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**Director of Logistics
Briefing Book**

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1 FEB 1978

OFFICE OF LOGISTICS

FUNCTION: The Director of Logistics (D/L) is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for engineering services; for transportation of equipment and supplies; and for printing and mail and courier services.



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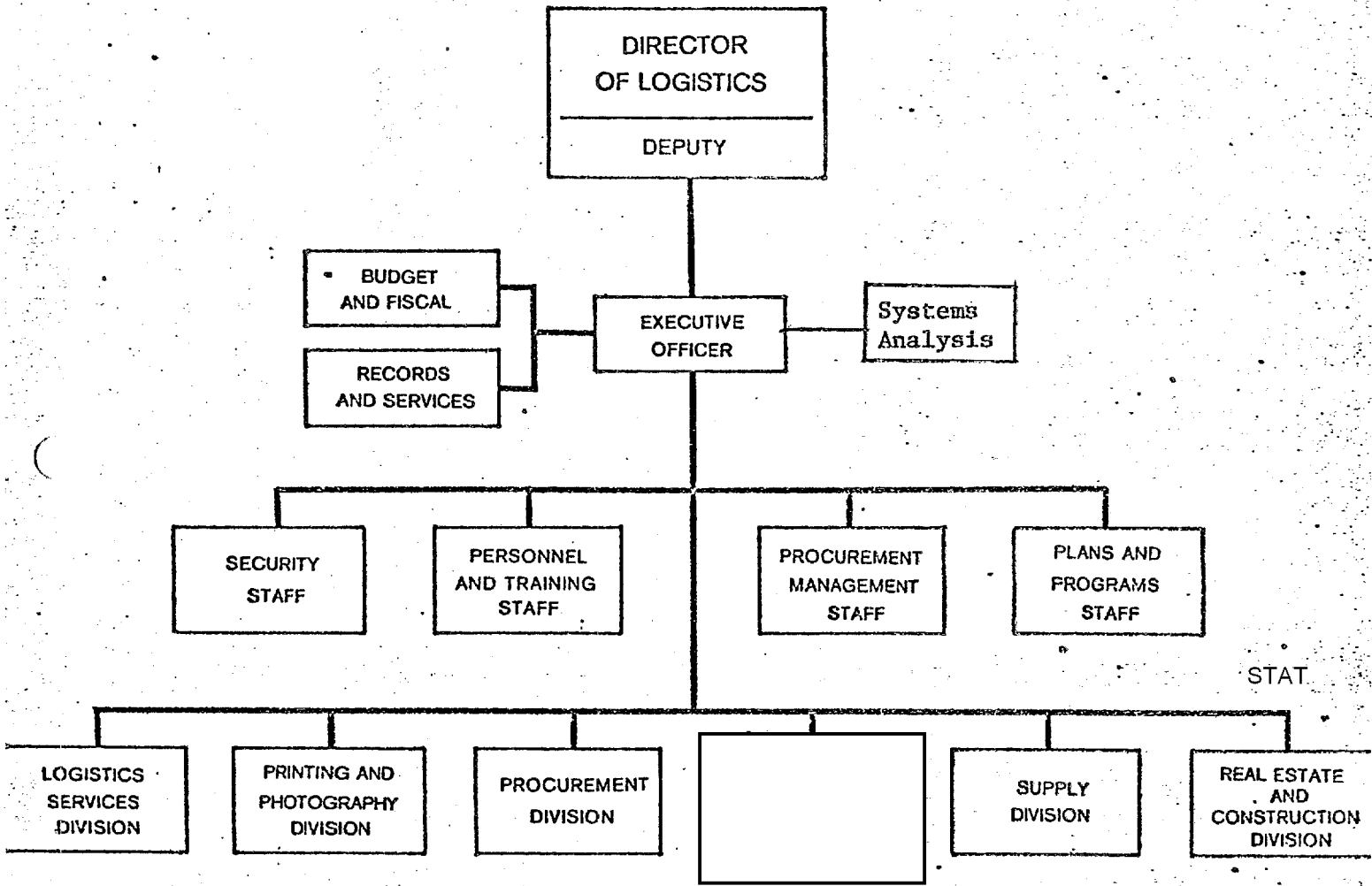
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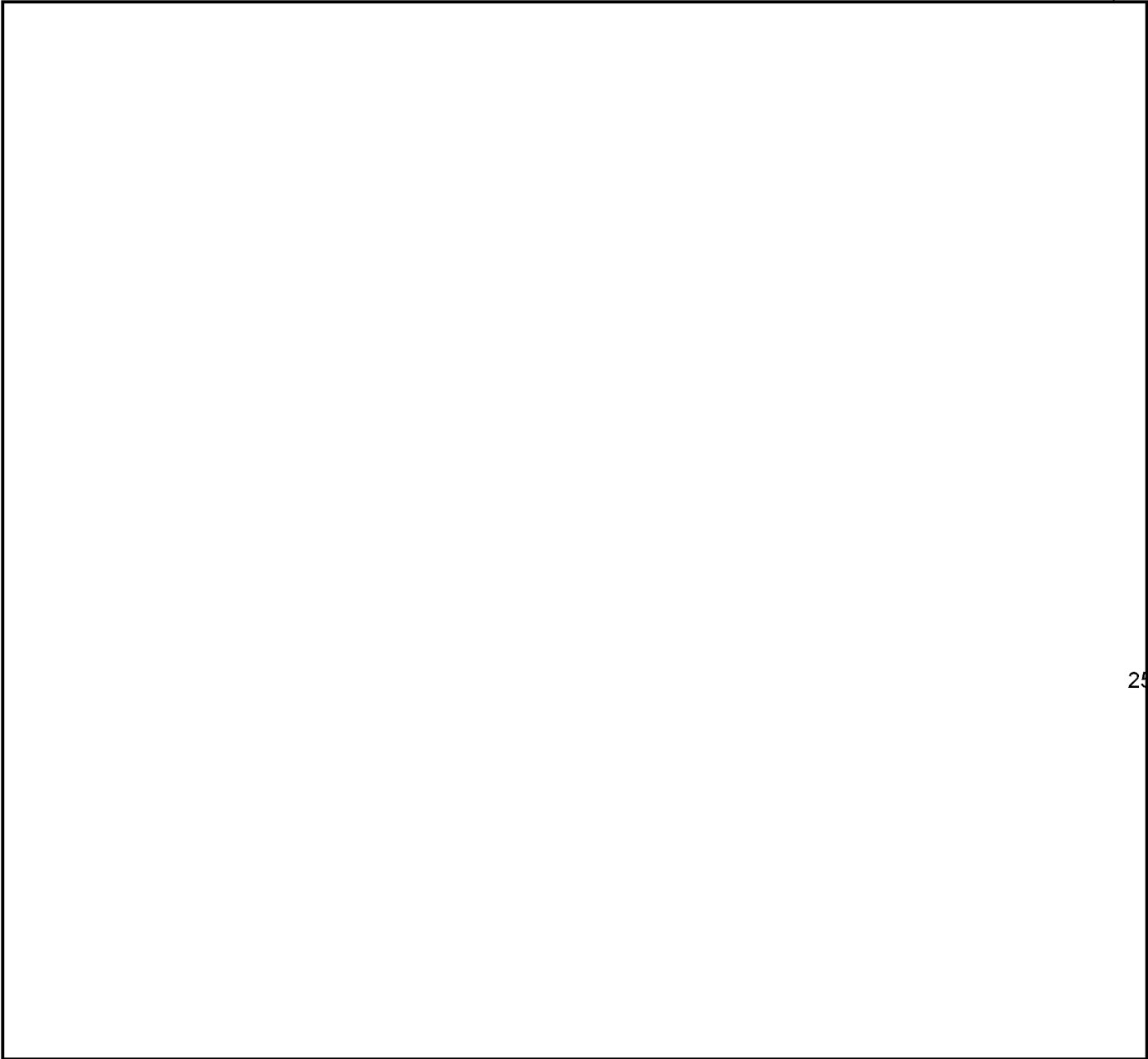


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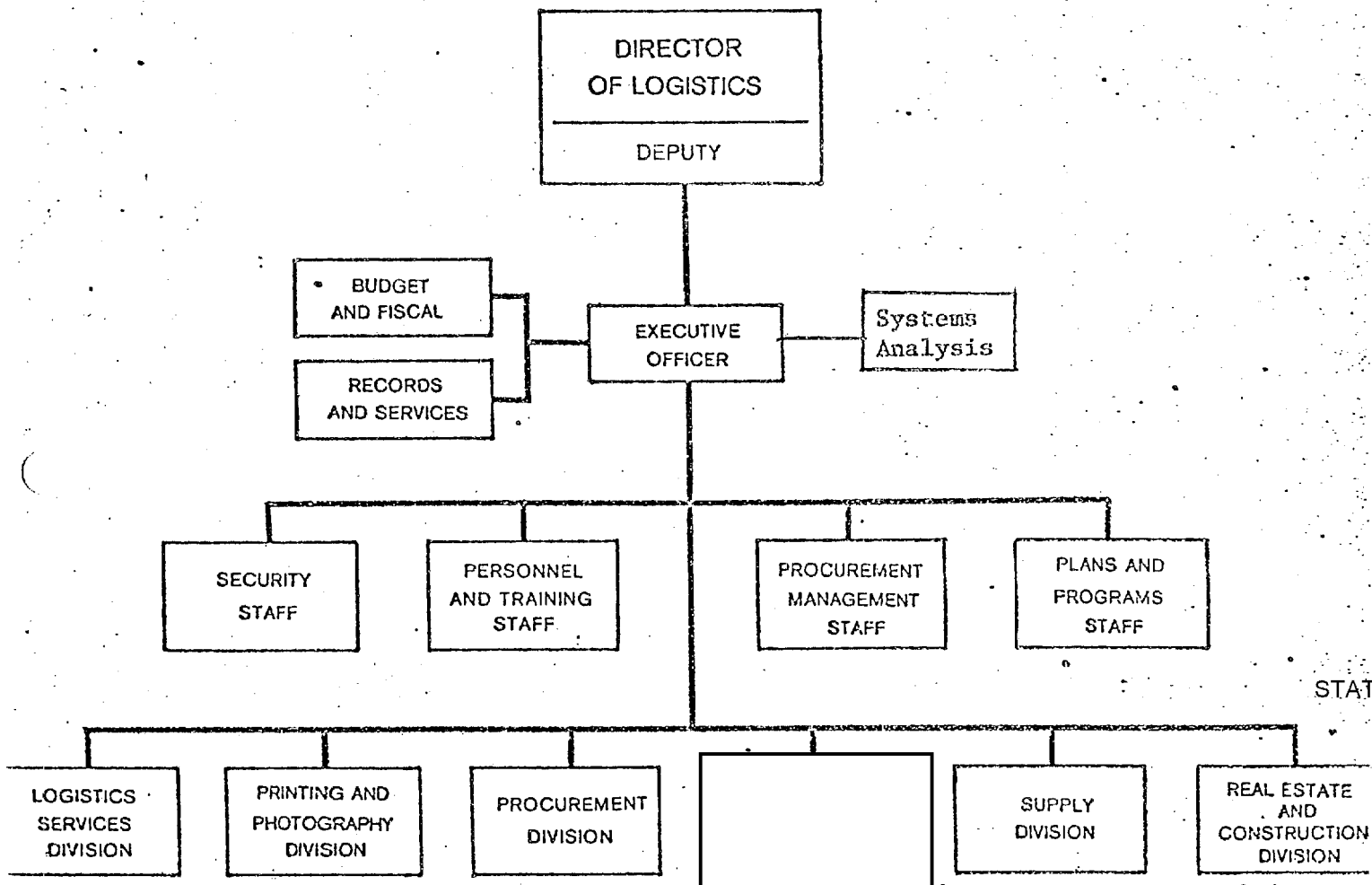
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INTRODUCTION AND CONTENT

The following briefing material is furnished in order to define and delineate the Office of Logistics (OL) functions and activities and has been assembled as it relates to the organizational structure of the Office. Highlights from within the Office of the Director are contained in the first section. Sections two through six contain information on OL divisions-- their responsibilities, significant statistics, accomplishments, and expectations.

