul>

<b>Incidents Reported</b>	<ul style="list-style-type: none"> <li>▪ We have received complaints of the theft of food, soft drinks and candy from the 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> floors. It would be helpful if employees and contractors could report any unusual incident loss or theft as soon as possible and directly to security at telephone at telephone Ext. 3334, 3335 or 3336.</li> </ul>
<b>Asset Protection</b>	<ul style="list-style-type: none"> <li>▪ Beginning the week of January 28, 2002, security started property searches at random times for properly issued property passes. Reminders to carry and show property pass upon departure have been made through the communications organization, and will continue. Property searches of person entering and departing mirror those at FB6 and are continuing.</li> <li>▪ During the past week, GSA relocated approximately 1/3 of the contract security officers assigned to UCP3 due to a problem with certifications and documentation, assigning new people in their place. Most problems have been resolved and we expect most of the existing staff to return beginning this week.</li> </ul>

**Period Ending 2/22/02 To 3/05/02**

<b>ITEM</b>	<b>COMMENTS</b>
<b>Security Alert Level</b>	Currently at Level Four Security. No change since last report.
<b>Access Control:</b>	<ul style="list-style-type: none"> <li>▪ Front lobby door card reader and intercom project. Pending</li> </ul>
<b>Projects - Pending</b>	<p>Meetings with QWG:</p> <ul style="list-style-type: none"> <li>▪ Temporary heated booth for UCP3 parking guard. No change: However, GSA Building Manager reports that he scheduled a vender to visit the site on March 6, 2002.</li> <li>▪ Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. No change.</li> <li>▪ Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access). No change.</li> </ul>
<b>Department of Education.</b>	<p><b>Repeat Entry:</b>  <b>Identification Card. and GSA ROB 3 issued Identification Card. This refers to the blue identification card not the Campus Smart Card.)</b></p> <ul style="list-style-type: none"> <li>▪ Badge checks scheduled for Feb 21 completed.</li> </ul> <p><b>New Entry:</b></p> <ul style="list-style-type: none"> <li>▪ Security evaluation: Department of Education Security Team conducted a site evaluation. This included a short questionnaire and tour of the building.</li> <li>▪ FPS will begin a security evaluation of UCP3 beginning March 18, 2002. This will include a questionnaire and tour of the building.</li> </ul>

<b>Incidents Reported</b>	<ul style="list-style-type: none"> <li>▪ Incident: Suspected theft of a computer DVD Drive. According to the FPS investigation suspicion of criminal action unfounded. Contractor put the drive box in the wrong place. According to FPS the cleaner believed it to be trash.</li> <li>▪ Two reports of misuse of telephones. <ol style="list-style-type: none"> <li>1. Incident 3/1/02, 11<sup>th</sup> floor, office telephone used to send and receive calls. FPS called.</li> <li>2. 3/4/02 9<sup>th</sup> Floor, a Phone card was left on a desk and someone used it to make to international calls to El Salvador.</li> </ol> </li> <li>▪ Please continue to remind everyone to report any unusual incident loss or theft as soon as possible and directly to security at telephone at telephone Ext. 3334, 3335 or 3336.</li> </ul>
<b>Asset Protection</b>	<ul style="list-style-type: none"> <li>▪ Continuing: Beginning the week of January 28, 2002, security started property searches at random times for properly issued property passes. Reminders to carry and show property pass upon departure have been made through the communications organization, and will continue. Property searches of person entering and departing mirror those at FB6 and are continuing.</li> <li>▪ Some of UCP3 regular schedule of contract security officers have received appropriate certifications and documentation and have returned to the schedule. GSA is strictly adhering to contract provisions. The security contractor is being held accountable for all elements of the contract.</li> <li>▪ A camera and motion detection capability was added to protect and control access to the first floor storeroom.</li> <li>▪ The large room on the west side of the conference center has been temporarily designated as a controlled security area and will remain so until completion of current equipment installation.</li> </ul>

**Period 3/05/02 to 3/15/02**

<b>ITEM</b>	<b>COMMENTS</b>
<b>Security Alert Level</b>	Still at Level Four Security. No change since last report.
<b>Access Control:</b>	<ul style="list-style-type: none"> <li>▪ Front lobby door card reader and intercom installation project. <i>Pending</i></li> </ul>
<b>Projects - Pending</b>	<p><b>Meetings with QWG:</b></p> <ul style="list-style-type: none"> <li>▪ Temporary heated booth for UCP3 parking guard. <i>No change:</i> However, GSA Building Manager reports that he scheduled a vendor to visit the site on March 6, 2002.</li> <li>▪ Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. <i>No change.</i></li> <li>▪ Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access). <i>No change.</i></li> </ul>

<p><b>Department of Education.</b></p>	<p><b>Repeat Entry:</b>  <b>Ed Identification Card and GSA ROB 3 issued Identification Card. This refers to the blue identification card not the Campus Smart Card.)</b></p> <ul style="list-style-type: none"> <li>▪ Badge checks scheduled for Feb 21 completed.</li> <li>▪ Returned 121 Rob3 Badges to GSA, Returned 65 ED badges – 55 from Accenture, contractors no longer working for ED, 14 badges collected during Badge Day those were invalid. In addition, collected 6–10 ROB3 badges, not returned to date, locked in security office.</li> </ul> <p><b>New Entry:</b></p> <ul style="list-style-type: none"> <li>▪ Security evaluation: FPS will begin a security evaluation of UCP3 beginning March 18, 2002. This will include a questionnaire and tour of the building.</li> </ul>
<p><b>Incidents Reported</b></p>	<ul style="list-style-type: none"> <li>▪ The following communication was released to the occupants of UCP3 with the cooperation of SFA Communications. “ Please continue to remind everyone to report any unusual incident, loss or theft as soon as possible and directly to security at telephone at telephone Ext. 3334, 3335 or 3336”.</li> </ul>
<p><b>Asset Protection</b></p>	<ul style="list-style-type: none"> <li>▪ No incidents reported this period.</li> </ul>