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TO: PA SG1J
FROM: [REDACTED]
THRU: PAG-TA
SUBJ: ACTIVITY REPORT FOR NOVEMBER 1993
DATE: 2 DECEMBER 1993

1. (U) The following activities were accomplished by myself during the month of November 1993.
2. (U) Move to Building 2845:
 - Conducted office space survey within Building 2845; final office and administrative space selection and assignments completed with PAG-TA personnel.
 - Cost Estimate for the construction upgrading of Room 111 received from Ft. Meade Engineers. Cost Estimate packet hand carried to Mr. [REDACTED] DAL-2A, for processing.
 - Face-to-face meeting with [REDACTED] DAC-2 (Physical Security), to discuss requirements necessary to upgrade Room 111 to a SCIF-level facility. Provided [REDACTED] with a courtesy copy of cost estimate packet. [REDACTED], in turn, provided me with copies of the new DCID 1/21 regulation as well as the updated supplement to DCID 1/21 covering the physical security standards for SCIFs and the latest version of the Fixed Facility Check List.
3. (S/NF) Projects: Conducted 5 operational projects involving ten sessions.
 - Included a face-to-face meeting with customer which involved 4 of the aforementioned projects.
4. (U) Foreign Assessments:
 - Attended a two^{day} conference on Non-Lethal Warfare at the Johns Hopkins Applied Physics Lab 16-17 November 1993.
 - Ongoing evaluation of material collected by former branch chief.
5. (U) Training: Participated and completed a "Q-Sort" personality examination as part of the SAIC R&D portion of our mission.
6. (U) Other: On Annual Leave from 22 to 26 November 1993.

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Enclosure 2

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