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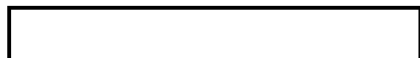
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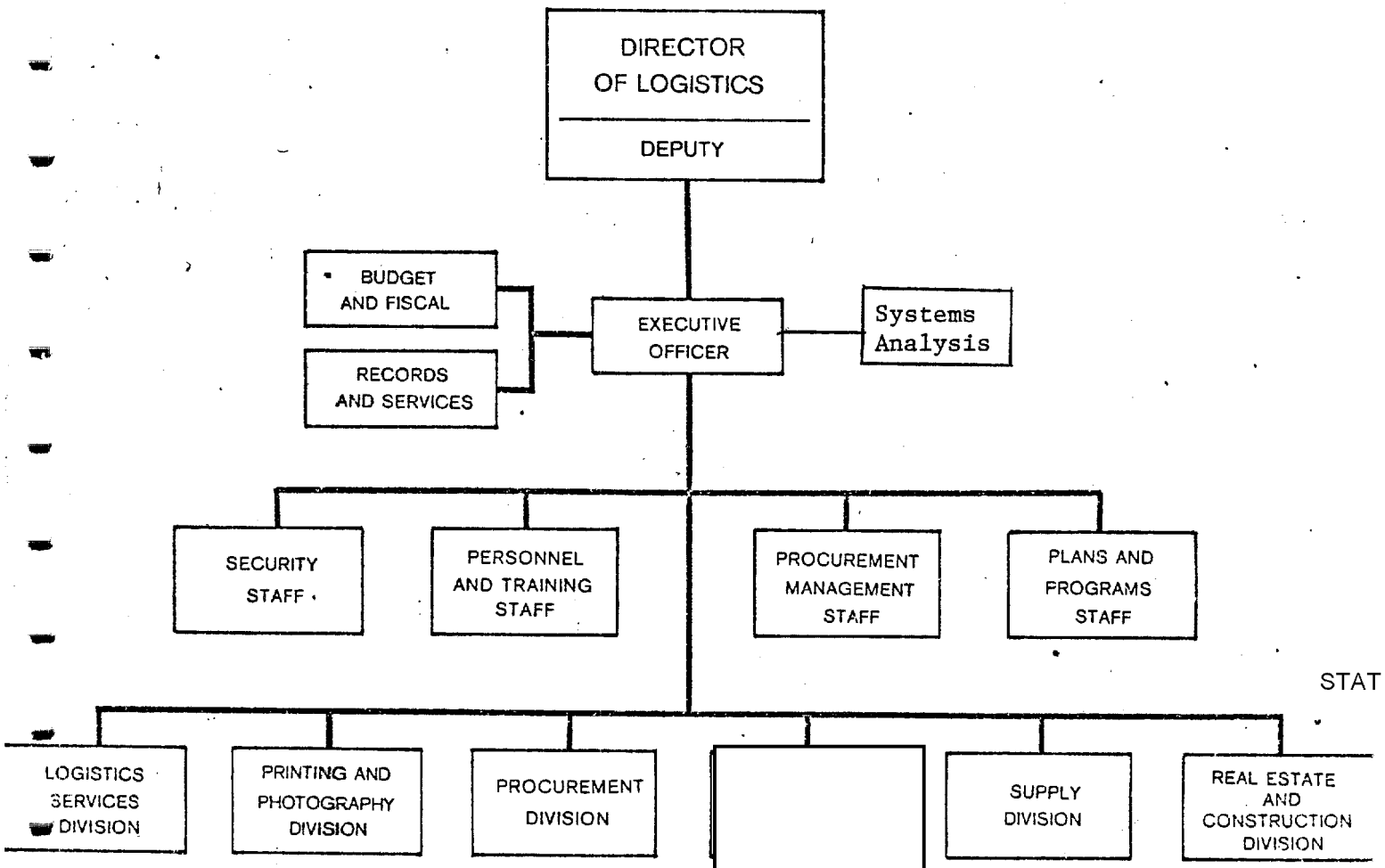


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OFFICE OF LOGISTICS



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RESUME OF FUNCTIONS WITHIN THE
OFFICE OF THE DIRECTOR

In addition to his role as Chief Executive Officer of the Office of Logistics (OL), the Director of Logistics (D/L) is responsible for management of the Agency's logistics systems that support worldwide intelligence production and operations and for management of printing and logistics services provided to all Agency components in the metropolitan area. To carry out these responsibilities, several staffs assist the D/L.

Office of the Executive Officer

Provides support to the D/L in the management and administration of OL and performs other functions as directed by the D/L. Supervises the activities of the Records and Services Branch, the Budget and Fiscal Branch, and the Systems Analysis Branch. Serves as action and focal point officer for responses to inquiries under the Freedom of Information Act, Privacy Act, and inquiries from Presidential and Congressional investigative committees.

Records and Services Branch

Maintains a centralized registry, serves as records manager for OL, maintains official files, controls distribution of all cable traffic for appropriate action, processes and distributes mail, and maintains a document copying facility.

Budget and Fiscal Branch

Provides technical support to the D/L and OL managers in planning, preparation, and execution of the OL budget which funds costs of personnel, operating expenses, and support items of common Agency concern. Provides centralized funds control and issues reports for D/L management of Agency funds for materiel procurement through OL facilities.

Systems Analysis Branch

Conducts independent analysis, design, programming, and implementation of systems dedicated to OL applications with some technical review being coordinated with the Office of Data Processing (ODP). This new branch, which was approved on 12 January 1976, will be concerned with developing the smaller stand-alone OL systems as well as providing enhancements or changes to existing OL systems. Professional positions will be encumbered by ODP careerists on a rotational basis.

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Procurement Management Staff

Monitors procurement policies and practices and implementation of efficient contract procurement systems Agency-wide. Provides staff supervision and administration of selected procurement activities, executes certain contracts, and maintains procurement data and information systems for Agency procurement management purposes. (NOTE: The current activities of this staff are described in detail in Section IV.)

Security Staff

Provides industrial security guidance to Agency procurement officers and contractors. Inspects contractor plants.

Plans and Programs Staff

Identifies, reviews, and recommends improvements in logistics policies, procedures, and operations; develops and implements new logistics programs; provides staff assistance and guidance on all aspects of the logistics systems to achieve more efficient utilization of resources. Participates in special and administrative projects, programs, and functions as directed by the D/L, including claims adjudication, suggestion evaluation, emergency plans, statistical analyses, briefing guidance, military liaison, and MBO activities.

Personnel and Training Staff

Provides adviser and recorder service to the D/L and to the Logistics Career Panels on rotations, promotions, development, and use of personnel within the Logistics Career Sub-group; provides employee guidance on career planning, problems, and benefits, including retirement; provides a training capability within OL; maintains comprehensive, specialized personnel data for use in personnel management decisions.

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OFFICE OF LOGISTICS
BUDGET AND FISCAL BRANCH
FUNDING OF AGENCY PROPERTY

The current Agency MPA/PRA system was established almost 21 years ago. The MPA/PRA system then established met the legal requirements levied on each Federal agency to assign and maintain monetary values on its personal property assets. At that time Financial Property Accountability (FPA) was established to reflect the monetary value of both property in the custody of users and property held in inventory for future use. Initially, FPA policy provided that all materiel accessions, disposals, transfers, etc., would be processed through the FPA system. As a result, the MPA/PRA system encompassed all materiel transactions worldwide. All acquisition obligations for materiel, whether procured locally or by Headquarters, were charged against MPA and inventory issues were charged against PRA.

In July 1970, a major change occurred when the Agency's FPA policy and procedures were amended with respect to stations designated as FPA Type II or Type III. At these stations all property in their custody is considered to be held for current consumption. The effect of this FPA change was to eliminate the need for MPA at Type II and III designated stations since obligations for all materiel procured locally were recorded as direct charges to the allotment of the operating component. It also reduced the scope and amount of the installation's PRA since PRA is required only for materiel requisitioned from Headquarters.

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OFFICE OF LOGISTICS
SYSTEMS ANALYSIS BRANCH

1. The Office of Logistics (OL) has established the Systems Analysis Branch (SAB) under the Executive Officer (EO), OL. This branch is established to provide the OL with an ADP development capability. The SAB acts as a consulting facility for all OL divisions and is charged with the responsibility for developing automated procedures and systems for OL. Its products are feasibility studies, project proposals, systems designs and applications programs. The branch is composed of professional computer analysts and programmers assigned by the Office of Data Processing (ODP) for 2 and 3 year rotational assignments. The SAB is also responsible for the maintenance of existing OL ADP computer systems.

2. The SAB has made major enhancements and modifications to the Inventory Control System (ICS). The ICS has been modified to allow OL customer offices to use the ICS data base for identification and/or status information for cognizant items (OTS, OC). There have been substantial edits added to insure the accuracy of PRA data. The SAB has automated the month-end cutoff to allow the balancing of inventory records through a GIM procedure executed by the Headquarters Data Access Center. The SAB made ICS modifications allowing the identification of the procurement action unit and the OL control number for items being procured by Procurement Division (PD) and recorded in the ICS. Through SAB consultation the Supply Division (SD) has increased its use and knowledge of the ICS. This new system knowledge has led to more requests for enhancements and programs dealing with stock management. The SAB has a primary applications programmer assigned to the ICS. He is responsible for all enhancements and maintenance to the system.

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3. Systems completed or being maintained by SAB are:

Inventory Control System (ICS)
Contract Information System (CONIF)
Defense Logistics Supply Center System (DLSC)
Electronic Text Editing and Composition
System (ETEC) (Support Only)
Electronic Processing Intelligence Composition (EPIC)
EPIC conversion to ETEC
SCRIPT to ETEC conversion
Agency Weapons Control System (AWCS)
Standard Level User Charge Reports (SLUC)
Computer Run on Agency Metropolitan Space (CRAMS)
PRA Tracking System (PRATS)

4. Systems under development:

Agency Equipment Monitoring and Maintenance (AEMMS)
Federal Automated Requisitioning (FAR) System
General Procurement Branch automation

[Redacted]

ICS File redesign
Assistance to OSO on Stock Management project

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5. The SAB has allocated a specific work order for consultation. Each division is invited to discuss any problems or any projected automation plans. The SAB is an OL asset and can best be used in the planning environment.

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OFFICE OF LOGISTICS
PROCUREMENT MANAGEMENT STAFF
RESPONSIBILITIES

1. (U) Function as the principal staff to the D/L in all matters relating to those procurement functions which have been delegated to the D/L such as:

*a. Serving as principal advisor and consultant to the Chairman, Agency Contract Review Board, and assume the duties of the chairman in his absence. Provide services as a secretariat to the Board.

*b. Serving as the senior Agency representative on all governmental and industrial committees concerned with procurement.

2. (U) Provide administrative oversight for those Agency procurement functions which have been delegated to the D/L and coordinate such other procurement functions as directed from time to time such as:

*a. Serving as the Chairman, Procurement Policy Panel.

*b. Interviewing and recommending potential candidates for inclusion in the procurement career system. Serving as a member of the Logistics Career Service Board to develop recommendations on rankings of personnel, assignments, and training and review recommendations of subpanels.

3. (U) Exercise contracting officer authority on special programs, as directed by the D/L.

4. (U) Provide services of common concern to those elements of OL, the several decentralized contracting teams, and other Agency components concerned with procurement.

5. (U) Supervise and administer the Procurement Management Staff, OL, as necessary.

*Those functions identified in the previous sections with an asterisk shall be handled personally by the C/PMS and may not be delegated without the approval of the D/L.

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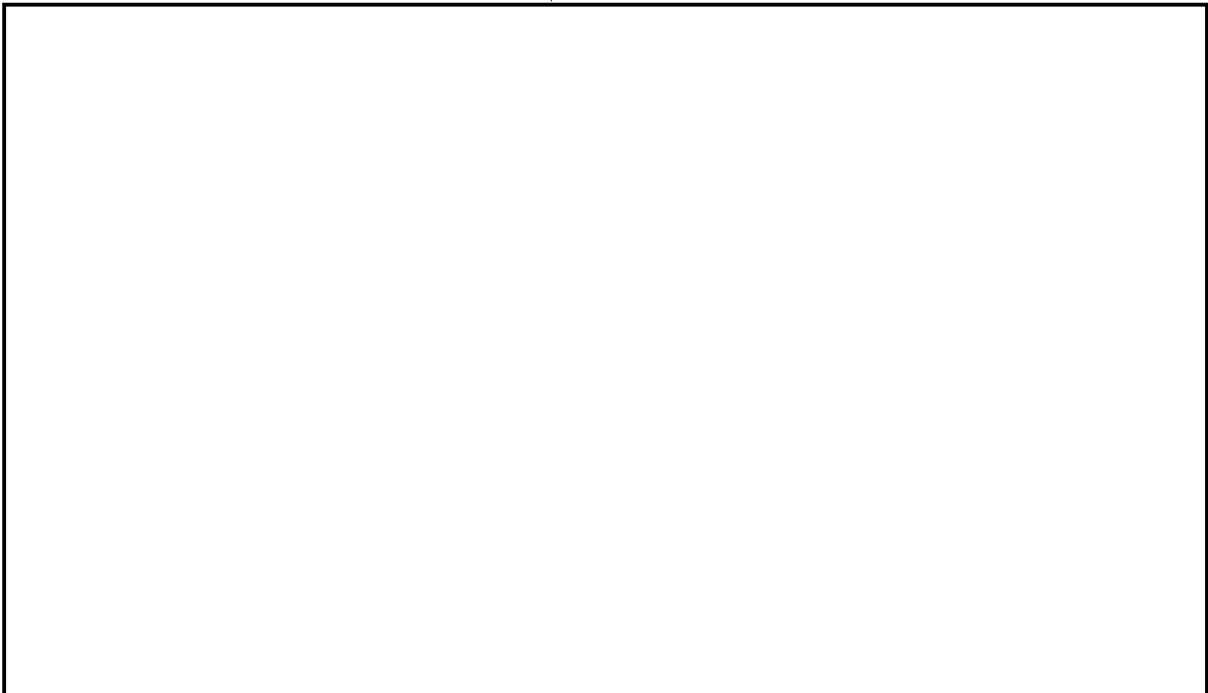
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OFFICE OF LOGISTICS
PROCUREMENT MANAGEMENT STAFF
SIGNIFICANT ACHIEVEMENTS
TQ AND FIRST SIX MONTHS FY 1977

1. (U) Interface with the Office of Federal Procurement Policy (OFPP), OMB and the Office of Federal Management Policy, GSA: Mr. Hugh Witt, Administrator for the OFPP, on 12 August 1976, granted the CIA an exemption from the applicability requirements of Section 5.a. of OFPP Regulation No. 1 and authorized that the Agency may follow the ASPR to the maximum practicable extent instead of the FPR except in those areas where the FPR is applicable to all executive agencies; OMB Circular A-109 on Major Systems Acquisition, a directive of current significance and originally under cognizance of PMS was transferred with responsibility being assumed by the Agency Comptroller; PMS continues to receive numerous proposed changes to FPRs requesting related Agency comments and positions.

