

OFFICE OF LOGISTICS - MISSION

The Director of Logistics is responsible for developing logistics policy and planning for and providing logistics support for all agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; printing, photography, mail, courier, transportation, and other appropriate logistics services.

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Director of Logistics

Functions

25X1 Within the scope of [redacted] the D/L has worldwide responsibility for Agency real property and construction activities, supply and transportation systems, procurement activity; is the senior Agency contracting officer for procurement funds; operates a centralized procurement service; delegates contracting authority to decentralized research and development procurement teams; [redacted]

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Government. He oversees the operation and maintenance of Agency Metropolitan Washington area facilities as discharged by the General Services Administration (GSA); provides support to these facilities including transportation, mail and courier services, supplies and equipment; staffs and operates the Executive Dining Room, and interfaces with Government Services, Inc., for the operation of Agency cafeterias; operates two domestic depots and a complete printing and photography facility and conducts liaison with GSA, Department of State, and the Department of Defense for logistics support for Agency domestic and overseas facilities.

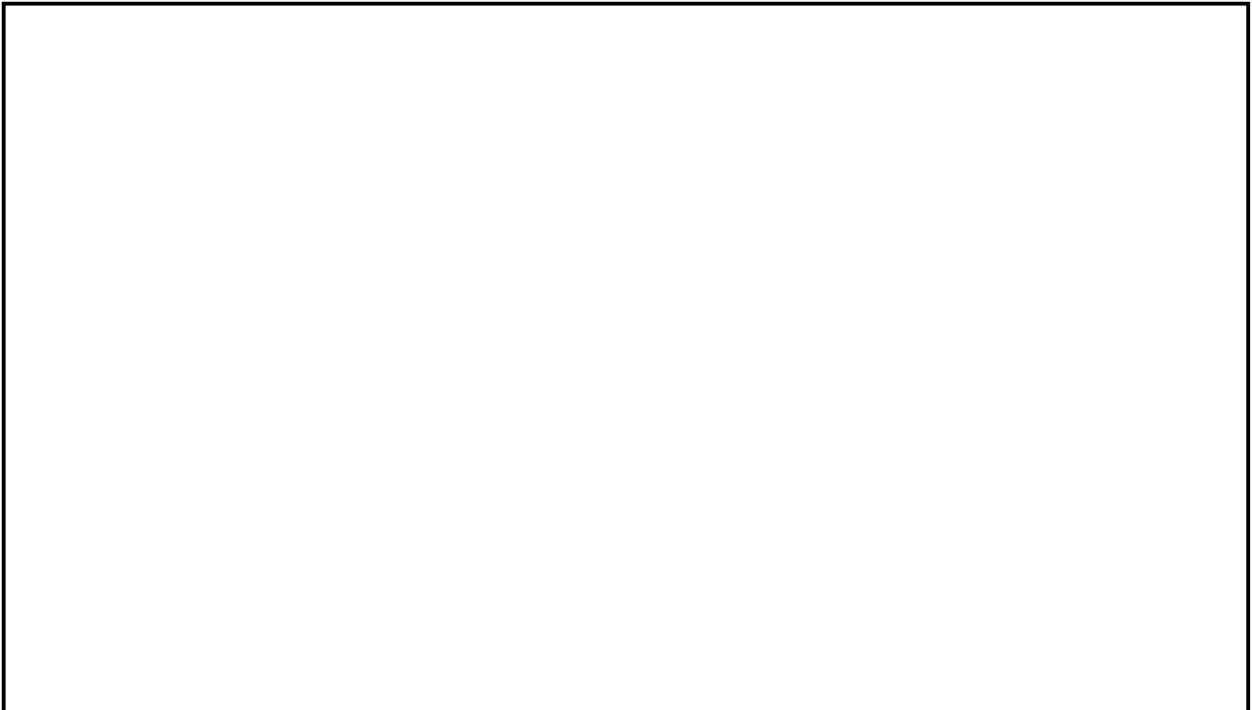
25X1 To assist him in effectively accomplishing his mission and functions, the D/L has, at his command, a deputy, an Executive Officer (EO), four advisory staffs, five operating divisions, and separate [redacted] The mission, recent accomplishments, and current expectations of the EO, staffs, and divisions are expressed in the succeeding pages of this book.

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Responsibilities (LI 1-14)

The Executive Officer (EO/OL) provides support in the management and administration of OL and performs other functions as directed by the Director of Logistics. He serves as action and focal point officer for responses to inquiries to OL under the Freedom of Information Act, Privacy Act, and inquiries from Presidential and Congressional investigative committees. He also has direct supervisory responsibility for the activities of the Records and Services Branch, the Budget and Fiscal Branch, and the Systems Analysis Branch. (U)

- *Records and Services Branch (RSB)* 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. (U)

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- *Budget and Fiscal Branch (B&FB)* provides technical support to the director of Logistics 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, controls and issues reports for D/L management of Agency funds for materiel procurement through OL facilities. (U)

Funding of Agency Property

The current Agency Materiel Procurement Allotment/Property Requisitioning Authority (MPA/PRA) system was established almost 22 years ago to meet 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. (U)

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. (U)

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• *Systems Analysis Branch (SAB)* was established in the Office of Logistics in 1976 to provide expertise dedicated to analysis, design, programming, implementation, and maintenance of automatic data processing (ADP) systems dedicated to OL applications. This eight position (six professional) Branch is mainly concerned with developing the smaller stand-alone OL systems as well as providing enhancements or changes to existing OL systems. The professional positions are filled by ODP careerists on a rotational basis. (U)

1. Systems development begins in SAB with a situation analysis and a paper on the feasibility of automating a given process. SAB then proceeds to develop a project proposal, a detailed description of the proposed solution to the problem. Further products include the system design and application programs necessary to implement the solution. (U)

2. SAB also writes the technical portions of a Request for Proposal (RFP), the documentation necessary to procure a minicomputer system for OL. (U)

3. In FY 78, SAB wrote five feasibility studies/project proposals and one RFP; a second RFP was prepared with SAB guidance. Five new systems were completed. There were 12 work orders completed for the Inventory Control System (ICS) and 45 for the Contract Information System (CONIF). SAB also developed and implemented a course, "Computer Topics for OL Management," designed to give middle-level managers some of the basics of computer systems and their application within OL. (U)

4. Systems maintained or supported by SAB include:

CONIF	Agency Contract Information
ICS	Inventory Control System
MPATS	MPA Tracking System
PRATS	PRA Tracking System
DLSC	Defense Logistics Supply Command System
CRAMS	Computer Run on Agency Metropolitan Space

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IFAR	Interim Federal Automated Requisitioning System
AWCS	Agency Weapons Control System
AWPIS	Agency Word Processing Inventory System
ACM	Agency Copier Management System
MIS	Management Information System for P & PD
AEMMS	Agency Equipment Monitoring and Maintenance System
ETECS	Electronic Text Editing and Composition System (C)

5. Systems in development by SAB include:

FAR	Federal Automated Requisitioning
MIS	Minicomputer Management Information for P & PD
ICS	File Redesign
STA	Single Transportation Allotment Automation
REALESTATE	Real Property Accounting
AVR	Automated Vehicle Records System
SECOND	Security Contractor Data Automation
ETECS DATALINKS	Networking of the FTECS System
CONIF-STEPS-SPA	Integration of data from Contracting Systems (C)

6. SAB invites each division to discuss any problems or any projected automation plans with it. The SAB is an OL asset and can be used in the planning, implementation, and support environments. (U)

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Responsibilities (LI 1-3)

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 and maintains comprehensive, specialized personnel data for use in personnel management decisions. (U)

1. Career Panels

a. The overall responsibility for the administration of career management in the Office of Logistics (OL) lies with the Logistics Career Board (LCB) and the panels. The LCB is comprised of the Deputy Director of Logistics as chairman and the Executive Officer and division and staff chiefs as members. Chief, Personnel and Training Staff serves as recorder and as advisor.

b. The LCB's responsibilities include the rotation of GS-13's through GS-15's, the comparative evaluation and ranking of GS-13's and GS-14's, and the rotation and comparative evaluation of personnel who are not covered by a particular panel. In addition, the LCB provides advice and guidance to the DDA Senior Personnel Resources Board on the comparative evaluation of GS-15 ML careerists concerning their value to the service. The LCB also is responsible for advising the Director of Logistics on policy matters.

c. The panels, whose members are chosen for the objectivity and knowledge of OL and its people, are broken down by functional categories as indicated below. Gradewise, they have responsibility for employees GS-03 through GS-12 with primary emphasis on rotations, reassignments, and annual rankings or evaluations.

