TO: SG1J

FROM: ████████████████████

THRU: PAG-TA

SUBJ: ACTIVITY REPORT FOR FEBRUARY 1994

DATE: 28 FEBRUARY 1994

1.   (U)   The following activities were accomplished by myself during the month of February 1994.

2.   (U)   Move to Building 2845:

- Met with ████████████████ of DAL-2B at the DIA warehouse storage facility in Virginia. Purpose of the meeting was threefold: 1) to discuss DIA/GSA regulations concerning the acquisition of new furniture for Building 2845; 2) to look over the current GSA price list for same; and 3) guidance on completing Purchase Requests (DIA Form 520) within the DIA/GSA system.

- Submitted DIA Forms 520 to PA concerning new furniture on 9 February 1994.

- Met with ████████████████ of Ft. Meade engineers to conduct asbestos tests of Room 120 within Building 2845 prior to repainting of said room.

- Met with two individuals from the Property Book Office, Directorate of Logistics, Ft. Meade concerning status of property hand receipted from Ft. Meade as well as procedures for turning-in access items.

- Conducted a walk-through of Building 2845 to determine status of previously submitted work orders and extent of repairs accomplished to date.

3.   (S/NF)   Projects:

- Conducted one formal operational project.

- Self-initiated and conducted several personal proficiency training sessions during the month of February.

4.   (S/NF)   Training:

SG1J

- Suggested initiation of a Proficiency Training Program for the viewers in order to maintain their "edge" during operational "down times". Idea accepted by activity chief and responsibility to head program given to ████████████

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5. (S/NF) <u>Foreign Assessment:</u>

    - Ongoing evaluation of material acquired by this office
    applicable to my assigned area of interest.

6. (S/NF) <u>Other:</u>

    - Suggested to activity chief that it would be in DIA's best
    interest if this office send one of our personnel to monitor
    a former staff member of PAG-TA who is involved with the
    upcoming TREAT Conference in Virginia Beach, Virginia.

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