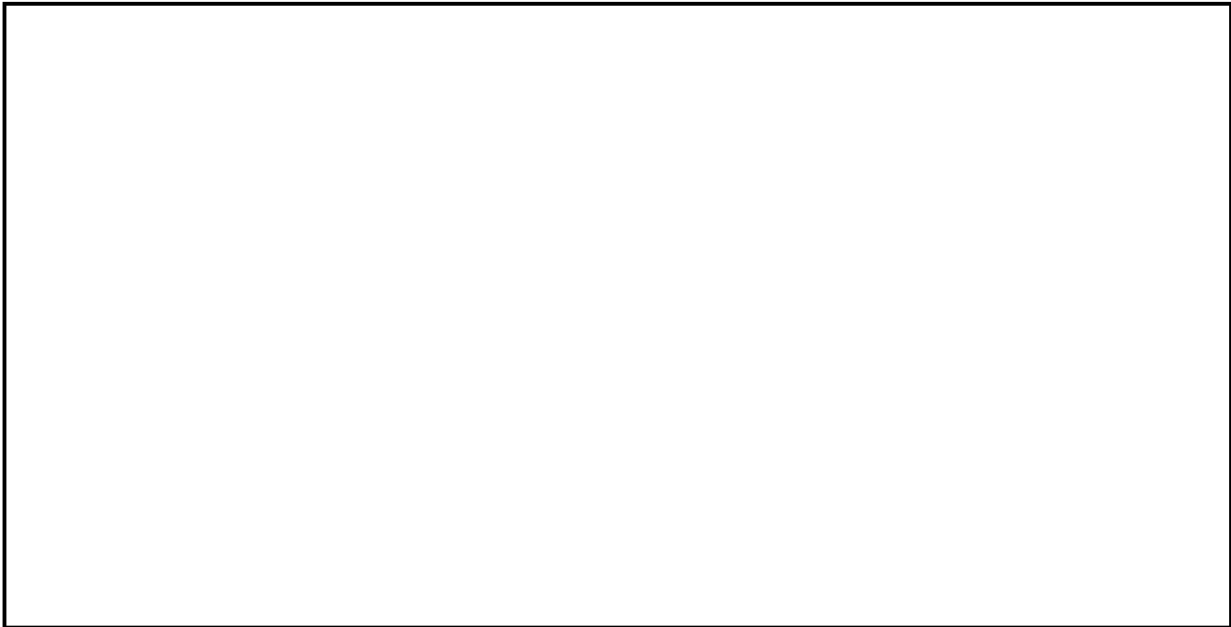


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b. Big Business/Small Business: Using FY 1976 data, an analysis disclosed that Agency contract award actions to small businesses totalled 63% with related dollar ratio being 24%.

c. Sole Source/Competitive Business: Using FY 1976 data, the analysis disclosed that sole-source procurement activity totalled 58%; the 42% balance being competitive.

d. Government-Owned Property: Agency funded Government-owned property in the possession of Agency contractors was valued [redacted] at the end of FY 1976 as reported to the Director of Finance.

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5. (C) Agency Contract Review Board

a. A major revision to [redacted] on the ACRB was effected whereby the valuation was set at \$300K for contracts/amendments and \$45K for overruns vice \$150K and \$22.5K. Significantly, all waivers for production, external analysis or any other contracts were discontinued.

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b. Planning and administrative support was provided for nine regular meetings of the Contract Review Board during the TQ and the first six months of FY 1977 with cases deliberated totaling 11 and 13, respectively.

6. (U) Procurement Policy Panel Meetings:

a. Four sessions were held during this period, all at

[REDACTED]

b. During one of the sessions, an outside speaker (from DCAA) was invited to present a very informative talk on DPC 76-3 defining DoD's new profit policy [REDACTED] [REDACTED] entitled "Cost of Money as an Element of the Cost of Facilities Capital."

7. (U/AIUO) Procurement Notes:

a. During the TQ and FY 1977, seven Procurement Notes were issued and many others were revised.

b. Significant among the Procurement Notes issued was No. 98 on The Contract Action and Documentation Supporting Obligations, to facilitate compliance with 31 USC 200. Extensive staffing with the Office of Finance and the Office of General Counsel occurred.

[REDACTED]

9. U) Project Officer in Contract Cycle (POCC) Course: Responsibility for conducting the POCC course has been assumed by OTR effective February 1977.

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10. (U) Employee Conduct-Gratuities: The Director of Logistics issued to all Logistics procurement and contracting personnel a memorandum outlining acceptable and unacceptable practices in performance of official duties, especially, in relationships with non-Government personnel.

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15 July 1977

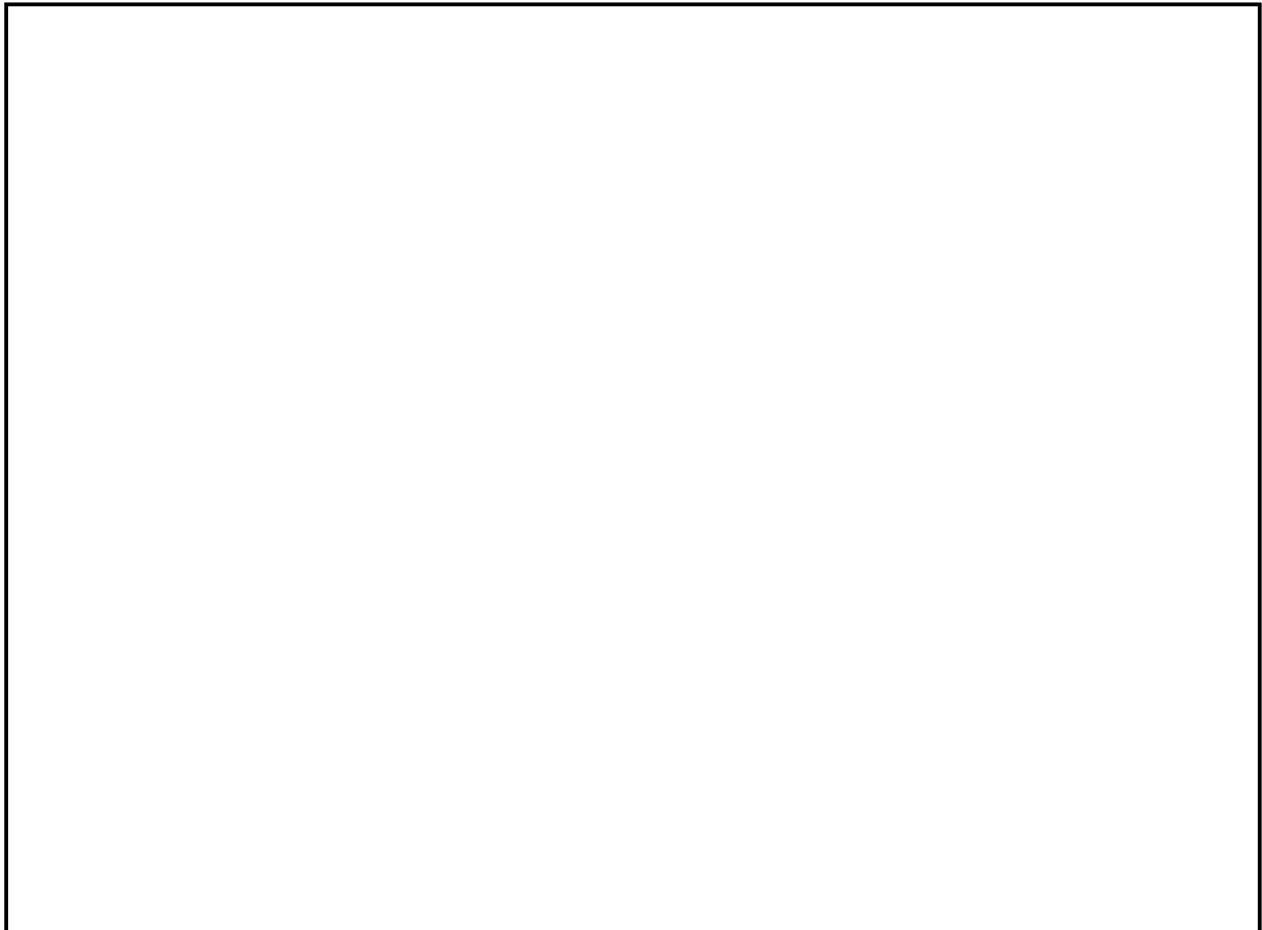
OFFICE OF LOGISTICS

PROCUREMENT MANAGEMENT STAFF

EXPECTATIONS AND ACCOMPLISHMENTS FIRST SIX MONTHS

FY 1977

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3. (U) Procurement Regulations Review: Have completed review on many Agency regulations on procurement and revised them as necessary to make them consistent to the maximum practicable extent with Armed Services Procurement Regulations. Effort still in process on others.

4. (U) Boiler Plates: Printing and reproduction of Agency contract boiler plates will be converted to the new ETECS system to facilitate future issuances.

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OFFICE OF LOGISTICS
PLANS AND PROGRAMS STAFF
CLAIMS REVIEW BOARD

The Claims Review Board (CRB) receives an average of 10 to 12 claims per month for losses of, or damages to, personal property. The majority of these claims consist of losses and/or damages incurred during PCS movements of household effects. Other recent claims have resulted from fire, automobile accidents, and theft.

As of 31 March 1977, CRB had 22 claims in the various stages of processing. During the first 6 months of FY 1977, 67 claims totaling \$102,763 were settled for \$81,903 and 11 cases totaling \$4,599 were denied based on not being incident to service; not reasonable, useful, or proper; or negligence on the part of the claimant.

CRB has a few claims resulting from abandonment of personal property in Vietnam remaining to be resolved. We assume that we have received the last of the Vietnam claims since the statutory time limit on submission has lapsed. CRB was notified in the spring of 1977 of a partial recovery of one Vietnam claimant's effects. This recovery has been settled by reimbursement to the Agency for those goods recovered.

The most significant administrative policy change during the past year is the board's use of the Consumer Price Index to reflect the replacement value of items at the time of loss or damage.

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OFFICE OF LOGISTICS
PLANS AND PROGRAMS STAFF



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15 July 1977

CIA PERSONNEL COMMITMENT TO LOGISTICS FUNCTIONS AS OF 30 JUNE 1977

POSITIONS COMMITTED TO OFFICE OF LOGISTICS

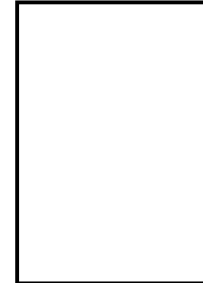
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FY 1977

Logistics Career Positions Assigned to the
Office of Logistics

Non-Logistics Career Positions Within the
Office of Logistics

Total Authorized Positions of the
Office of Logistics



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LOGISTICS CAREER POSITIONS ASSIGNED BY FUNCTION

Headquarters Support

Logistics System

Operating Components - Headquarters, U. S. Field,
and Overseas

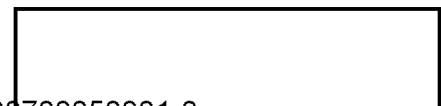
Total Logistics Career Positions Within the Agency



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OFFICE OF LOGISTICS

CAREER PANELS

The overall responsibility for the administration of career management of the Office of Logistics (OL) lies with the Logistics Career Service Board (LCSB) and the panels. The LCSB is comprised of the Deputy Director of Logistics as chairman and the Executive Officer and division and staff chiefs as members.

The Board's responsibilities include the rotation and ranking of GS-14s as well as systems analysts and other personnel who are in a staff assignment. The LCSB is also responsible for advising the Director of Logistics (D/L) on policy matters and reviewing and advising the D/L on panel rankings for promotion and rotation. Chief, Personnel and Training Staff, acts as recorder and advisor.

The panels, whose members are chosen based on their objectivity and knowledge of OL and its people, are broken down by functional categories as indicated below. Gradewise, they have responsibility for employees GS-06 through GS-13 with primary emphasis on rotations, reassignments, and annual rankings. Employees in grades GS-05 and below are also included if they have more than 3 years service.

- a. A Panel - clericals (GS-06 through GS-09);
- b. M Panel - procurement officers and contract negotiators;
- c. P Panel - printing and photography employees;
- d. R Panel - architects, engineers, maintenance supervisors, real property officers, and other personnel whose functional areas are real estate, engineering, and maintenance;
- e. S-1 Panel (GS-10 through GS-13), S-2 Panel (GS-06 through GS-09), and S-W Panel (wage board employees except Printing and Photography Division employees who are the responsibility of the P Panel) - all S personnel are in the supply, transportation, ordnance, and cataloging areas of Supply Division; area divisions; and most overseas supply and general OL positions.

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OFFICE OF LOGISTICS

EMPLOYEE COUNSELING

All employees of the ML Career Subgroup have been advised and encouraged to contact any of the following if they wish career counseling: (1) Director of Logistics (D/L); (2) Deputy Director of Logistics (DD/L); (3) their division or staff chief; (4) panel chairman or any panel member; and (5) any member of the Personnel and Training Staff. They are particularly encouraged to discuss their annual ranking but are generally not required to do so. Should they fall into the lowest category, they will be counseled by the division or staff or the D/L or DD/L.

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OFFICE OF LOGISTICS

TRAINING

1. Training continues to be an integral part of Logistics management planning and resource allocation. Our training policy is to sponsor any training that contributes to the employees' overall professional development. Approved requests for FY 1976 external training number [] and represent attendance at local colleges and universities, vendor technical courses, Government courses at military bases, courses through the General Services Administration and the Civil Service Commission, attendance at professional meetings, and commercial management courses. Four Logistics careerists were sponsored for full-time academic training during FY 1976. Training funds obligated for FY 1976 total \$60,000. Internal training requests approved during FY 1976 number 829 and cover the full spectrum of courses offered by the Office of Training. In addition to the foregoing, Logistics continues a program of internal cross management training.

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2. The Logistics Officer Trainee (LOT) Program is the Logistics equivalent of the Agency's Career Training Program. Criteria for selection to this program is a college degree, substantive work experience in a related field, potential to rise to middle management level, and ability to travel as directed. The purpose of the LOT Program is to maintain a constant input of young professional employees to the Logistics Career Subgroup by recruiting from a variety of educational and work experience backgrounds--both internal and external. Since May 1974, [] persons have completed the LOT Program (including one Black, one Hispanic, and one woman), and one new applicant will EOD 15 August 1977 to enter the Program. We are increasing our efforts to recruit qualified minorities for our LOT Program.

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OFFICE OF LOGISTICS

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

1. Managerial Commitment to EEO

The main thrust of OL's current EEO program has been an accelerated effort to make managers and supervisors more aware and knowledgeable of their responsibilities in the overall EEO area. The EEO Seminar (now Management for Equality of Opportunity) has been emphasized, and OL continues to have more careerists waiting for acceptance to the seminar than can be admitted by the Office of Training (OTR) because of limited class space.