- "A" Panel — Clericals (GS-03 through GS-07)
- "M" Panel — Procurement officers and contract negotiators
- "P" Panel — Printing and photography employees
- "R" Panel — Architects, engineers, maintenance supervisors, real property officers, and other personnel whose functional areas are real estate, engineering and maintenance

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- "S-1" Panel— (GS-09 through GS-12), "S-2" Panel (GS-06 through GS-08), 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. (U)

2. Training

a. Training continues to be an integral part of Logistics management planning and resources allocation. Our office training policy is to sponsor training that contributes to an employee's overall professional development and upward mobility.

b. For fiscal year 1978, we processed 320 external training requests which represent attendance at local colleges and universities, government courses at military bases, courses offered through the General Services Administration (GSA) and the Civil Service Commission (CSC), professional meetings and commercial management courses. In addition, we have had personnel from the Department of Army Ammunition School, Savanna, Illinois, in-house to teach a course in "Transportation of Hazardous Materials" to 21 Office of Logistics (OL) officers Two Logistics careerists were sponsored in full-time academic training during fiscal year 1978. Training funds obligated during fiscal year 1978 amounted to \$46,900.

c. During fiscal year 1978, we processed 547 requests for internal training which cover the full spectrum of courses offered by the Office of Training. In addition, OL has conducted in-house the "Logistics Orientation Course," a "Supply Division Update Course," and continues a program of internal cross-management training.

d. The Logistics Officer Trainee (LOT) program is the Logistics equivalent of the Agency's Career Trainee program. Criteria for selection to the LOT program is a college degree, substantive work experience in a logistics-related field, potential to rise to middle management and the ability to travel. The purpose of the LOT program is to maintain a constant input of young professionals to the Logistics Career Subgroup by recruiting from a variety of educational and work experience backgrounds—both internal and external. Although OL interest in this program continues to run very high, over the past 6

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months no new candidates have been recruited because of our surplus staffing situation. We hope to reactivate the program in fiscal year 1979. (U)

3. **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:

- Director of Logistics (D/L)
- Deputy Director of Logistics (DD/L)
- Executive Officer (EO/OL)
- their division or staff chief
- panel chairman or any panel member
- any member of the Personnel and Training Staff

They are encouraged to discuss their annual ranking but are not required to do so. Any employee who falls into the LP or SS categories will be counseled by the division or staff chief, the panel and/or the D/L or DD/L. (U)

4. **Equal Employment Opportunity (EEO)**

a. The Office of Logistics (OL) emphasizes supervisory and managerial commitment toward equal opportunity and affirmative action. As of January 1978, the fitness reports of OL managers and supervisory personnel have included an evaluation of that employee's commitment to equal opportunity. During FY 78, the EEO Officer held many small group sessions with various OL components to provide updates on EEO activities with particular emphasis on the differences between the Agency EEO complaint system and the Agency grievance system.

b. OL continues to encourage female and minority employees to obtain training to qualify them for higher level positions. Many of our female and minority employees are pursuing academic credit during non-duty hours. During the past year, OL sponsored a GS-11 female professional in her pursuit of an academic degree which she obtained last May.

c. During FY 78, females gained 16% and minorities gained 7.6% of the total promotions from GS-07 through GS-15 levels in OL. Females and minorities were both represented as high as the GS-13 level.

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d. One of OL's major problems in the past has been the non-acceptance of females by operational components for the logistics positions outside of Headquarters. With a total of six females now serving outside of the Headquarters area in GS-09 through GS-12 positions, OL management feels that this problem has been significantly overcome.

e. Project PACE, the OL upward mobility program, was established in 1974 to provide nonprofessional OL careerists in the GS-04 through GS-07 levels, 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 an advisor/coordinator from the OL Personnel and Training Staff. 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 13 OL careerists, all of whom have been placed in career ladder positions; there are two currently undergoing training.

f. OL currently has one GS-07 supply assistant position allocated to Project AIM, the DDA upward mobility program, which is occupied by a Project AIM candidate. Three OL employees have thus far been selected to fill Project AIM slots.
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Plans and Programs Staff

Responsibilities (LI 1-7)

The OL Plans and Programs Staff (P & PS) is an advisory body to the Director of Logistics on matters affecting the overall OL support mission and capabilities. Through reviews, surveys, evaluations, audits, analyses, monitoring, maintenance of records and statistics, and liaison with other Federal agencies, this staff assesses the effectiveness and efficiency of OL functions, projects, and programs while at the same time ensuring that applicable policies, procedures, regulations, and statutes are followed. (U)

The Chief, Plans and Programs Staff functions as the Chairman, Headquarters Claims Review Board, Chairman, Headquarters Survey Board, and as the DDA representative on the CIA Emergency Planning Committee. (U)

Significant Activities and Accomplishments—FY 1978

1. Reviewed and made appropriate comments on the following legislative acts and executive orders (which can be expected to have an impact on this Agency):

- a. E.O. 12036—U.S. Intelligence Activities
- b. S.2525—National Intelligence Reorganization and Reform Act of 1978
- c. HR 10627—Small Business Contracting Equity Act
- d. HR 10699—Foreign Mission Solar Energy Demonstration Act
- e. HR 10749—The Federal Acquisition Act of 1977
- f. HR 10691—The International Development Cooperation Act (U)

2. Responded to various requests for information from the House Select Committee on Assassinations and to individuals requesting information based upon the Freedom of Information Act. (U)

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3. Completed staff studies on the overtime consumed in the Office of Logistics and OL support to the Directorate for Operations (domestic and overseas). Ongoing study of the collection and disposition of silver-bearing photo film, papers, and hypo solutions throughout the Agency. (U)

4. Reviewed and commented upon audits and inspection of the OL Divisions and the Office of Technical Service, Office of Data Processing, and European Division. (U)

5. Monitored progress on the accomplishment of all MBO's and DDA-level MBO's assigned to OL as follows: Regulations Update, MPA/PRA Controls, Procurement Team Inspection, ADP Procurement Procedures Orientation and Training, Management Information System (MIS), Preventive Maintenance System, and Electronic Text Editing Composition System (ETECS). (U)

6. Initiated a study of agreements with other Government agencies. (U)

7. Worked in conjunction with other Government agencies on fuel conservation (report to Department of Energy), vehicle forecasts (to General Administration), and the Metrication Committee. (U)

Headquarters Claims Review Board

1. The Headquarters Claims Review Board (HCRB) adjudicates reimbursement claims, for the loss or damage of personally-owned property, submitted by Agency employees in accordance with the eligibility criteria stated in Headquarters Regulation [redacted]. The composition of the HCRB, the authorities for which it is responsible, and the limitations on its authorities are as expressed in [redacted]

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2. Most claims result from loss/damage incurred during PCS movement of household effects and air freight while others are the outcome of automobile accidents, theft, fire, and damage to, or loss of effects in long-term storage. During fiscal year 1978, the HCRB received 148 claims in the total dollar amount of \$79,026.96 (not including the dollar value of five incomplete claims returned for more

*Pursuant to the Military Personnel and Civilian Employees Claims Act of 1964 (31 U.S.C. 240-243, as amended by Public Law 93-455, 18 Oct 1974).

