
INTEROFFICE MEMORANDUM

TO: JIM BARNARD
FROM: BOB GILBERT
SUBJECT: DELIVERABLE FOR THE PERIOD DECEMBER 16, 2001 TO JANUARY 15, 2002
DATE: MARCH 20, 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.

Week Ending December 11, 2001

ITEM	COMMENTS
Access Control:	<ul style="list-style-type: none"> ▪ These issues continue: <ul style="list-style-type: none"> • Ninth Floor Computer room access door lock is in place. However, the electric strike has not been installed nor is the handicapped door opener installed. • Elevator lobby door on dockside - the electric strike and door opener has not been installed. • Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. • GSA has been notified - Maria Pantin. ▪ The lobby desk is in work and the temporary desk has been removed. A computer will be installed for guards to receive messages for visitor access and a request has been made for phone instrument installation. ▪ The belt on the X-ray machine is experiencing separation at the joint. It is under warrantee. The factory is shipping a new belt in on December 12 to be installed on December 13 after 9:30 AM. Temporary repairs will allow continued operation until the replacement is complete.
Occupant Emergency Plan & Fire Alarms:	<ul style="list-style-type: none"> ▪ Training session by GSA for floor captains and alternates scheduled for 1:00 PM on December 11. FPS providing the training and team identification material. The meeting scheduled for Wednesday, Dec 5, with Building engineers and facility management to discuss fire alarm system was cancelled by the owner's management team representative.
Parking:	<ul style="list-style-type: none"> ▪ Because of the continuing threat situation, we anticipate vehicle searches will be a required continuing function. We are seeking cost, design and availability information for placing a guardhouse at

	<ul style="list-style-type: none"> the entry to the garage. ▪ Assisted Management with VIP parking for a special event.
Security Smart Cards	<ul style="list-style-type: none"> ▪ The ED ID issue process began Nov 29, working alphabetically. Now in the C's, doing 50 at a time. Plan to do a spot check, possibly January of all employee's ID. The Department is tasked to collect GSA ID Cards.
Incidents	<ul style="list-style-type: none"> ▪ None reported this period
Area Security	<ul style="list-style-type: none"> ▪ Follow up by the UCPM and the representative of the new building owner, Cambridge Asset Advisors, and neighboring buildings to discuss area security will not be scheduled until after the new year.

Week Ending December 18, 2001

ITEM	COMMENTS
Access Control:	<ul style="list-style-type: none"> ▪ These issues continue: ▪ Ninth Floor Computer room: Neither the electric strike nor the ADA door opener have been installed. ▪ Elevator lobby door on dockside - both the electric strike and door opener have not yet been installed. ▪ Elevator lobby door on the Accenture side, the lock is on the wrong side, access needs to be secure from the hallway side not the elevator side. GSA has been notified - Maria Pantin. Jullien Ent. Technicians are in the building installing equipment where they can. ▪ The lobby desk is in place Centex to drill holes and add grommets. The belt on the X-ray machine has been repaired.
Occupant Emergency Plan & Fire Alarms:	<ul style="list-style-type: none"> ▪ Training session by GSA for floor captains and alternates scheduled complete. We have started issue of GSA provided flashlights and team identification devises. Placards provided.
Security Smart Cards	<ul style="list-style-type: none"> ▪ The mass ED ID issue process began Nov 29, and will end at the end of this week.
Incidents	<ul style="list-style-type: none"> ▪ None reported this period although we were alerted to the possibility that two laptops are unaccounted for at this time. Discussed theft of lunches and drinks and possible response tactics with Richard Maron of ED and the FPS.

December 19, 2001 to January 1, 2002

No reports provided during the holiday season.

Week Ending January 08, 2002

ITEM	COMMENTS
Access Control:	<ul style="list-style-type: none"> ▪ Ninth Floor Computer room the electric strike installed ▪ Elevator lobby door on dockside - the electric strike and door opener installed. ▪ Elevator lobby door on the Accenture side, installed ▪ The lobby desk in place and operational ▪ Front lobby door card reader and intercom in work. Coordination between GSA, Jullien Ent. and Centex
Security Alert Level	<ul style="list-style-type: none"> ▪ Level 4 security. According to Dept of ED, no change anticipated next six months. ▪ Current plan is to continue the guard service staffing and post assignments at the current level.
Projects - Pending	<ul style="list-style-type: none"> ▪ Temporary heated booth for UCP3 parking guard. ▪ Loading Dock X-ray machine and Magnetometer on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. ▪ Revised Lobby Layout (including Training Center Access)
Department of Education Identification Card.	<ul style="list-style-type: none"> ▪ (This is the blue identification card not the Campus Smart Card.) ▪ Primary schedule completed. Three make up days scheduled this week. ▪ New Department of Education identification cards issued. ▪ Badge check day to be scheduled - Both badges will be checked, all employees not having one or both badges will be required to obtain the badge that day.
Incidents Reported	<ul style="list-style-type: none"> ▪ Employee reported that her purse was stolen during visit to Union Station. Loss did not occur at UCP3. The purse contained paper Transit Benefits Checks. ▪ Report of repeated food thefts on second floor. Formal report to be filed.

Week ending January 15, 2002

ITEM	COMMENTS
Security Alert Level	<ul style="list-style-type: none"> ▪ 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 installation cost estimate from Jullien Ent. ▪ Campus card reader in place at the garage entry ramp. Waiting for Centex's vendors to provide power to operate the door. ▪ Motion detection capability installed to monitor driveway. ▪ Motion detection order received by Jullien Ent. Installation expected within two weeks.

	<ul style="list-style-type: none"> ▪ Main access control server has been down for the past week. Warranty service requested. Delay in service encounter due to a contractual issue. Issue resolved with aid of Tony Williams Acquisitions and contracts.
Projects - Pending	<ul style="list-style-type: none"> ▪ Temporary heated booth for UCP3 parking guard. Obtained a cost proposal from GSA's vendor Porta-King. We will need to obtain approval from the landlord (property owner), and the National Capital Planning Commission National to place this structure. ▪ Loading Dock X-ray machine and Magnetometer remains on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. ▪ A plan for a revised Lobby Layout (including Training Center Access) has not yet been provided by the Department of Education.
Department of Education Identification Card. and GSA ROB 3 issued Identification Card.	<p>(This is the blue identification card not the Campus Smart Card.)</p> <ul style="list-style-type: none"> ▪ Primary schedule completed. ▪ Badge check day to be scheduled - Both badges will be checked, all employees not having one or both badges will be required to obtain the appropriate badge that day. The GSA Cards must be returned. As an exception, we learned that some SFA people might need to keep their access authority to ROB 3. This situation should be handled on a one to one basis.
Incidents Reported	<ul style="list-style-type: none"> ▪ A visitor presented an invalid Virginia State Vendors License Identification Card in an attempt to gain access to the building. The Identification Card was confiscated and turned over to FPS. Entry was subsequently permitted when other valid identification was provided.