During the spring of 1977, the OL EEO Officer held 15 small group sessions with various OL components. Approximately 330 careerists attended these sessions, which covered the Agency complaint system and clarified the differences between complaints and grievances. Further information was presented to the employees about the overall EEO program in the Agency and OL's participation in EEO.

During the May 1977 Logistics Conference, a 1-hour presentation was given covering those items of concern voiced by OL employees during the earlier sessions. Additional information was provided the conference attendees relating to minority and female representation, fear of reprisal, fitness reports, and training policies.

In the spring of 1977, OL had one presentation of the Performance Evaluation Workshop. Four additional runnings were scheduled during the spring of 1977; however, these have been delayed by OTR and rescheduled for this fall. A total of 125 OL supervisors and managers are currently programmed for this training.

2. Development of Female Employees

During FY 1977, 13 OL women have been transferred to higher position levels in the professional field GS-09 through GS-12. Advancement of women in OL during the past year has been marked by the assignments of a GS-11 professional woman to a GS-12 Logistics Officer position overseas; a GS-11 professional woman to a GS-12 Procurement Officer position at a domestic site; a GS-11 professional woman appointed EEO Officer; a GS-09 Hispanic female recruited as a Contract Administrator; and a GS-07 handicapped female recruited as a Technician for the Architectural Design Staff of Logistics Services Division (LSD). Each of these assignments is considered "a first" in OL.

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3. Minority Representation

During FY 1977, OL has hired a GS-11 Hispanic electrical engineer; a GS-09 Hispanic female contract administrator; a GS-07 female Technician for the Architectural Design Staff, LSD; and a black co-op student for the professional photography field of the Printing and Photography Division. OL continues to closely review all minority applicant files with particular emphasis on recruitment of professional engineers to fill vacancies in the Real Estate and Construction Division.

The professional black workforce in OL has significantly increased during the past 3 to 4 years. In 1973, only 12 blacks were at the GS-09 to GS-12 grade levels. Currently, we have 21 professional blacks (20 males and 1 female) GS-09 to GS-12. Additionally, there are 23 blacks at the GS-07 and GS-08 grade level in OL, many of whom are already positioned in professional career ladder jobs. This is an indication of the strong black representation in the OL professional workforce in years to come.

4. Upward Mobility

The OL Upward Mobility Program (Project PACE) was established in 1974 to provide nonprofessional OL careerists at the GS-04 through GS-07 level, or equivalent, an opportunity to perform higher and more complex functions. Project PACE is administered by the OL EEO Officer under the direct guidance of the Director of Logistics. The OL EEO Officer is assisted by the PACE Working Group (PWG), and a member of the Personnel and Training Staff, OL, serves as adviser/coordinator. The PWG works closely with managers and supervisors in planning, developing, and implementing the career growth of deserving OL careerists.

To date, Project PACE has graduated 10 OL careerists, all of whom have been placed in career ladder positions. Three additional PACE selectees are currently in the training cycle, two are nearing completion. One additional PACE vacancy will be made every 6 months in the future.

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OFFICE OF LOGISTICS

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LOGISTICS SERVICES DIVISION

RESPONSIBILITIES

Metropolitan Area Functions:

1. Space planning, design and allocation.
2. Renovations and maintenance of buildings and grounds.
3. Day-to-day liaison with General Services Administration Group Forces, Headquarters Engineering Branch, and Telephone Branch.
4. Move planning and management.
5. Mail and courier service.
6. Area passenger transportation and associated vehicular maintenance.
7. Procurement and distribution of administrative supplies and equipment.
8. Classified waste disposal.
9. Logistical support and implementation of Fine Arts Commission directives.

Special Headquarters Functions:

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2. Parking areas management.
3. Receipt and delivery of supply materials to components within the Headquarters Complex.
4. Pneumatic tube system.
5. Executive dining management.
6. Emergency control center and snow removal.
7. Auditorium (scheduling, equipment, projection technician).
8. Overseeing cafeteria, snack bars, and vending machine operations.
9.

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22 JUL 1977

OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
SIGNIFICANT STATISTICS

Statistics	<u>Oct 75-Mar 76</u>	<u>Oct 76-Mar 77</u>	<u>Increase or Decrease</u>
1. Transportation			
Passengers	137,565	137,903	+ 0.2%
Mileage			
Shuttle	142,446	137,987	- 3.1%
Chauffeur Driven	106,971	100,585	- 5.9%
U-Drive-It	46,504	49,250	+ 5.9%
TOTAL	295,921	287,822	- 2.7%
2. Courier Service			
Regular Runs	12,493	12,451	- 0.3%
Special Runs	3,565	3,899	+ 9.3%
U.S. Mail (Pieces)	195,068	178,449	- 8.5%
CIA Mail (Pieces)	1,401,812	1,336,773	- 4.6%
3. Classified Trash (tons)	934		
4. Work Orders	1,268	1,114	-12.1%
5. Supplies Issued			
Daily	\$4,789	\$4,688	- 2.1%
Expendable	\$3,900	\$3,530	- 9.4%
Non-Expendable	\$ 889	\$1,158	+30.2%
6. Carpet (Square Yards)	6,392	9,207	+44.0%
7. Pneumatic Tube Traffic (Carriers)	918,390	935,109	+ 1.8%

25X1



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15 JUL 1977

OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
METROPOLITAN AREA SPACE BY COMPONENT

DCI
DD/I
DD/O
DD/A
DD/S&T



25X1

NOTE: The above figures reflect gross square footage assignments by components as reflected in the 1 June 1977 CRAMS report.

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1 AUG 1977

Energy Conservation Program
Headquarters Building Compound

Overall Reduction in Electricity Consumption

	<u>kW Hours</u> <u>Oct 75-Mar 76</u>	<u>kW Hours</u> <u>Oct 76-Mar 77</u>
Total Reduction		

Overall Reduction in Fuel Oil Consumption

	<u>Gallons</u> <u>Oct 75-Mar 76</u>	<u>Gallons</u> <u>Oct 76-Mar 77</u>
	914,192	1,019,996

Summary of Vehicle Fuel Consumption

	<u>Gallons</u> <u>Oct 75-Mar 76</u>	<u>Gallons</u> <u>Oct 76-Mar 77</u>	<u>Percent</u> <u>Change</u>
Gasoline:			
* Hqs. Area	103,768	90,889	-12.4
STAT 	<u>10,155</u>	<u>10,986</u>	+ 8.1
TOTAL GASOLINE	113,923	101,875	-10.5
Diesel Fuel:			
* Hqs. Area	-	6,408	-
STAT 	<u>9,932</u>	<u>10,697</u>	+ 7.7
TOTAL DIESEL FUEL	9,932	17,105	+72.2
TOTAL CONSUMPTION IN GALLONS	<u>123,855</u>	<u>118,980</u>	- 3.9

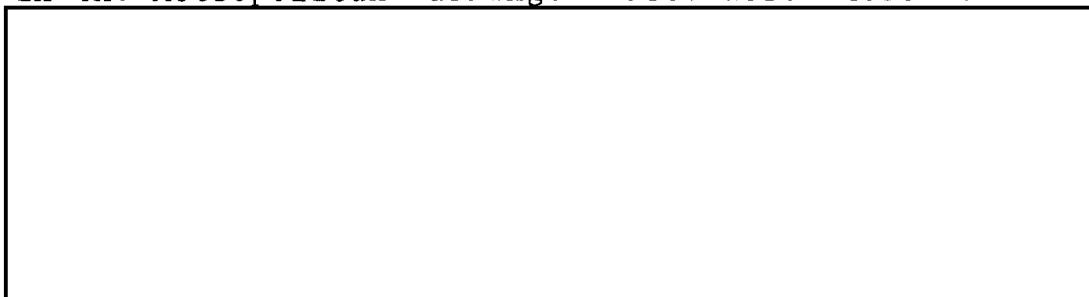
*In April 1976, the Motor Pool Branch, LSD, acquired two Bluebird buses with diesel engines. Consequently, the above statistics reflect a decrease in gasoline consumption which was, in fact, replaced by an increase in diesel fuel usage.

1 AUG 1977

OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
SIGNIFICANT ACTIVITIES - FY 1977

1. Office Space:

a. During the past year, Agency space holdings in the Metropolitan Washington area were increased



STAT

priority requirements and the reconfiguration and relocation program to backfill this space will continue through November or December of 1977.

b. In addition to the many typical office renovations made to accommodate major reorganizations in the DDO, DDI, and expansions to the O/DCI, IG, OGC, and OLC, special designs were completed to provide for the installation of a computer-operated plotter for OGCR, the OWI/TADS computer system, and laboratory/shop facilities for OTS. Further, six mini computer installations were designed to serve DDA/OMS, DDI/OCR, DDO/ISS and the CIA Operations Center. We are currently working on designs for the upgrading of two classrooms for OTR and a long-term space planning program in connection with Projects ADSTAR and SAFE.

2. Move to the Community Headquarters Building:

The relocation of the ICS from several locations in the Headquarters Building into the more centralized environment of the CHB involved work stations and was a major undertaking by any standards. In order to minimize the disruption which commonly accompanies a

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Administrative - Internal Use Only

move of this magnitude, furniture was prepositioned in the building well in advance of the actual move. The placement of this furniture was complicated by the inadequacy of the elevators in the building; consequently, it was necessary to erect an outside elevator secured to the side of the building and move the furniture in through the windows on each floor. The actual move was accomplished over the weekend of 29 April and was limited primarily to safes, files, and miscellaneous items. On Monday morning, the ICS was conducting business as usual, with little noticeable disruption.

3. Headquarters Beautification Program:

Significant improvements have been made with respect to the appearance of the center courtyard and the courtyards visible from the North and South Cafeterias in accordance with plans developed in cooperation with the Fine Arts Commission. Flower plantings will be made three times each year in the center court - spring, summer, and fall providing flowers in bloom during most of the growing season.

4. Furniture Rehabilitation Program:

After suffering several disappointments with this program, we converted to painting the furniture in place using the electrostatic spray process in lieu of shipping the furniture to the vendor's plant and using prefabricated tops. As a result of this conversion, the completion rate has improved and shipping damage has been reduced. So far this year, 1,574 pieces of furniture have been refinished by this process. A large number of these were done in the Ames and Key Buildings.

5. Improvements to External Buildings:

All of the roadways and parking areas on the 2430 E Street compound were resurfaced and resealed this year and extensive repairs were made to the curbing. The appearance of the quadrangle was enhanced by planting additional trees and shrubs. Additionally, 30 picnic tables were procured and placed at the Buildings and the quadrangle at 2430 E Street.

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6. Furniture in Ladies Restrooms:

All of the lounge furniture in the ladies restrooms in the Headquarters Building has been re-upholstered using a vinyl material rather than a fabric. This has not only contributed to a more pleasant atmosphere but the vinyl is stain resistant and easier to clean. Therefore, a bright, clean appearance will be easier to maintain.

7. Headquarters Auditorium:

The 16 millimeter projectors in the Headquarters Auditorium have been converted from electric arc light operation to incandescent bulb operation thereby achieving a considerable reduction in maintenance requirements and operating costs.

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1 AUG 1977

OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
EXPECTATIONS - FY 1978

1. Office Space

a. The space program for the forthcoming 2 fiscal years will revolve around Projects SAFE and ADSTAR, both of which are primarily Real Estate and Construction Division projects. Currently known Headquarters and external building requirements for FY 77 and FY 78 total [redacted] ft. About [redacted] sq. ft. will be recovered in external buildings when projected relocations of the [redacted] are made to non-Agency buildings, leaving a net requirement for new acquisition of [redacted] ft. It is expected that [redacted] ft. may be renovated in Headquarters to consolidate organizations and clear space for the known requirements. The completion of this program, and the orderly execution of the several interrelated moves is, of course, dependent upon the acquisition of additional space in another building.

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b. Another factor which will influence activity in the future is the Table of Organization reduction in the DDO. As these reductions are realized, the space will be tailored to ensure efficient utilization. It should further be noted that any change in Agency functions or change in relationships between functional elements that emanates from the reorganization of the Intelligence Community will, in all probability, dictate additional space reconfigurations and must be addressed when they arise.

2. North Receiving Dock

Feasibility and workflow studies of the North Receiving area are incomplete at this point but two concepts have surfaced which appear to hold some promise. The first is to extend the existing dock platform outward in order to relieve the crowded conditions which frequently develop during loading and unloading operations.

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The second concept calls for the creation of a storage area in the tunnel directly beneath the existing receiving area to which access can be gained through the use of an elevator. Assuming that these concepts hold up under final review and the required approvals are received, construction should begin during the latter half of FY 78.

3. Curbing and Roadway Repairs at Headquarters

Small sections of deteriorated curbing are currently being replaced predominately along the perimeter road near the entranceways to the Headquarters compound. In addition to this, a contract for major repaving and curbing repairs is expected to be awarded in September for completion during FY 78. Following the completion of this project, a flowering shrub arrangement is planned for the safety island located at the intersection of the Route 123 entrance and the perimeter road.

4. Replacement of Trees on Perimeter Road

Hopefully, the herbicide in the soil along the perimeter fence line will neutralize by the spring of 1978 and new trees can be planted. Calla lilies have been planted in the spots where the stumps of the dead trees were removed to determine the residual level of herbicide presence. When it is determined that the soil will support tree growth, new trees will be selected and planted. The tree selection will be based on suitability for the area.

5. Improvements to the Headquarters Auditorium

New carpeting has been selected and ordered for the Headquarters Auditorium and will be installed during the fall of this year. Around the same time, additional aisle lights will be installed to reduce the possibility of tripping.

6. Consolidated Courier Receipt

Efforts toward the development of a consolidated courier receipt started late in FY 76 and continued through FY 77. We anticipate that the final discussions on this matter will be reached in the near future and an introduction date can be established. The introduction

date will depend on procurement lead time and the quantities of existing forms in stock. The actual date will probably occur during the first quarter of FY 78.