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information and two claims withdrawn); the average claim was for \$560.47. Of the remaining 141 claims, 21 (totaling \$8,856.58 in reported value) were denied in toto for various reasons including expiration of the statutory filing time limit and lack of substantiating evidence. The average settlement to the 120 successful claimants was \$395.64 for a total payout of \$47,476.84. (U)

3. Chief, Plans and Programs Staff is the chairman of the HCRB, and the HCRB Claims Officer (CO) is a member of P & PS. The CO reviews and recommends action on claims to the HCRB. The CO also briefs PCS overseas departees attending the Office of Training Intelligence School as well as those attending the telecommunications school [redacted] on Agency claims policy. All individuals anticipating TDY or PCS overseas assignment are being encouraged (by Central Processing Branch, Office of Personnel) to seek guidance from the HCRB on what should be done by each individual to protect personally-owned property during transit or assignment outside of CONUS. (C)

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4. At the present time, [redacted] is being revised to add an investigation requirement, to reduce US Government liability for personally-owned vehicles used on official business, and to add a new member to the HCRB. (U)

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GOALS—FY 1979

1. Monitor progress on all OL MBO's and DDA-level MBO's assigned to OL as follows: Personnel Manual, OL/PD Management Information Study, Training Program for ICS, Updating Auditorium Sound System, P & PD Management Information System, Installation of Third ETEC System, Secure Contractor Data System. Work directly on DDA-level MBO's on the Agency Silver Recovery Program and the Invoice Payment Study (joint with the Office of Finance). (U)

2. Update and upgrade Director of Logistics briefing materials. (U)

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Responsibilities (LI 1-15)

1. 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 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. (U)

2. 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. (U)

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

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

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

* 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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Significant Statistics

**Breakdown of Total Agency
Contract Activity by FY**

Type	Number of Funded Actions	\$ Value (In Millions)	
Research & Development			
1974	960	[REDACTED]	
1975	917		
1976	775		
TQ	242		
1977	804		
1978	867		
Production			
1974	1,749		
1975	1,397		
1976	1,206		
TQ	325		
1977	1,188		
1978	890		
Services			
1974	1,423		
1975	1,584		
1976	1,687		
TQ	1,151		
1977	2,008		
1978	1,967		
Grand Total			
1974	4,132		
1975	3,898		
1976	3,668		
TQ	1,718		
1977	4,000		
1978	3,724		

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Significant Statistics

[Redacted]

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Procurement Activity By FY

<u>Contracts</u>	<u>Number of Funded Actions</u>	<u>\$ Value (In Millions)</u>	
1974	472	[Redacted]	
1975	482		
1976	461		
TQ	155		
1977	562		
1978	447		
General Procurement			
1974	113		
1975	124		
1976	121		
TQ	22		
1977	134		
1978	78		
Grand Total			
1974	585		
1975	606		
1976	582		
TQ	177		
1977	696		
1978	525		

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Significant Activities and Achievements — FY 1978

1. Interface with the Office of Federal Procurement Policy (OFPP), OMB, and the Office of Federal Management Policy, GSA:

This office continues to receive numerous proposed policies and regulations from these offices soliciting Agency viewpoints and comments for their consideration prior to either the creation of and/or revision of an existing directive concerning public contracts and property management, and the related acquisitions by the multitude of executive department components. Selected examples of such queries and/or requests for comments emanating from these offices follow below:

a. From OMB:

(1) On standardization of management system criteria and required product and nonproduct data requirements in acquisition of goods and services

(2) Guide on implementing the Federal Grant and Cooperative Agreement Act

(3) Federal Paperwork Commission

(4) Control of management systems criteria and data required of contractors—relating to attempts to implement COGP Recommendations A-33 and A-34

(5) Federal Procurement Data System

b. From GSA:

(1) Contract financing provisions

(2) Provide for full payment of Miller Act Bond Premiums after certain conditions are satisfied

(3) Paid advertising—uniform guidance and procedures

(4) Government-wide study of small purchase procedures

(5) Extension of Cost Accounting Standards to negotiated nondefense contracts awarded by civilian agencies

c. From OFPP:


(1) Major concern monitored by OFPP resulted from the President's 18 May 1978 memorandum on inflation and the resultant creation of a council on Anti-Inflation Measures in Federal Procurement. A PMS staff member attended the OFPP kickoff session on this subject held 26 May 1978. (U)

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a. During 1978, the C/PMS, assisted by a staff member, completed a periodic review of the  which included assessing current problems, workload and personnel matters and briefing the personnel on pertinent Agency issues.

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b. As a result of the early January 1977 fire, this office had been temporarily relocated to nearby leased office space pending availability and movement to new permanent space. A newly constructed facility will be available for occupancy and the related move in early November 1978. (C)

3. Special Contract Actions/Issues:

a. **Presearch, Inc.:** PMS's contract support to the DCI was further augmented by arranging for RECD to determine and provide necessary specifications to this contractor for construction of vault meeting adequate standards for classified document storage.

Cognizance of the existing DCI contract activity with Presearch was also transferred to the NFAC Contracting Officer who would contract for any similar future requirement levied by the DCI.

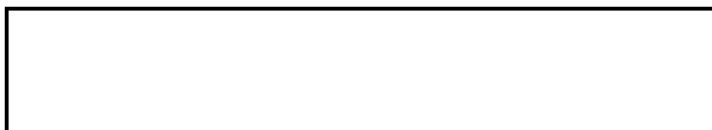
b. **Atlantic Telephone and Telegraph Company (AT&T):** The Federal Government's anti-trust suit against this concern has resulted in AT&T levying an elaborate document discovery proceeding with the Government and its agencies. The proceeding seeks to obtain copies of what effectively could be untold tons of contractual and related documents to be used in its defense under the suit.

c. **Potter Instrument Company, Inc.:** Brought suit for patent infringement in the U.S. Court of Claims against the U.S. The suit alleges infringement resulting from the manufacture or use by or for the Government of computer hardware models (generally believed to be magnetic tape transports or drives and disc drives). (U)

4. Selected Contract Activity Data:

a. **FY 1978 Top Ten Largest Dollar Volume Contractors:** They follow in order including volume in millions:

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A plan is underway for the ACRB members and advisors to attend a concentrated external training course in Government procurement. (C)

6. Procurement Policy Panel Meeting:

A meeting held in June at the [] included a discussion of significant issues as follows:

a. Task Force on Industrial Security and Industrial Contracting status of recommendations/approvals/disapprovals.

b. [] and NFIB 74.2/25 on Agency Procurement Policy and NFIP Procurement Policy.

c. IG Report on Inspection of Agency Procurement as a part of Logistics.

d. Contracts with former employees.

e. CONIF/GAS interface. (U)

7. Procurement Notes (PN):

Sixteen PNs plus numerous revisions were issued this year covering a broad gamut of topics. The most significant ones concerned the various security aspects of Agency contracts on which four notes were issued. Certain other topics included inspection reports, anti-disclosure agreements, communications during competitive procurement actions, FOIA, bid or contract protests, legal review of contracts and appeals from contracting officer decisions. (U)

8. CONIF:

a. The major action which occurred in the CONIF system was the CONIF/GAS interface necessary to accomplish the automated payment of contractor invoices using the combined CONIF/GAS contract data base.

b. Very satisfactory results occurred from the query sent to the Agency's [] contractors for improving the accuracy of contractor data regarding small/big business, minority business and foreign ownership. The data received, based on 370 responses out of 418 queries (89% response), was incorporated as necessary into the respective contractor files. (U)

