
INTEROFFICE MEMORANDUM

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

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 April 5, 2002

ITEM	COMMENTS
Security Alert Level	Currently at Level Four Security. No change since last report.
Access Control:	<ul style="list-style-type: none"> ▪ Front lobby door card reader and intercom project. Funds approved documents sent to contracts. Additional support documentation requested and supplied. Contract released to Jullien. No date yet established for installation. ▪ Delivered 1500 new Campus Security Cards to Metro for encoding into their system. These cards will be used on a go forward basis as the existing stock becomes depleted.
Projects - Pending	Meetings with QWG: <ul style="list-style-type: none"> ▪ Received and commented on the Department of Education, QWG revised plan for Lobby Layout (including Training Center Access). ▪ No change: Temporary heated booth for UCP3 parking guard. Requested assistance from the QWG. ▪ 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. ▪ Worked with FSA Innovations Group on a presentation of our Campus Smart Card to be given to visiting managers from the Department of Transportation. Meeting cancelled at the last minute.
Department of Education.	<ul style="list-style-type: none"> ▪ Attended QWG meetings during this period.
Incidents Reported	<ul style="list-style-type: none"> ▪ Fire alarm and evacuation occurred on April 4. Fire was detected and reported in the LL duct system. Fire department responded but found no evidence of fire. No new incidents reported this period. ▪ Initiated an incident history spreadsheet.
Asset Protection	<ul style="list-style-type: none"> • Received and mounted a key control box in the Security Supervisors Office. All keys will be turned over to security to control as soon as the ordered key identification tags arrive.

	<ul style="list-style-type: none"> • New lock cores have been installed in the Conference Center. • 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. • Access control requirements continue in the conference center and special storeroom
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Period Ending April 15, 2002

ITEM	COMMENTS
Security Alert Level	Currently at Level Four Security. No change since last report.
Access Control:	<ul style="list-style-type: none"> ▪ Front lobby door card reader and intercom project. Waiting for start date to be provided by the Vendor. ▪ At his request, hosted a visit of Dr. Ravenis, Cubic Corp. Cubic is the manufacturer of the Smart Card currently used by FSA.
Projects - Pending	<p>Meetings with QWG:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Received a new revised plan from Department of Education for Lobby Layout (including Training Center Access). Under review. ▪ Construction started on UCP5. Meetings attended with representatives of Greenbaum and Rose. Richard Harding of FERC requested help in establishing a meeting with a representative of the QWG, ED and UCP3 security. Meeting scheduled for April 16. ▪ Assisted GSA and QWG in setting up fire alarm system demonstration. Demonstration yielded problems. Assisted setting up meeting with OEP Team, Lessor, GSA and QWG for second demonstration. Also coordinated with Accenture. ▪ Assisted in coordinating actual building evacuation drill. ▪ Worked with Jason
Security Surveys	<ul style="list-style-type: none"> ▪ Worked with Officers Jason Chilton, FPS and Tyron Gather, UCP3 Building Engineer to complete information required of the FPS Physical Security Survey.
Incidents Reported	<ul style="list-style-type: none"> ▪ No new incidents reported this period. ▪ Access control requirements continue in the conference center and special storeroom