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OFFICE OF LOGISTICS
PRINTING AND PHOTOGRAPHY DIVISION
RESPONSIBILITIES

1. The providing, operating, and maintenance of a centralized, general-purpose printing facility, responsive to all Agency document publication requirements. Examples include: intelligence publications (Foreign Intelligence Reports, National Intelligence Estimates, President's Daily Brief, National Intelligence Daily), intelligence memoranda, intelligence reports, handbooks, periodicals, special reports, bulletins, reviews and summaries, multicolor maps and charts, forms and administrative publications, booklets and pamphlets, atlases, cartographic aids, and copying machine or multilith products.
2. The providing of photographic services that include the general categories of: microimagery (computer-output microfilm, microfiche, cartridge microfilm, and roll microfilm), black-and-white and color imagery products, motion picture services, and original photography throughout the Agency.
3. Maintaining coordination with Agency publishing components, the Government Printing Office, other Government agencies, and the private sector.
4. The provision of technical guidance and planning to all Agency components on printing and photographic concerns.
5. The provision of artistic support to Agency components through the preparation of graphics and visual aids.
6. Maximizing productivity and efficiency consistent with customer requirements, through the application of new technologies available to the graphic arts and photographic industries.

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19 JUL 1977

OFFICE OF LOGISTICS
 PRINTING AND PHOTOGRAPHY DIVISION
SIGNIFICANT STATISTICS

1. General Statistics:

a. Personnel Skills (Trades)		STAT
b. Usable Area (sq. ft.)		
c. Facility Locations (Headquarters Area)		
d. Equipment Value (sum of original purchase price)	\$3,785,717	
e. Main Plant Value (original construction cost)	\$2,256,000	
f. Operating Cost (FY 1977 materials, travel, and contracts--paper, film, chemicals, ink, etc.)	\$1,916,000	
g. Estimated average yearly equipment replacement/supplement cost through FY 1979	\$ 404,000	

2. Production Statistics:

a. <u>Printing</u>	<u>FY 1976</u>	<u>FY 1977 (1st ½)</u>
Main Plant Average Impressions/Month	4,019,104	4,397,910
Main Plant Average Jobs/Month	539	510

* Does not include 6,239 sq. ft. of GSA space in Main Printing Plant

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b. Examples of Photographic Production:

	<u>FY 1976</u>	<u>FY 1977 (1st 1</u>
Motion Picture Film (ft.)	6,611,304+	1,130,419++
Black and White Photo Items	593,095	302,907-
Color Photo Items	139,146	71,059
Microimagery Exposures		
Planetary/Fiche/Rotary	3,681,347	1,685,306
COM	4,189,451	2,283,371

+ Includes 6,054,953 feet of film maintenance
++ Includes 820,913 feet of film maintenance

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19 JUL 1977

OFFICE OF LOGISTICS
PRINTING AND PHOTOGRAPHY DIVISION
ACHIEVEMENTS AND EXPECTATIONS

Achievements: (AIUO) Agency printing requirements are dynamic. Customers routinely demand fast response for the production of publications of increasing complexity and sophistication. P&PD has continued to exploit new technologies and adjust the organizational structure to remain responsive to the Agency's needs. Recent accomplishments include:

1. (AIUO) Customer Education: Four printing seminars have been conducted since May 1976 with over 130 participants from all Directorates of the Agency. The objectives of improving communications between the printer and customers, and providing useful production information to the requesters were achieved through the use of these seminars.

2. (AIUO) Customer Support: On several occasions, production planners from the Main Printing Plant have been detailed out of the plant in order to provide a face-to-face advisory service to customers in the Headquarters Building. Two specific cases involved a planner detailed to the IC Staff for a month, and in another case, a planner was relocated to the Special Printing Plant (SPP) area to provide customer assistance and production liaison during the consolidation of the General Printing Plant (GPP) and SPP and the beginning days of DDI, Publications and Presentations Group (PPG). P&PD also detailed a member of the Composing Branch to work with PPG personnel in designing new publication formats.

3. (AIUO) Electronic Text Editing and Composition System (ETECS):

a. Conversion of Agency Composition from Hot Metal, EPIC and AKI to ETECS

Major efforts have been made this year to convert all typesetting jobs to the ETEC System, especially the recurring jobs such as the IOD tables, EIW tables, Factbook and the FBIS coverage. The purpose is to be more

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responsive, reduce overtime, maintain more control, and to take advantage of the current state of the art.

b. ETECS Operation - 24 hours per day - 6 days per week

In order to take advantage of equipment, people and space, as well as to support DDI/PPG in the production of current intelligence, it was necessary to go 24 hours per day in ETECS. This has proven to be effective in the utilization of equipment and human resources.

c. APS-4 High Speed Phototypesetter in Production

After more than 2 years the APS-4 is now in full Production in the ETECS center. The third generation APS-4 produces a higher quality type, and is approximately 50 times faster than the second generation Photon Pacesetters.

d. Second ATEX System Operational

The second system (a real-time backup system) has been installed and is fully operational.

4. (AIUO) Agency Seal: Through the years, artists' renditions of the Agency seal yielded a symbol that did not conform to the original specifications. The Institute of Heraldry, Department of the Army, was requested to provide artwork of a seal that would conform to specifications, thereby halting the proliferation of the various renditions. The Institute of Heraldry has completed the project; the official version of the seal will be used on all future documents printed in P&PD.

5. (AIUQ) Wage Structure: Authorization has been acquired from the Office of Personnel for the implementation of a new wage compensation structure geared to rewarding Division employees who possess multiple skills. In the printing area, the structure is based on compensating those individuals who are capable of performing in two or more trade crafts. In the photographic area, a system of compensation has been established which is based on the demonstrated qualifications of each photographic employee.

6. (AIUO) Management Information System (MIS): The major elements of the Division's MIS are currently being implemented via the GIM II system. An initial data base for supply and inventory control is currently in use. Another element of the MIS, production control, is in use to record production statistics and man-hour costing. The more elaborate mechanism of production control, which is designed to give job tracking, full costing, and resource allocation, is not yet in operation.

7. (U/AIUO) Photographic Support:

a. Increased Quality/Production of Photographic Roll Paper Prints

STAT After considerable planning, study and involved coordination [redacted] a contract was initiated for a special black and white roll paper printer. This printer, recently received and modified, will provide greater versatility, higher quality printing and increased production capacity.

b. Expansion of Quality Control Procedures

Quality control (QC) of photographic production has been expanded during the past year. While the routine task of processing control continues, more sophisticated aspects of QC tasks have been expanded to improve quality further. These include archival tests for processed film, evaluation of processors, films, papers, chemistries and other expendable items; testing of different manufacturers' products and camera and light source calibrations.

c. Motion Picture Production Support

Three major motion picture films were produced by the DDO and DDA/OTR, requiring extensive use of the Motion Picture Section personnel and facilities. Requirements placed on this section include camera filming, sound recording, editing, printing and processing. Utilization of these facilities eliminated a major cost of production that otherwise would have been necessary by contracting with private production laboratories.

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8. (AIUO) Consolidation of SPP and GPP: On 19 February 1977, the consolidation of the GPP and the SPP was accomplished. This consolidation enabled P&PD to relinquish valuable floor space on the seventh floor in the Headquarters Building, reduce personnel and increase our printing capabilities.

9. (AIUO) Equipment Update: In order to maintain a high level of quality and responsiveness, the following equipment was procured as new or replacement:

a. SPP

(1) Two-color Heidelberg Press

This press, along with the installation of of speed clamps, will reduce the throughput time for multicolor work.

(2) Polychrome Automatic Plate Processor

A Polychrome automatic plate processor was installed in the SPP in June 1977. Prior to the installation of this processor, plates were hand processed. This is a slow process and does not produce the best quality plates possible. The Polychrome plate processor will enable us to increase the quality and speed of our plates processed.

(3) Installation of a Kreonite Automatic 32" Film Processor

Prior to the installation of this piece of equipment, film larger than 24" had to be hand processed. Hand processing is slow and messy and increases the throughput time. The Kreonite automatic film processor reduces cost and throughput time while increasing quality.

(4) Installation of a 20" x 26" Baumfolder

This piece of equipment has reduced throughput time and reduced cost by enabling SPP to fold documents larger than 12" x 18".

b. Offset Photography Branch

(1) Dupont 44C Processor

This high speed processor provides our contact camera area with one of the most modern and

ADMINISTRATIVE - INTERNAL USE ONLY

expeditious film development systems available.

(2) Kreonite 52" Processor

The purchase of a new 52" Kreonite film processor replaced an old 52" processor that had become totally unreliable because of internal deterioration due to age.

(3) Vacuum Frame

The Berkey vacuum printer is a necessary adjunct to the negative cromaline process and will also provide the ultraviolet capability for the production of DYCRL relief printing plates.

c. Press Branch

(1) Retrofitting Roll-fed Perfecting Offset Printing Presses

The Davidson offset perfecting presses have been retrofitted with new and stronger chains, sprockets and gripper bars. The retrokits, combined with a greater emphasis on proper oiling and cleaning, have resulted in nearly eliminating breakdowns and reduction in maintenance cost to a bare minimum.

(2) Acquisition of New 40" Two-color Offset Printing Press

The new 40" two-color press replaced a 20 year old 38" two-color. The results of the replacement have been to improve the quality of multicolor printing and to reduce the throughput time.

d. Bindery Branch

(1) Sealing Machine

A new sealing machine was installed in FY 77 to replace an old outdated machine for better packaging of Agency forms.

(2) Addressograph Machine

A new Model 5000 EP addressograph machine was purchased to replace an old machine. The new machine will give the dissemination section in-line

capabilities to convert all mailing lists to plastic plates in replacement of obsolete metal plates.

10. (AIUO) New Systems and/or Processes: Several new systems and processes have been implemented in the past year to improve the quality and job throughput time of P&PD's products.

a. Paginator System

The paginator system is an ultra-high-speed prepress system that produces printing plates which are completely paginated. This system bypasses the conventional photographic and stripping procedures.

b. PERI System

Program tapes have been updated for the process color system, and photographers have been provided with additional in-house training under the tutelage of the developers of this system.

c. High Speed Plate Developers

This high speed plate developer is produced by the [redacted] STAT
This developer is a spinoff from the Paginator program, and it has been found this developer can be used for all plates being produced in the Main Printing Plant. The prime advantage in using this developer is the extreme reduction in the required exposure time per plate. The time savings per exposure is approximately 80 seconds. This translates into a time savings in excess of one half a man-year.

d. Negative Cromalin

In an effort to provide faster response and increased quality for color proofs, we have expanded the cromalin process to include the capability of producing color proofs from a negative source.

e. Photographic Paper

A new high contrast paper, a product of the [redacted] is being used as a substitute product for the more expensive and capricious cronapaque plastic film previously used. STAT

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f. Screen Tints

We have purchased a master set of 150 line screen tints. The purchase of these tints will give the printing product a uniform appearance and be totally compatible with other screening produced in the Division.

11. (AIUO) Training: Most of the branches in the Division have undergone a program of cross-training within the branches to improve the versatility of the personnel in the Division. In addition to that training, other external and internal training programs were implemented in the past year.

a. Computer Training

Many of the people in the Division have attended the Office of Data Processing (ODP) VM and GIM II user training courses in order to have a fundamental understanding of the MIS and Copier Management Systems.

b. ETECS Training

Several persons have attended Digital Equipment Co.'s courses to give them background understanding of the minicomputer system under which ETECS runs.

c. Photography Branch Self-Instruction Packaged Programs

Within the Color Section, a program of self-instruction from packaged audiovisual training aids [redacted] has been instituted. These programs include instruction on the 8S-4 Automated Color Printer and the Video Color Negative Analyzer. Other programs will be added as they become available. This in-house training may eliminate some [redacted]

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12. (AIUO) Panel Briefings: Members of the P Panel conducted a series of briefings describing the responsibilities and areas of jurisdiction of the panel. The system used for recommendations for promotions, rankings, etc. were covered in detail. Every P&PD employee was given the opportunity to attend the briefing sessions. For many, the sessions were very enlightening since the intricacies of the panel had not been recently explained.

Expectations: (U/AIUO)

1. (AIUO) Photography Branch:

a. Improved Product Handling for Microform Production

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Concentrated individual training of personnel, development of specific procedures for equipment operation and production requirements, relocation of existing equipment and acquisition of additional equipment (specifically COM production and support equipment) are the major objectives within this production area.

b. Continued Expansion of Quality Control

Acquisition of modern monitoring devices and instructional techniques will allow the Branch to be one of the foremost leaders of quality work in the Government. Among the goals are process monitoring by computer; automated densitometry; tests for archival quality in finished materials; color filtration, exposure and time adjustments calculated by computer; computer generated response capabilities for the solving of problem situations; laboratory wide calibration of all quality control devices to insure uniform response.

c. Reconfiguration of Color Section

To improve quality and expedite workflow, a major revision of this section is currently in the planning stages. New automated processing equipment has been identified and is in the purchase phase. New sensitized materials and chemistries, currently displacing old products and methods, will be utilized. Large color prints along with improved quality slide and vugraph formats, presently using outdated hand processing methods, will be produced on automated high quality equipment. Print production will be further improved by the use of rapid, high quality printers.

d. Photographic Lab Support for Slide/Filmstrip Production

Utilization of the recently acquired music library will assist the customer in providing audio support in the preparation and production of automated slide programs and filmstrip presentations. Continued refinement of control and methods for the rapid production of the audiovisual material will be planned. Sound recording and mixing facilities, currently available in-house, will be programmed for audio and control tracks to be produced in multiple quantities.

2. (AIUO) Electronic Text Editing and Composition System (ETECS):

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a. Implementation of the DDI Support Group

The necessary equipment and site preparation is nearly complete for the 7G-28 P&PD operation in support of PPG. This will be a 24 hour per day - 6 day per week operation on-line to ETECS

b. Math Package for ETECS

In order to completely phase out hot metal, the Division expects to install the ATEX Math Package in ETECS and the necessary fonts or symbols in the APS-4.

c. Expansion of ETECS

Plans are underway for the conversion of the MPP composing room into a second ETECS center which will include a third mini-computer.

d. Procurement and Installation of an APS-5

The APS-5 has proven to be the typesetter which will satisfy all typesetting requirements. In order to phase out the Pacesetter operation and to backup the APS-4, a second machine is necessary. The APS-5 is the latest generation and is compatible with the APS-4, but three times faster.