9. Task Force on Industrial Contracting and Security: The first major review of Agency contracting since Livingston was carried out during the year by an internal interdirectorate task force. Forty-five

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specific recommendations were made by the task force, with all approved except the move from dual delegation of procurement authority to single delegation. Implementation of these recommendations, plus additional direction from the DDCI has been monitored by OL/PMS. The major result of these actions has been stronger contract language on security, improved security manuals, and more unity of Agency procurement. (U)

10. **Personnel:** The personnel actions relating to procurement officers occurring in FY 1978 included:

- a. 16 rotations of procurement officers
- b. 1 resignation
- c. 1 death
- d. 1 retirement
- e. 3 new hires
- f. 1 team realignment with a GS-13 moved from OD & E to OSO (U)

11. **CONIF Input Team (CIT):**

a. The CIT has consisted of [redacted] [redacted] It was established effective October 1977, and as a result no backlog presently exists. FY 1978 contract data input has all been accomplished.

b. The OL/OF interface with CONIF became effective 12 June 1978 for automated payment of contractor invoices.

c. The CIT is being continually trained for not only its own current CONIF upgrading but new requirements. It further periodically provides training for the various procurement components' staffs due to clerical turnover and new requirements. Of particular importance were sessions regarding the new financial requirements necessary for OF invoice payment and the Business Justification. (U)

12. **Procurement Handbook:** On 1 March 1978, the revised Procurement Handbook [redacted] was issued. It was a major revision of the former edition issued 15 February 1973.

Further, many other regulations affecting Agency procurement were revised based on current reviews by PMS and others as necessary. (C)

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13. **Contract Boiler Plate:** The Agency contract boiler plate—the general provisions plus five other various editions for use with the specific contract types—has been converted to the ETECS system to facilitate more timely printing, production and issuance of future editions as the Defense Acquisition Regulation is changed. (U)

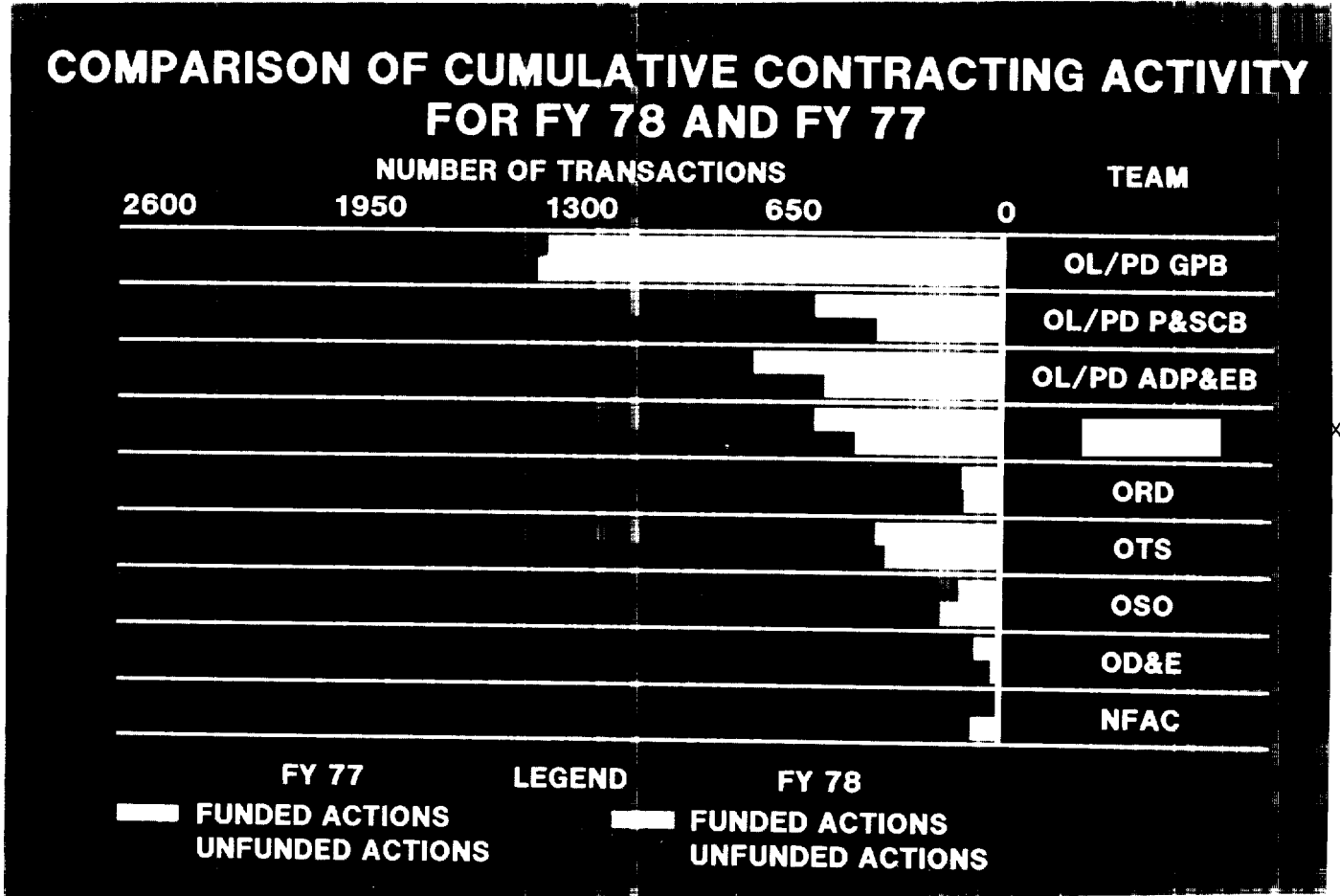
Goals — FY 1979

1. **Procurement Team Reviews:** In accordance with Procurement Note No. 23 and as an established MBO, the PMS Review Team has completed scheduled reviews on four procurement components including the [] OTS, ORD and DEG/OD & E. Although no serious discrepancies existed, minor findings were disclosed warranting suggested corrective actions. (C)

2. **CONIF Data Base Management:**

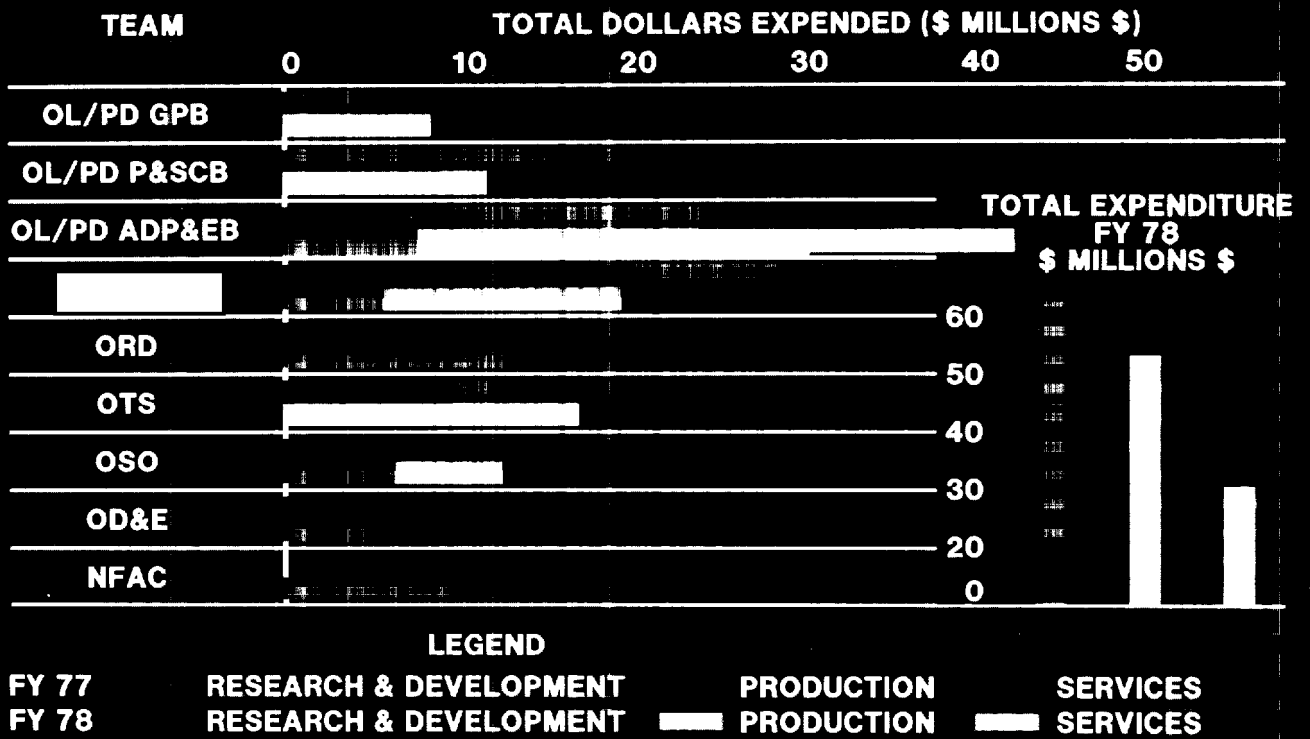
a. The CONIF Data Base Manager and CONIF Input Team (CIT) are performing thorough analyses of the data base for the purpose of establishing procedures to assure continually greater accuracy and more timely input. This is being accomplished through integrity checks on new data input plus other system enhancements.