3. (AIUO) Management Information System (MIS): While the supply and inventory control data base is currently being used, critical updates are being made to insure that all supply and inventory procedures will be fully operational by the start of FY 78. Initial production control mechanisms are in partial use and are expected to be fully operational by the first half of FY 78. Specifications have been written for limited job costing and resource allocation.

4. (AIUO) Projected Equipment Purchases:

a. Web-fed Presses

Web-fed presses historically have been designed for long run printing jobs. The industry now claims that it is feasible to consider short run work on webs. We expect to investigate these claims and determine whether or not webs are feasible for the short run, multicolor work requirement of P&PD.

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b. Two-Color/Perfecting Offset Presses

Another possibility of reducing time and effort in the SPP is two-color and/or perfecting sheet-fed presses. Historically, make-ready time has been the drawback in this area for short run work. Modification of the plate clamps and other short cuts may make this process more attractive than in the past. We expect to investigate and evaluate advantages and disadvantages of the two-color/perfectors for P&PD needs.

c. Automated Platemaker

SPP hopes to install an automated platemaker during the coming year. This platemaker will automatically feed the originals, make the plates and sort the plates. It will also result in an increase in quality and increase the press run size from 8 x 10 1/2" to 10 1/2 x 16", thereby reducing cost.

d. Collating Equipment

A new 12-station collator is in expectation for better collating response to quick turnaround time on the single sheet requirements of the Bindery Branch and better throughput time on special weekly jobs.

e. Folding Machines

Two new folding machines are under survey to better enhance folding capacity.

5. (AIUO) Process Color: In the area of process color separation, there are two new technologies that appear most promising. The first is a laser type scanning device which can produce a complete set of separation negatives in less time than now required in the production of a black and white halftone.

The other technology is the development of non-silver type films. These films of the future will offer two advantages not found in contemporary products: developmental stability and broader use of a single product.

6. (AIUO) Automated Stripping: Training is now underway in automated imposition using the Paginator System. The Paginator is a projection device that can be programmed to automatically position book pages in both the proper sequence and physical location on the printing plate. This system is only a preview to the Laserite type system which

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should prove to be the system for the future.

The Laserite system, although not completely developed, will offer many advantages that go beyond present capabilities. The prime advantage of the laser system will be its ability to work in concert with other computer devices that generate both type and photographs.

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1 AUG 1977

OFFICE OF LOGISTICS
PROCUREMENT DIVISION
RESPONSIBILITIES

1. Manages and executes assigned procurement actions in conformance with applicable statutes, regulations, and sound business practices.

2. Develops and maintains a professional procurement and contracting staff.

3. Provides rapid response to Agency requirements for [redacted] materiel [redacted] including non-U.S. items, for overseas installations.

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4. Negotiates, awards, administers, settles, and closes out all Agency contracts for production and services, except those specifically assigned to other procurement elements.

5. Negotiates, awards, administers, settles, and closes out Agency contracts for ADP equipment and related supplies and services and for engineering development for the DD/A, DD/I, DD/O, and the DD/S&T where Agency funds are used for ADP equipment or software or where GSA review is required.

6. On an Agency centralized basis, negotiates, awards, administers, settles, and closes out open market purchase orders and contracts for supplies and services of limited dollar value.

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OFFICE OF LOGISTICS
 PROCUREMENT DIVISION
SIGNIFICANT STATISTICS

<u>Type</u>	<u>Actions</u>	<u>Value (in millions)</u>
<u>R&D Contracts</u>		
FY 1975	64	1.5
FY 1976	26	1.4
½ FY 1977	11	.160
<u>Production Contracts</u>		
FY 1975	1,266	32.7
FY 1976	991	34.1
½ FY 1977	392	19.0
<u>Service Contracts</u>		
FY 1975	1,834	19.5
FY 1976	1,957	21.2
½ FY 1977	1,449	15.8
<u>Total Contracts</u>		
FY 1975	3,164*	53.7
FY 1976	2,974**	56.7
½ FY 1977	1,852***	35.0
<u>Purchase Orders</u>		
FY 1975	10,912	11.0
FY 1976	10,196	11.8
½ FY 1977	4,600	5.4

*Total includes 2,601 funded actions; 563 unfunded actions. (Unfunded actions encompass amendments and correspondence directing formal administrative contractual changes normally not requiring an adjustment in funds.)

**Total includes 2,508 funded actions; 466 unfunded actions.

***Total includes 1,666 funded actions; 186 unfunded actions.

Note: The 1/2 year depicted above is the first half of FY 1977. Traditionally, 55 percent of a fiscal year's actions are done during the third and fourth quarter.

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1 AUG 1977

OFFICE OF LOGISTICS
PROCUREMENT DIVISION
EXPECTATIONS FOR FY 1978

1. ADP Contract Activity: A continuing increase in ADP contracting activity is expected in FY 1978. Current staffing permits the concentrated effort necessary to assure the effectiveness and efficiency required for this complex procurement area. Heavy emphasis is being placed on purchase versus rental of ADP equipment when analysis clearly demonstrates an advantage to the Government.

2. Automated System for GPB: The Systems Analysis Staff, EO/OL, is presently evaluating the feasibility and cost of installing a closed loop mini-computer system in the General Procurement Branch, PD/OL. This proposed system computerization will provide procurement officers the capability of automatically storing and retrieving information relative to previous procurements of requested items. This system should assist PD personnel in more rapidly analyzing the source and cost of past purchases of like items, thereby providing rapid cost comparison data and reducing throughput time.

3. Contracts Consolidation: In order to reduce the number of contracts to be negotiated and written, PD plans to continue to encourage its customers during FY 1978 to combine their requirements into consolidated contracts in lieu of several individualized contracts. The same principle will be applied in the small purchases program through the implementation of Blanket Purchase Agreements in lieu of separate purchase orders for each requirement.

4. Service Contracts Control: To increase efficiency and reduce negotiation workload, PD will continue to issue service contracts with an option to renew for an additional year.

1 AUG 1977

OFFICE OF LOGISTICS

SUPPLY DIVISION

RESPONSIBILITIES

Responsibilities of the Supply Division are to:

1. Provide regular supply service, i.e., receiving, storage, issue, packing, and transportation;
2. Provide quick reaction supply service, i.e., procure, pack, and ship (Small Purchases Branch);
3. Perform inventory management functions, i.e., stock levels, replenishment, disposals, new items, and participate in the Federal Catalog Program;
4. Maintain Agency accountable property records, monitor and coordinate the content, structure, integrity, and security of the automated Inventory Control System;
5. Conduct interdepartmental liaison, procurement, and contracting;
6. Provide technical guidance in transportation, ordnance, airborne, and vehicles;
7. Budget for Agency administrative forms;
8. Provide domestic truck transport with inhouse vehicle fleet;
9. Is responsible for:
 - a. The inspection, testing, and maintenance of weapons, ammunition, and explosives;
 - b. The configuration, packaging, and shipment of the paramilitary material stockpile;
 - c. The designs and testing of aerial delivery material and aerial delivery techniques;
10. Maintains the master record of Agency motor vehicles worldwide;
11. Manage the single transportation allotment.

1 AUG 1977

OFFICE OF LOGISTICS

SUPPLY DIVISION

SIGNIFICANT STATISTICS

25X1 [Redacted]

FY 1976

FY 1977*

25X1 [Redacted]

Shipments:

Local

11,096

8,339

Domestic

4,401

3,032

Foreign

22,595

15,114

Totals:

38,092

26,485

201,000

Tonnage

4,509

3,249

25X1 [Redacted]

Shipments:

Domestic

116

111

Foreign

125

42

Totals:

241

153

Tonnage

1,132

436

Supply Division Totals

Shipments

38,333

26,638

Tonnage

5,641

3,685

Interdepartmental Requisitioning

Dollar Value

[Redacted]

25X1

*FY 1977 figures as of 30 June 1977

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1 AUG 1977

OFFICE OF LOGISTICS

SUPPLY DIVISION

SIGNIFICANT STATISTICS



FY 1976

FY 1977*



Shipments:
 Local
 Domestic
 Foreign
 Totals:

11,096
 4,401
 22,595
38,092

8,339
 3,032
 15,114
26,485

20150

Tonnage

4,509

3,249



Shipments:
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Supply Division Totals

Shipments

38,333

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Tonnage

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3,685

Interdepartmental Requisitioning
 Dollar Value



25X1

*FY 1977 figures as of 30 June 1977

1 AUG 1977

OFFICE OF LOGISTICS
SUPPLY DIVISION
AGENCY MATERIEL ASSETS

1. Supply Division Depot stocks on hand as of 30 June 1977:

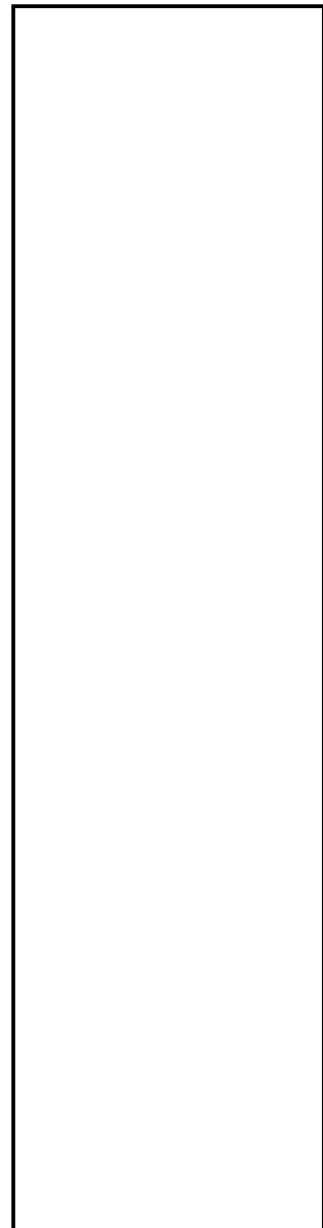
<u>Materiel Category</u>	<u>Description</u>
I	Ordnance
II	Transportation and Airborne
III	Industrial and Engineering
IV	Commo Equipment and Components
V	Electrical
VI	Medical
VII	General
VIII	Photographic
IX	Computers
	TOTAL

25X1

* Additional Data
Dollar value stock due-in
Dollar value stock due-out

2. Property In-Use as of 30 June 1977:

Headquarters
Domestic
Overseas
TOTAL



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3. Other Agency Property:

GFE in hands of contractors (as of 30 June 1977)		25X1
		25X1
TOTAL		
Grand Total Agency Assets		

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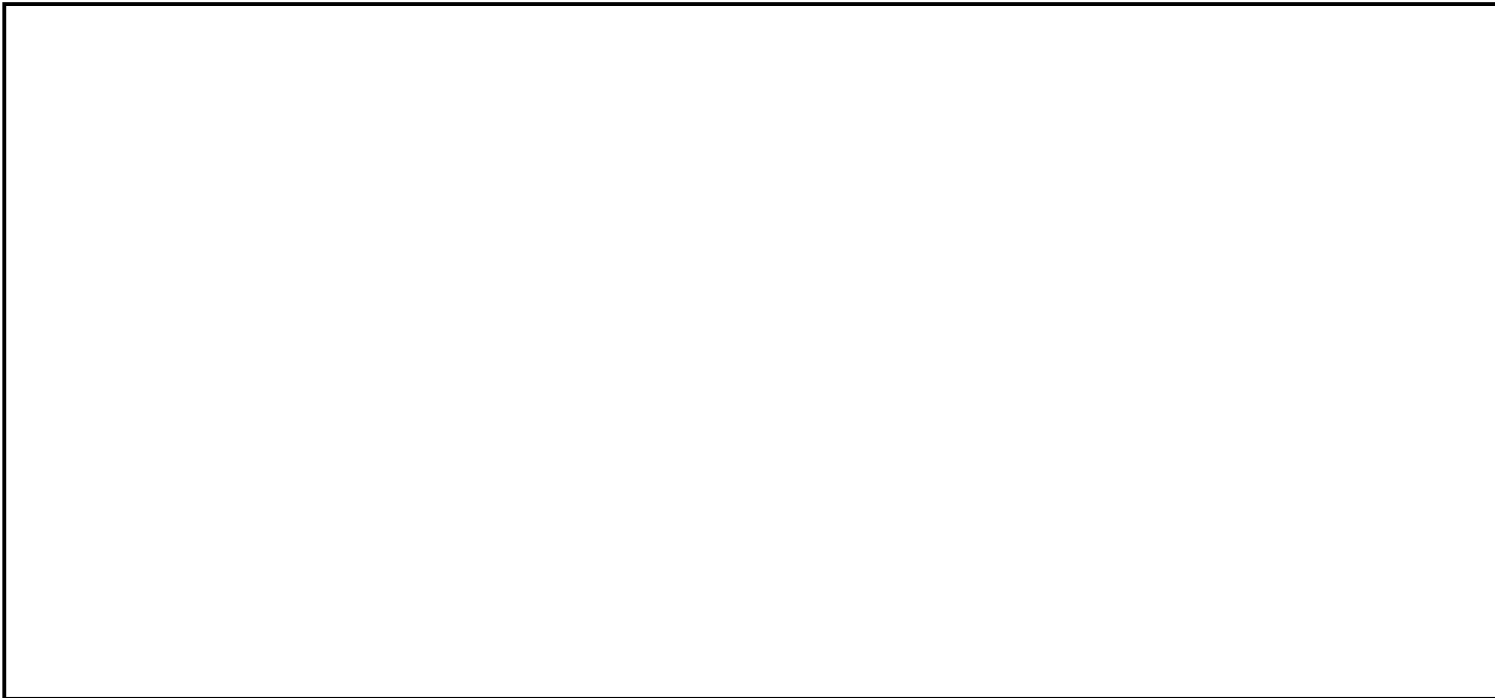
1 AUG 1977

OFFICE OF LOGISTICS

SUPPLY DIVISION

SIGNIFICANT ACTIVITIES FY 1977*

25X1



- d. Implemented improved procedures effecting: the interface between the Inventory Control System (ICS) and the Office of Finance General Accounting System; Procurement Instruments Numbers inputs and receiving process; and use of computer generated reports for management purposes.
- e. Compiled a training record for each employee, GS-13 and below, and outlined a handbook consisting of technical and career development courses for each position. A division instruction prescribing the policy, procedures, and responsibilities is now in draft form.
- f. Conducted an extensive review of operating procedures for the ICS after one year of operation with the Requisition Suspense Module. Various program enhancements have been requested and procedures refined both to increase the efficiency and provide a more informative data base.

*As of 30 June 1977

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1 AUG 1977

OFFICE OF LOGISTICS

SUPPLY DIVISION

EXPECTATIONS FOR FY 1977

1. (AIUO) Utilizing the existing capabilities of the Inventory Control System (ICS), establish a method to identify those key supply action milestones currently input to the ICS from which can be derived a qualitative assessment of supply action performance (MBO SD 03-77).
2. (AIUO) Develop cataloging and item acquisition procedures which will ensure compliance with related Federal Property Management Regulations (FPMR) and which will enhance Agency participation in the National Supply System (MBO OL-A-08-77).
3. (AIUO) Expand ICS to establish National Stock Numbers being processed as direct procurements through the Interdepartmental Support Branch (IDSB).
4. (AIUO) Prescribe and establish a series of computer reports on a scheduled basis which will afford maximum control in monitoring transactions in the ICS suspense file.
5. (AIUO) Originate and compile a practical operating handbook showing the required terminal processing and distribution for all types of transactions processed through the ICS.
6. (AIUO) Due primarily to inflation factors and in keeping with applicable General Accounting Office guidelines, establish classification criteria for property accounting that will be comparable to other Agencies, and still provide adequate controls and ensure maximum utilization of assets.

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OFFICE OF LOGISTICS
REAL ESTATE AND CONSTRUCTION DIVISION

RESPONSIBILITIES

1. The Chief, Real Estate and Construction Division, OL, advises the Director of Logistics on all matters relating to real estate, construction, and maintenance of Agency facilities.

2. Provides qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities on a worldwide basis.

3. Furnishes architectural and engineering services, including contract negotiations for real estate, construction, maintenance, and architect-engineering services in support of Agency requirements.

4. Provides the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Agency's Headquarters establishment.

5. Monitors design, engineering, and construction activity within the Headquarters establishment.

6. Provides plans, budgetary estimates, and schedules for design and construction of Agency facilities through direct support, other Government agencies, or commercial firms.

7. Budgets and arranges for the acquisition, maintenance, and

25X1

8. Provides guidance and management in the acquisition and disposal of domestic and foreign real estate.

9. Maintains records of all Agency real property, construction, and maintenance activities.

10. Coordinates legal, cover, and security aspects incident to real property transactions with the Office of General Counsel, Cover and Commercial Staff, and the Director of Security or their designees.

11. In review of Agency organizational information and space data, develops professional planning expertise and techniques which will provide a quick response in defining and implementing major conceptual building programs, studies, and component relocations for short-, medium-, and long-range time frames.

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14 July 1977

OFFICE OF LOGISTICS
 REAL ESTATE AND CONSTRUCTION DIVISION
 HEADQUARTERS ENGINEERING BRANCH
SIGNIFICANT STATISTICS

Major RECD Projects Completed During FY 1977

	<u>Item</u>	<u>Location</u>	<u>Cost</u>
1.	GJ-56 Renovations (Relocation of Special Printing Plant)	Headquarters	\$ 150,000
2.	South Three Stack HVAC Modification (DDO/ISS/IP)	Headquarters	143,000
3.	ODP 415 Hz UPS	Headquarters	400,000

Major RECD Projects To Be Completed During FY 1978

1.	OC/ISPB 60 Hz UPS	Headquarters	632,000
2.	Expansion of Transformer Vault C	Headquarters	700,000 FY 77
3.	Waste Energy Recovery Study	Headquarters	50,000
4.	Install sprinkler system, new ceiling, and lighting grid in GC03 computer ctr.	Headquarters	100,000 FY 78
5.	Drainage and site improve- ments at P&PD, Garage, West Lot, and Main Storm Sewer Outfall	Headquarters	250,000 FY 78
6.	Upgrade existing Powerhouse boilers and install small package boiler	Headquarters	235,000 FY 78
7.	Outside Air Damper Modi- fications funded by GSA	Headquarters	200,000 FY 77

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Major RECD Projects To Be Completed During FY 1978 Con't.

<u>Item</u>	<u>Location</u>	<u>Cost</u>
8. Flushing of Secondary Chilled Water System (Induction HVAC Systems) funded by GSA	Headquarters	\$ 100,000 FY 77

Major Projects Under Construction During FY 1978

1. Second 2500 kW Generator (ODP) to be completed FY 80	Headquarters	780,000
2. Third 2500 kW Generator (SAFE) to be completed FY 80	Headquarters	950,000*
*Included in funding below		
3. Project SAFE Facilities to be completed FY 79	Headquarters	800,000 FY 77
a. 20,000 sq. ft. computer center		1,700,000 FY 78
b. 60 Hz UPS		1,000,000 FY 79
c. 415 Hz UPS		
d. Communications Buss (access)		

Major Projects in Design of Planning During FY 1978

1. Project Facilities	Headquarters	300,000 FY 78	25X1
2. Correction of Electrical Vault Short Circuit Current Limiting Capability	Headquarters	500,000 FY 79	
3. New Transformer Vault in Headquarters Building	Headquarters	2,400,000 FY 79	

Major RECD Active, Long-Term Projects (funded & GSA)

1. VEPCO Substation Renovations FY 78	Headquarters		25X1
2. Install duplicate steam and chilled water lines between Headquarters & Powerplant	Headquarters	1,000,000 FY 79	

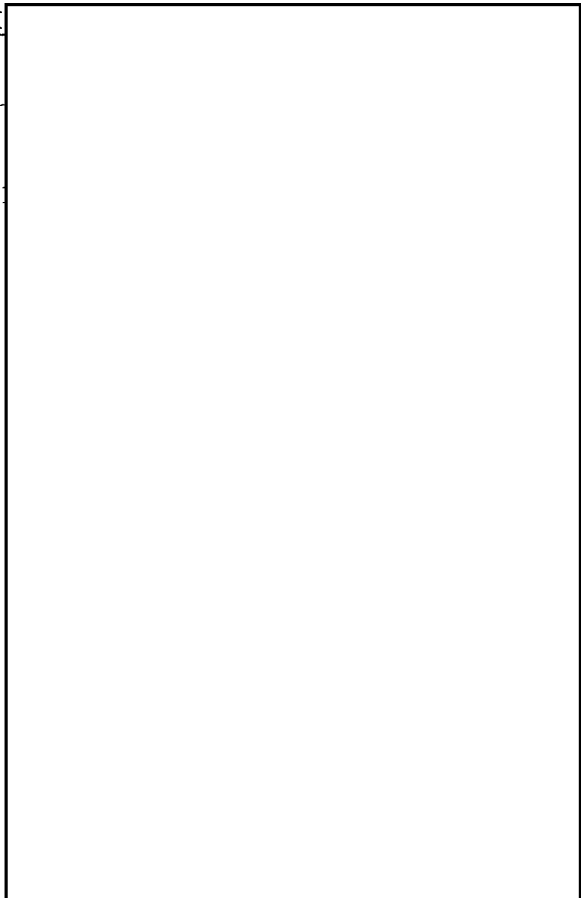
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18 July 1977

AGENCY LOCATIONS IN METROPOLITAN WASHI

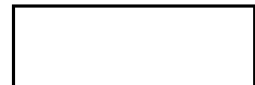
BUILDING ADDRESS	COVER	USER	TYPE SPACE
1. Headquarters Bldg. Langley, Virginia	EOP/CIA	General	Office Other Parking
2. Printing & Photography Bldg., Langley, Va.	EOP*	Logistics	Office Other Parking
3. Garage Building Langley, Va.	EOP	Logistics	Office Other Parking
4. Ames Center Bldg. 1820 N. Ft. Myer Dr. Rosslyn, Va.	EOP	General	Office Other Parking
5. Key Building 1200 Wilson Blvd. Rosslyn, Va.	EOP	General	Office Other Parking.
6. Chamber of Commerce Bldg. 4600 N. Fairfax Dr. Arlington, Va.	EOP	General	Office Other Parking



*EOP means "Executive Office of the President" and as such correctly describes Agency space as well as other space within the Executive Office. For this reason, it is not "cover" as the term is literally applied.

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S E C R E T

18 July 1977

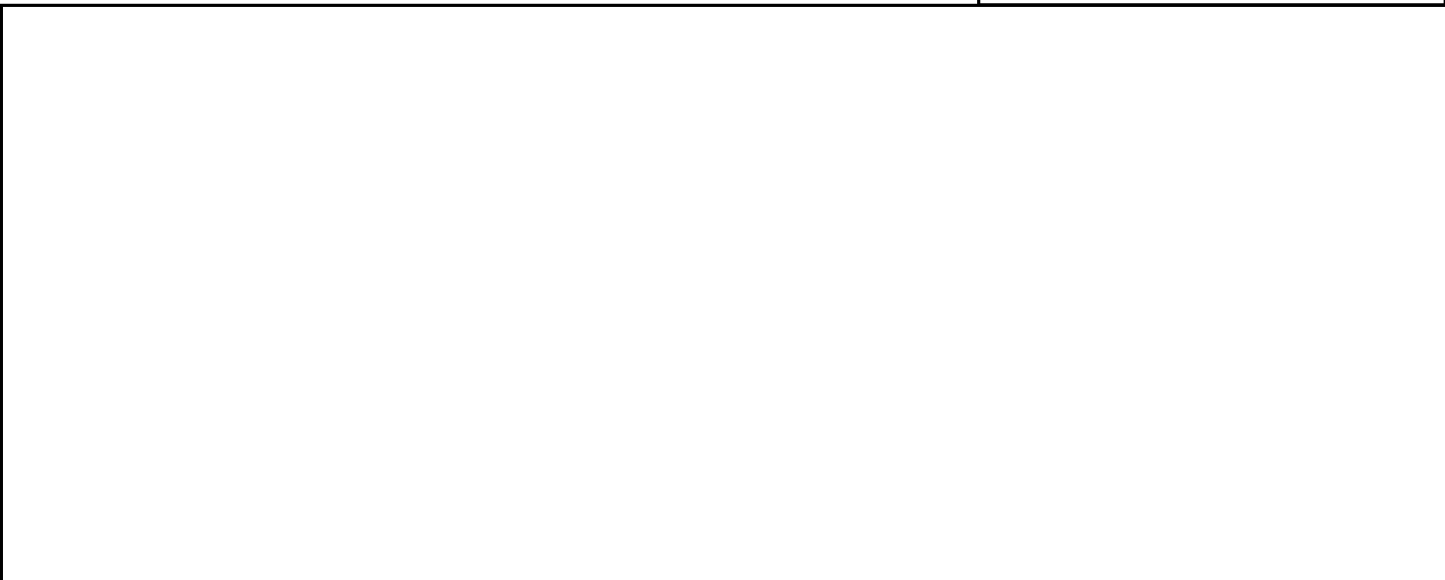


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8.	Central Building 2430 E. Street, N. W. Washington, D. C.	EOP/CIA	OTS	Office Other Parking
9.	East Building 2430 E. Street, N. W. Washington, D. C.	EOP/CIA	OTS	Office Other Parking
10.	South Building 2430 E. Street, N. W. Washington, D. C.	EOP/CIA	OTS	Office Other Parking

25X1

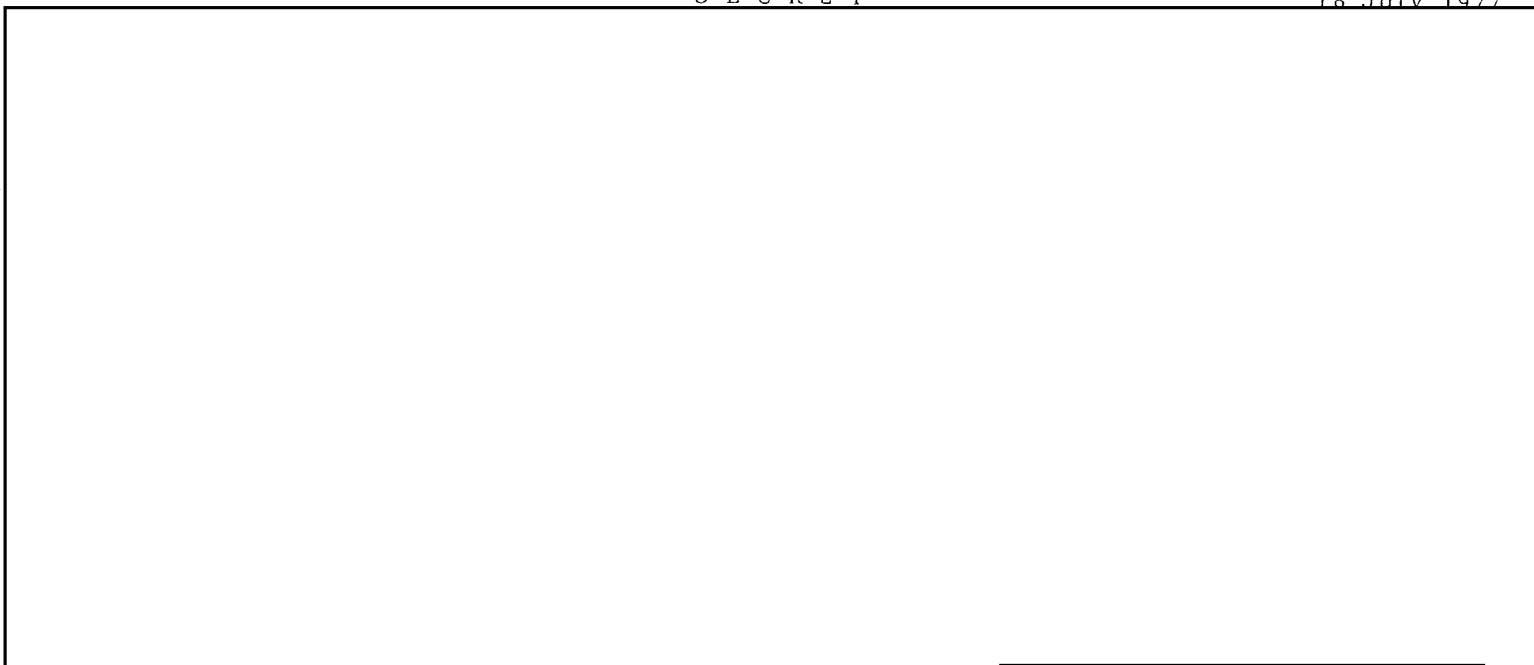
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S E C R E T