b. The CIT assumed the complete responsibility for issuance of Agency contract numbers; and their quarterly review includes a check to assure that the contract numbers assigned to date are, in fact, included in the CONIF Data Base. Similar plans are being developed to establish an appropriate procedure for the issuance of contract amendments and task order numbers; and an adequate control to assure inclusion of these actions in the data base. This will facilitate the inclusion of every contract action which must be included in each contract base. (U)



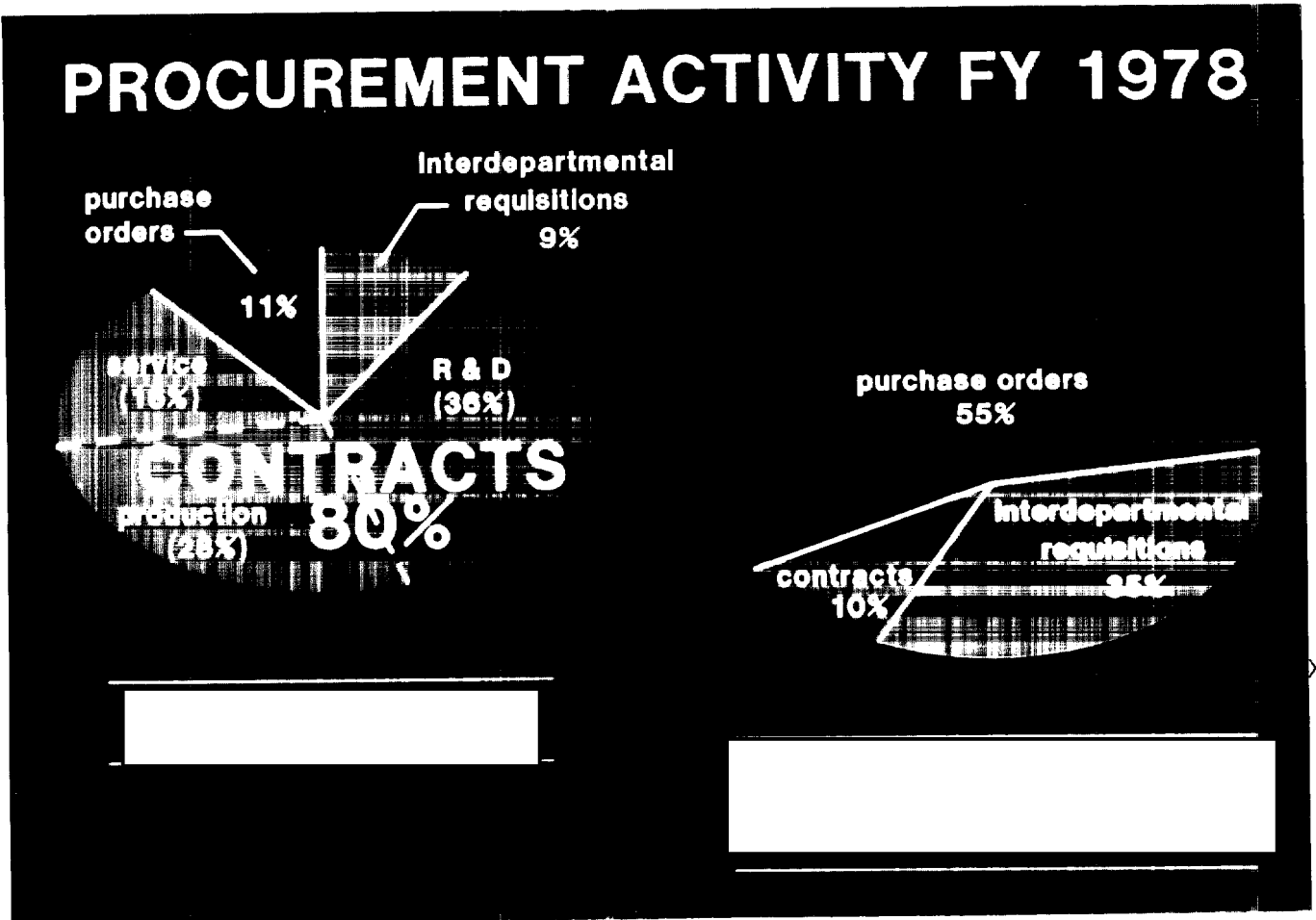
Comparison of Cumulative Contracting Activity for FY 1977 and FY 1978.

COMPARISON OF CUMULATIVE CONTRACTING ACTIVITY FOR FY 78 AND FY 77



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Comparison of Cumulative Contracting Activity for FY 1977 and FY 1978.



Total Agency procurement activity during FY 1978. The pie chart on the left shows how the total procurement dollars were expended by the various types of procurement actions; the chart on the right shows how the total procurement actions were allocated.

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Responsibilities (LI 1-10)

1. Advise the Director of Logistics on security matters involved in logistical support to the Agency. (U)
2. Conduct appropriate liaison with other U.S. Government agencies. (U)
3. Provide technical staff advice and guidance and coordinate the activities of the security officer assigned to the West Coast Procurement Office and the industrial security officers assigned to the various decentralized procurement teams. (C)
4. Provide training and guidance to Office of Security personnel assigned to the industrial security programs. (U)
5. Provide the security advisor to the CIA Contract Review Board. (U)
6. Serve as the cover, alias documentation, safety and emergency evacuation referent for the Office of Logistics. (C)
7. Under the direction of the Director of Logistics, assume the Area Security Officer responsibilities as set forth in (U)

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Industrial Security Program

General Information:



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2. Category "A" facilities comprise 19.2% of total (determined on the basis of requiring access to and storage of Sensitive Compartmented Information or other "most sensitive" data). (C)

3. MBO is the inspection of 85% of Industrial Facilities. (U)

4. Staff Resources:

- Card Index of 33,000 Contractor Industrial Security Approvals (C)
- Card Index of 600 Government Liaison Approvals (U)
- File Folders on 1900 Industrial Facilities (C)

* Number fluctuates, mostly due to the opening and closing of facilities.

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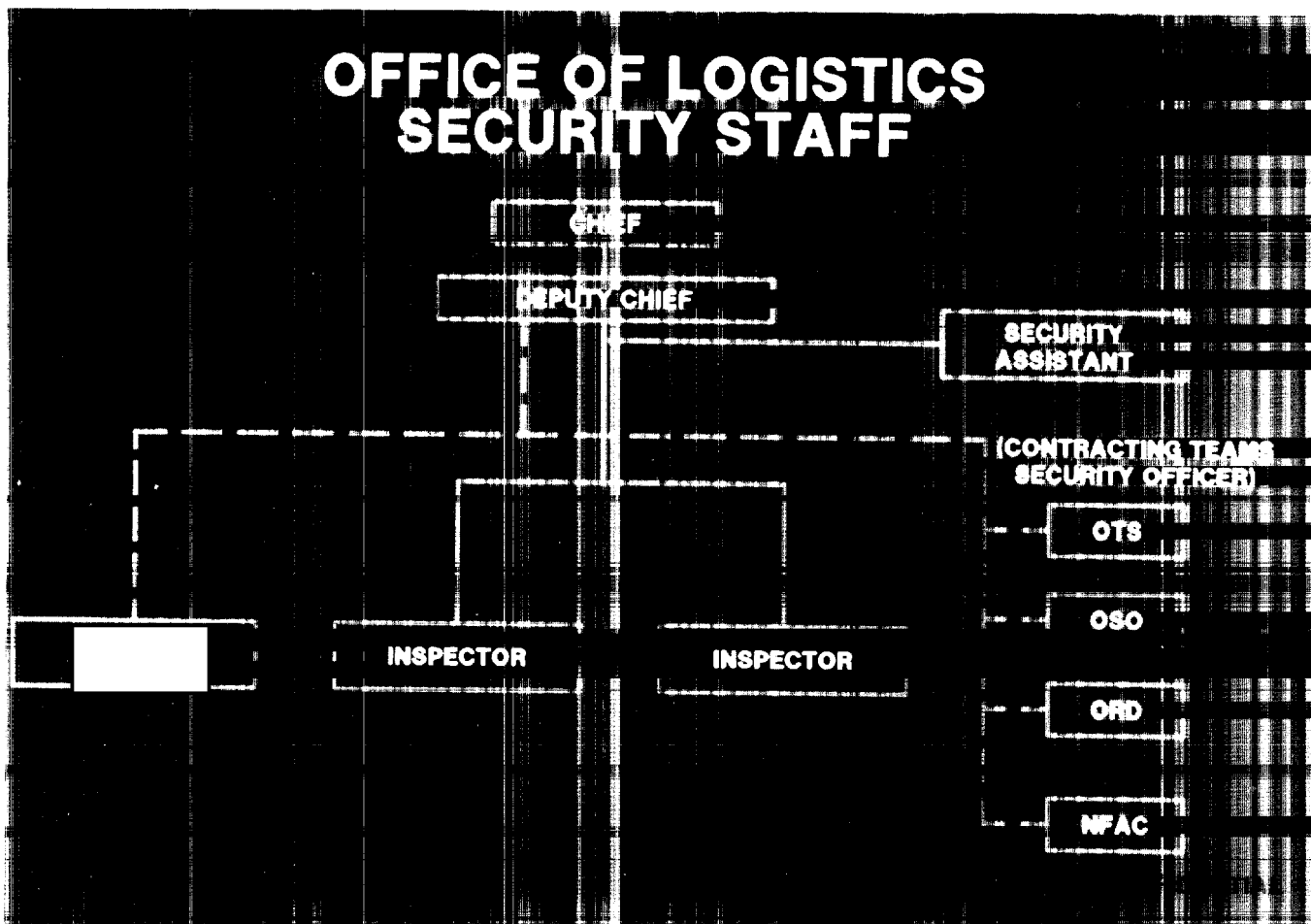
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Significant Activities and Achievements — FY 1978

1. Implemented use of the revised Industrial Facility Security Inspection Form in conjunction with in-depth security inspections. (C)
2. Conducted an analysis of contractor facilities to permit categorization of industrial facilities in accordance with the security sensitivity of the Agency-classified contracts under performance. (C)
3. Initiated a program for contractor review and report on classified document holdings. (C)

Goals — FY 1979

1. Augment the Staff in order to organize it along functional lines and attain greater efficiency in its functions. (U)
2. Automate Industrial Security Approval records. (C)
3. Revise Industrial Facility Security Records procedures. (C)



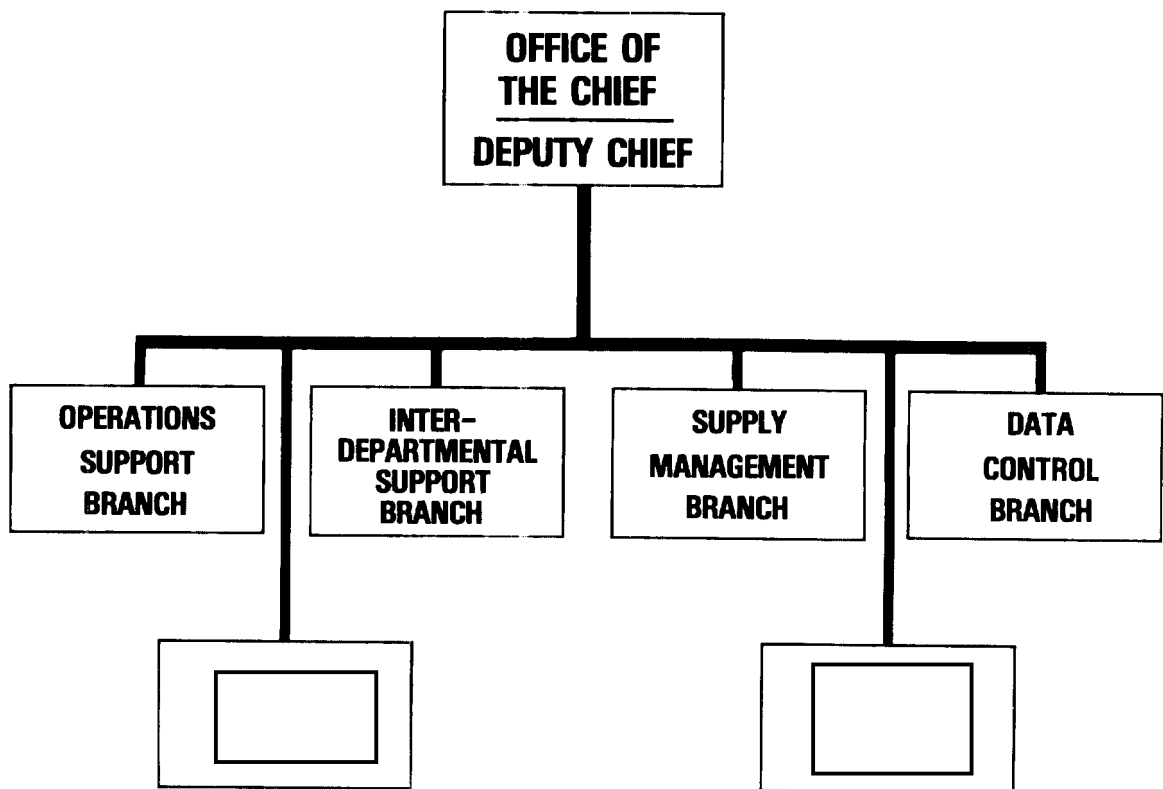
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Organizational structure of the O/L Security Staff and areas of responsibility.