18 July 1977

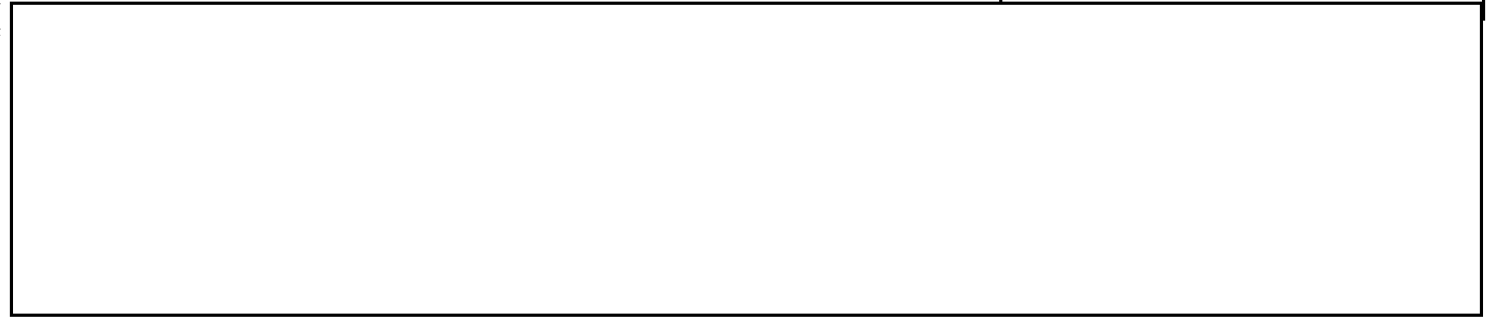


20. 1000 Glebe Road
Arlington, Virginia

EOP

FBIS

Office
Other
Parking



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1 AUG 1977

SIGNIFICANT ACHIEVEMENTS IN FY-19771. Engineering Support to Headquarters:

Engineering and particularly utilities support to Headquarters elements continues unabated from last year. A major new computer area for the Office of Data Processing (ODP) and new uninterruptible power sources (UPS's) to support ODP and Office of Communications(OC) operations are now nearing completion. These UPS units include a 1300 kVA 60 Hz unit, a 375 kVA 400 Hz unit, and a 1000 kVA 60 Hz unit; all installed at an approximate total cost of \$1.6M. A second 2500 kVA emergency generator to support ODP and OC has also been procured and is now being readied for installation.

2. SAFE:

Preliminary facilities planning and initial engineering design for Project SAFE are well underway. Design for a third 2500 kVA emergency generator to support Project SAFE has been completed and the design for the modification of C Vault to support the increased power requirements of Project SAFE is in progress. Facilities expenditures for Project SAFE during FY-77, 78, 79 are anticipated to total approximately \$3.5M.

3. Energy Conservation:

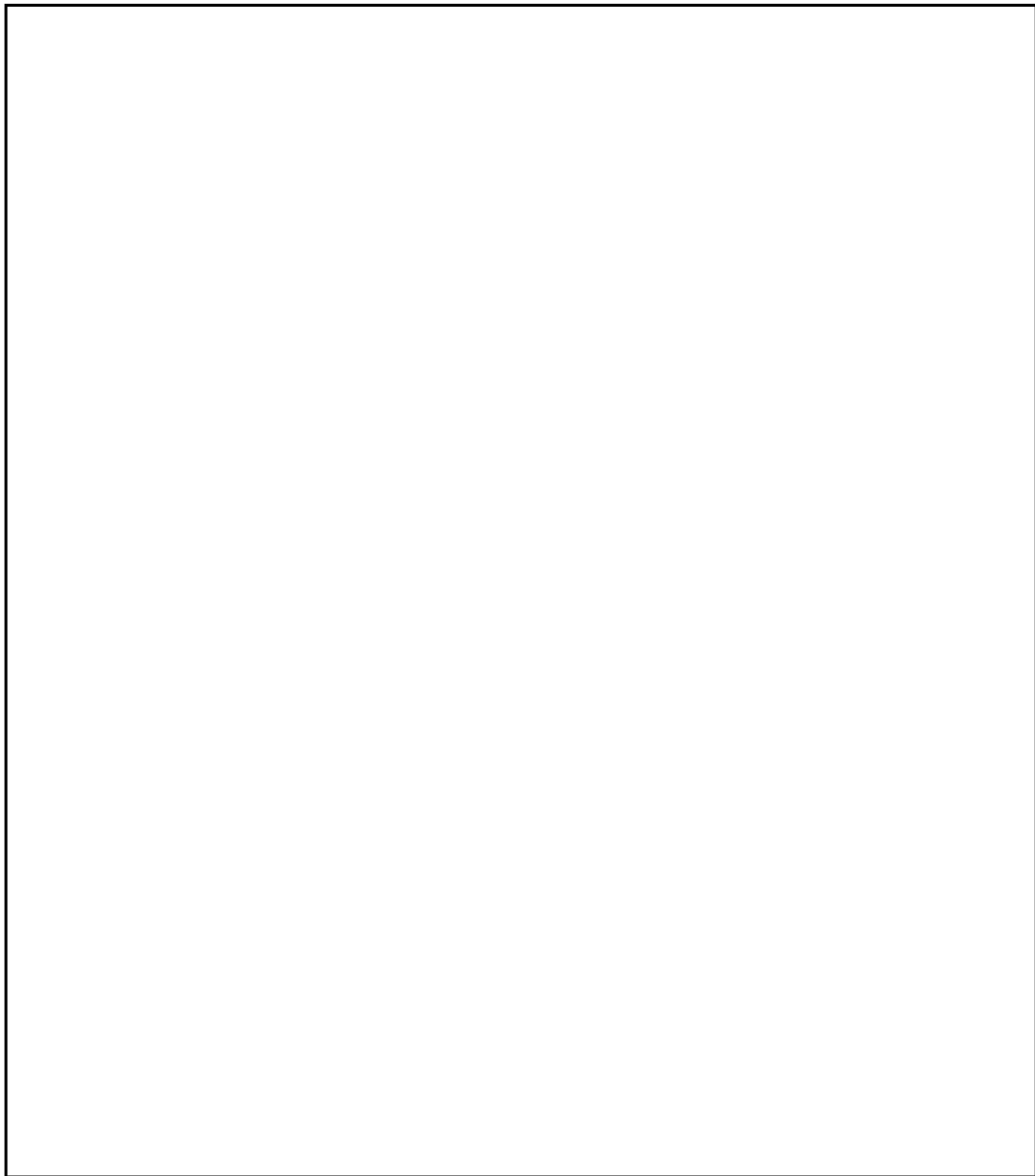
Based on a detailed engineering study sponsored by the Agency, GSA has agreed to fund and accomplish the modification of the Headquarters Building heating, ventilating, and air-conditioning (HVAC) systems to minimize the use of outside air thereby effecting considerable energy savings. This project is estimated to cost approximately \$200,000. The Agency is also conducting a feasibility study to determine whether or not classified waste generated in the Headquarters Building can be used as fuel for the powerhouse boilers.

4. Community Headquarters Building (CHB):

Under the day-to-day supervision of two Division architects, the renovation and occupancy of the CHB was accomplished in record time at a cost of approximately \$500,000. Additional life-safety and security improvements will be made during the coming year under the continued supervision of Division personnel.

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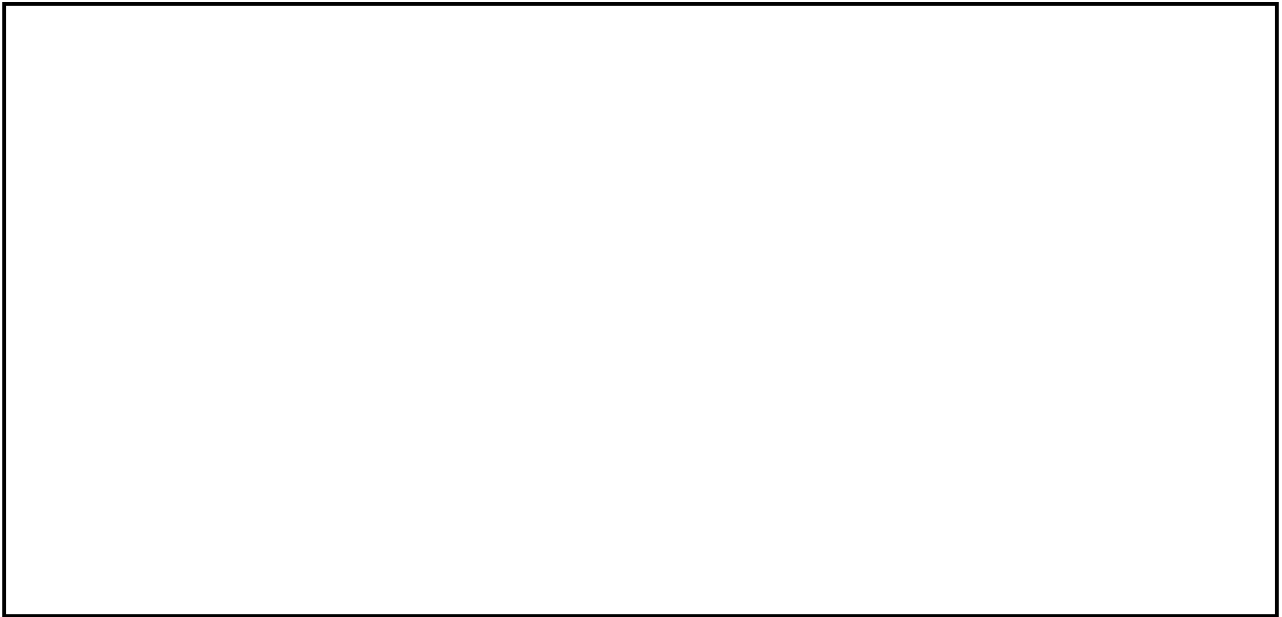
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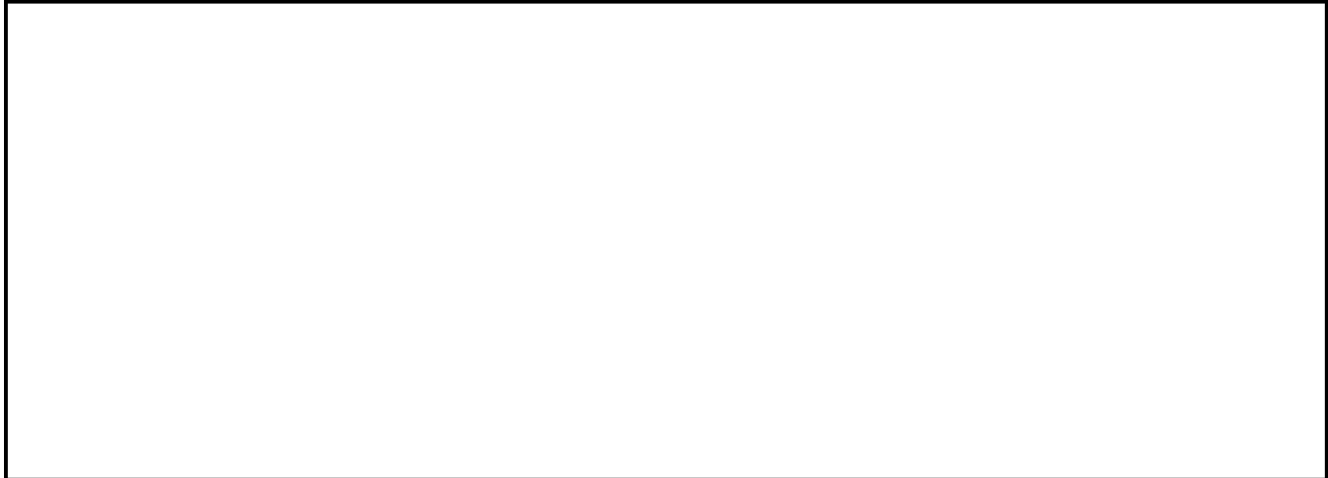
12. EAG Taskings:

Two major facilities studies were prepared during the year in response to specific EAG taskings. One concerned human factors and technology in external buildings, and the other the feasibility of new construction at Headquarters.

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1 AUG 1977

EXPECTATIONS FOR FY-1977



25X1

3. At Headquarters, Division efforts to provide enhanced utilities support to ODP will near completion, and the attention of our Headquarters engineers will turn to implementation of those facility modifications required in support of Project SAFE. Particularly significant among these modifications will be the expansion of C vault and the installation of two new 2500 kVA generators. A major project will also be undertaken for extensive modifications in the Printing and Photography Building, primarily to comply with Occupational Safety and Health Act requirements.

4. Division realty officers, in addition to the normal number of property acquisitions and disposals, will work to develop methods and authorities to expedite the acquisition of routine administrative space. Adequate authorities already exist for the acquisition of space in support of operational requirements.

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