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SUPPLY DIVISION



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Responsibilities (LI 1-5)

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. Be responsible for:
 - a. The inspection, testing, and maintenance of weapons, ammunition, and explosives;
 - b. The configuration, packaging, and shipment of the para-military materiel stockpile;
 - c. The design and testing of aerial delivery material and aerial delivery techniques;
10. Maintain the master record of Agency motor vehicles worldwide;
11. Manage the single transportation allotment. (S)

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OL Inventory Control System:

1. The Inventory Control System (ICS) is a computer application designed to enable OL to be more effective in the management and control of Agency personal property assets (both non-expendable and expendable). The ICS software, Generalized Information Management (GIM) System II, provides an on-line automated capability that assumes many of the clerical or manual functions required in the daily operations of the supply system. The system, which also responds to requisitions from customers worldwide, provides management with inventory control techniques which would not be possible under a manual system. The ICS replaced the Stock Accounting System (SAS) as the primary tool used by Supply Division to manage and control inventory assets. (U)

2. Generally, the ICS is designed to process supply actions (receipts, issues, maintenance, adjustments) accurately and simply, permit rapid query of files, produce both scheduled and non-scheduled reports, and maintain property and financial integrity. Specifically, the system provides for: automatic release of back-orders in priority sequence; receipt of requisitions requiring procurement action and issue verification of the procured material; on-line requisition follow-up via terminals; on-line access to all files; automatic Depot Issue Notice (DIN) for stock and non-stock issues; tracking of Property Requisitioning Authority (PRA) and Materiel Procurement Allotment (MPA). The users of the ICS are OL, requisitioning activities, cognizant/technical offices, Office of Finance, and the Audit Staff. (U)

3. To accommodate a smooth transition from the SAS to ICS, the implementation of the ICS was accomplished in four modules: (1) identification or stock number file, August 1973; (2) part number/stock number cross-reference file, November 1973; (3) inventory file (on-hand, in-use, on loan to, on loan from), November 1974; and (4) requisitions (customer and replenishment), June 1975. (U)

4. The major files, which contain approximately 252,000 records are: Identification; Part Number; Inventory On-Hand; Inventory In-Use/On-Loan To/On-Loan From; Requisition Back Order; Inventory Demand; Requisition Suspense; Activity (history); Monetary; Project (PRA FAN); and Depot Issue Notice. (U)

5. In October 1978, the ICS II Task Force became functional; its tasks are to consider the effectiveness of the current system and to recommend enhancements or alterations as appropriate. (U)

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Significant Activities and Accomplishments—FY 78

1. **Automation of Agency Vehicle Records:** The changeover from a semi-automated EAM vehicle records system to a fully automated system is in the process of being implemented. The Agency Vehicle Records System (AVR) is a computer based application which allows for a more accurate and informative management data base; quicker response to internal and external queries; aids in vehicle licensing and registration through state and local governments and DOD; and for forecasting procurement lead times. (C)

25X1 2. **Transportation Course:** A three day transportation course was offered at for 25 area logistics officers to familiarize them with the procedures, problems and trends in shipping materiel by military and commercial modes. (U)

3. **ICS Query Capability Extended to OSO:** Access to the ICS was further extended to provide OSO the on-line capability to obtain On-Hand, Due-In, Due-Out, In-Process and Identification information via the use of a terminal located at the OSO facility. This capability is now held by logistics personnel assigned to OC, OTS, FBIS, and OSO. (C)



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5. **Task Forces:** A 3-man task force was mobilized on 2 October to assist ODP in conducting a comprehensive physical inventory of all ODP property. This task force was a result of a recent critical audit report on ODP property accounting procedures. (U)

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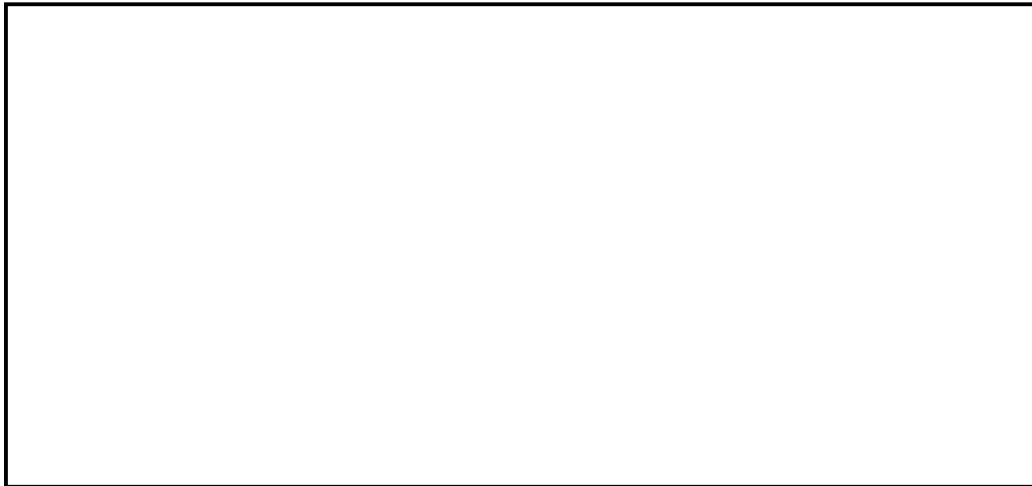
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25X1 a. Also in October, a 2-man task force was dispatched to [redacted] inventory of OTS property.

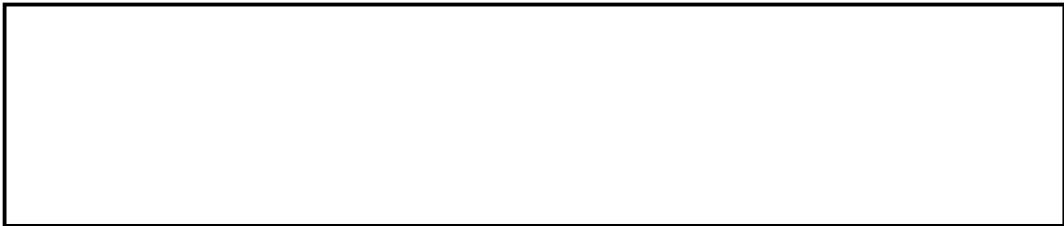
b. A 4-man task force was activated on 12 October to review the current ICS and to either recommend changes to enhance its performance or to replace it as a supply and fiscal control system. (C)

6. **Reduced Single Transportation Allotment (STA):** The FY 79 STA has been reduced by \$800,000. Added to this is a MAC announcement that the cost of MILAIR shipments increased by 21% effective 1 October. Also ICC has approved a 17% motor freight increase effective 1 November. This will necessitate extremely close monitoring and scrutiny of all requests for premium transportation to stretch the authorized STA dollar as far as possible. (C)

25X1 7. **OTR's "Introduction to CIA" Course:** Included for the first time in this OTR sponsored course for new employees was a tour of [redacted] The tour reportedly was well received and OTR has indicated that it may become a permanent feature of the course. (C)



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Goals—FY 1979

1. Complete reconciliation of Headquarters Property In-Use Account 6805. (U)

25X1 2. Develop a consolidated PIN/Supply Action filing system at to enhance information management and eliminate redundancies in the storage and retrieval process. (U)

3. Initiate and distribute to Agency components a twice annual computer printout of Agency excess property to replace the current manually produced listing. (U)

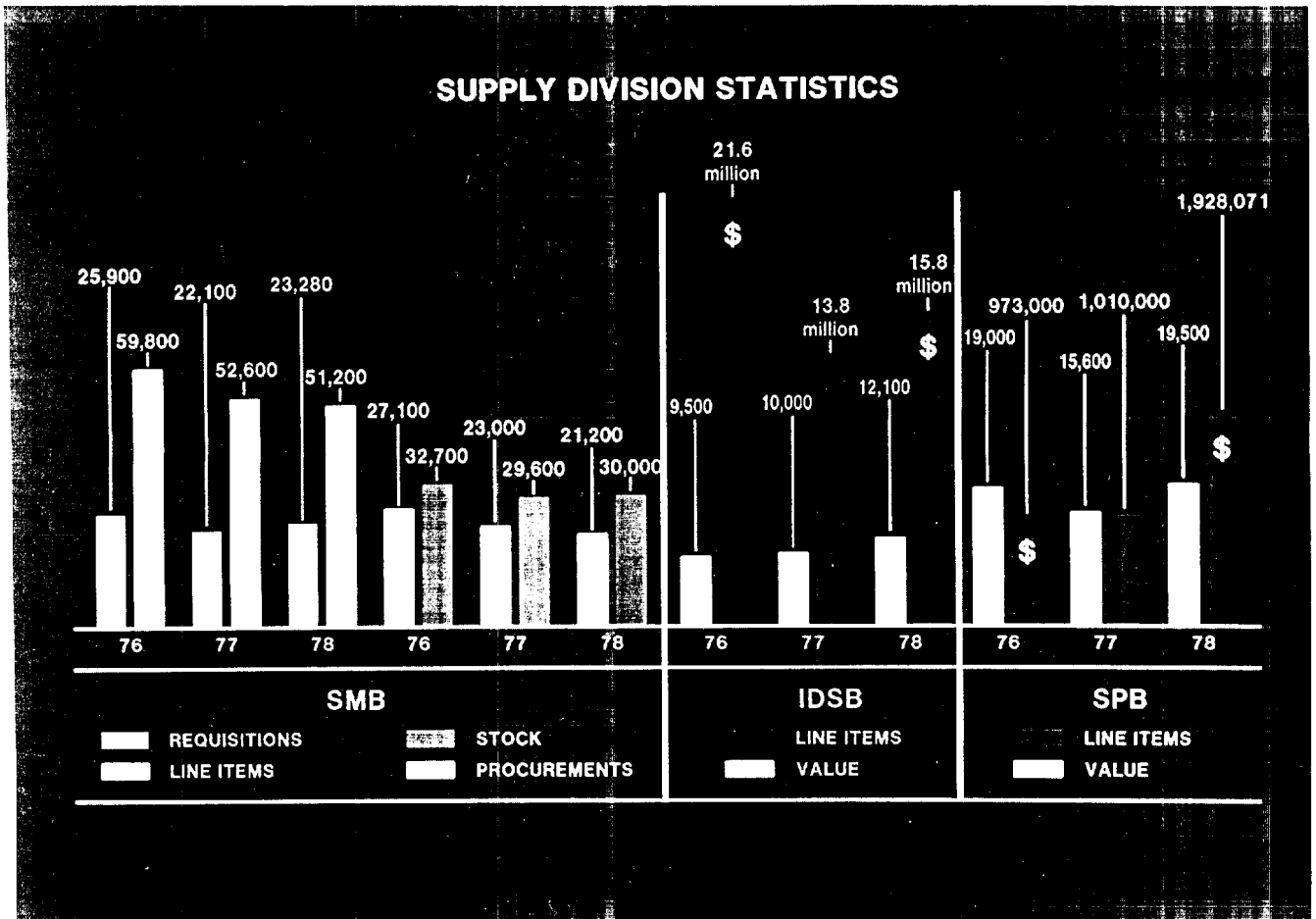
4. Implement the Federal Automatic Requisition System (FARS) utilizing the Defense Automatic System (DAAS). (U)

5. Complete the input of Agency weapons data into the automated Agency Weapons Control System (AWCS). (S)

6. Establish within the Office of Logistics (OL) a Task Force to identify those areas of the Inventory Control System (ICS) which require modification or expansion to meet existing and anticipated requirements, and to recommend such concepts, programming, and equipments which would satisfy the requirements on a cost effective basis and enhance the utilization and performance of the system. (U)

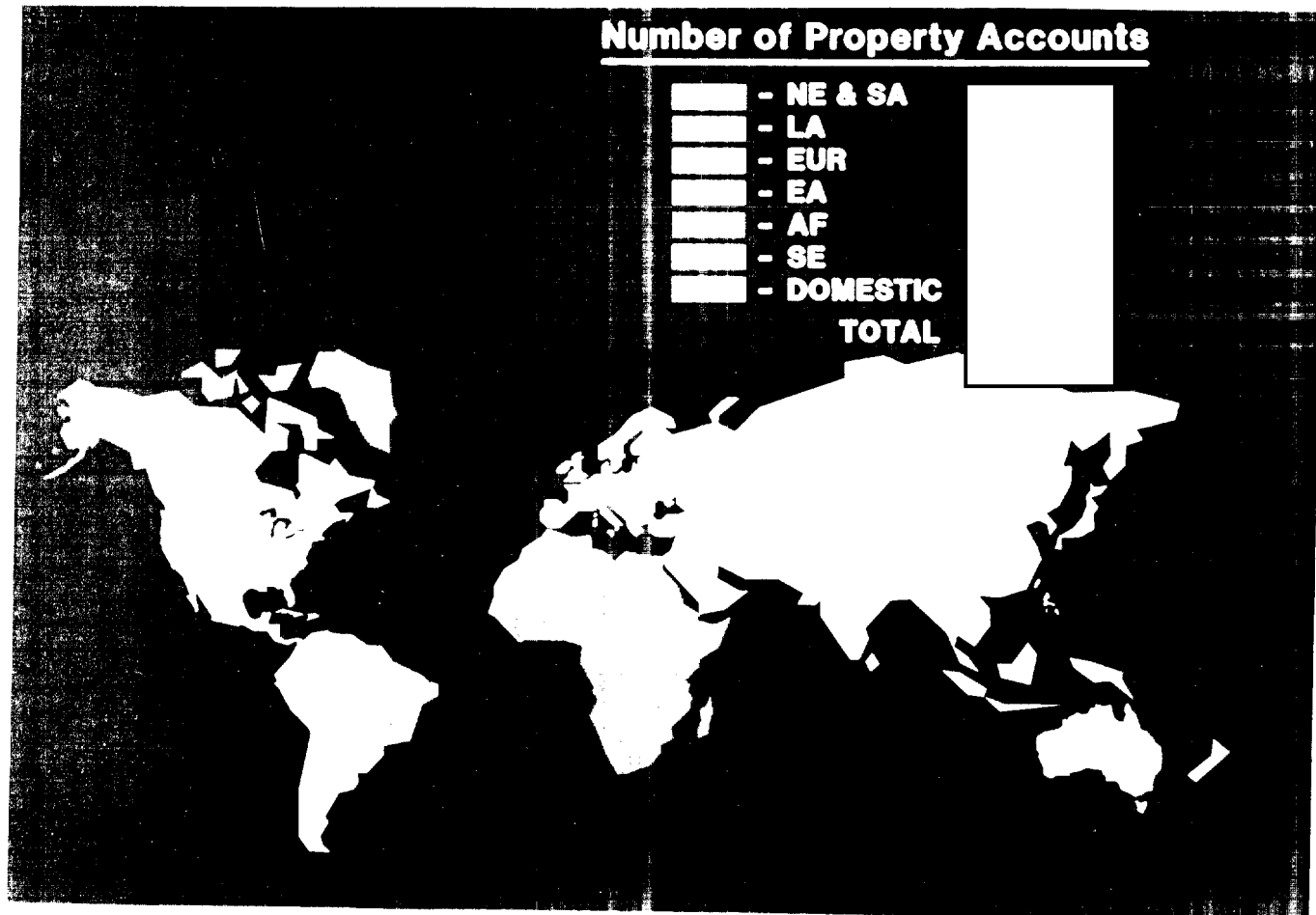
7. Develop a comprehensive training program and procedures manual for Supply personnel to enhance information management in the theoretical and operational use of the Inventory Control System. (U)

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Supply Division Statistical Summary with three year trends for Supply Management Branch (SMB), Interdepartmental Support Branch (IDSB), and Small Purchases Branch (SPB).

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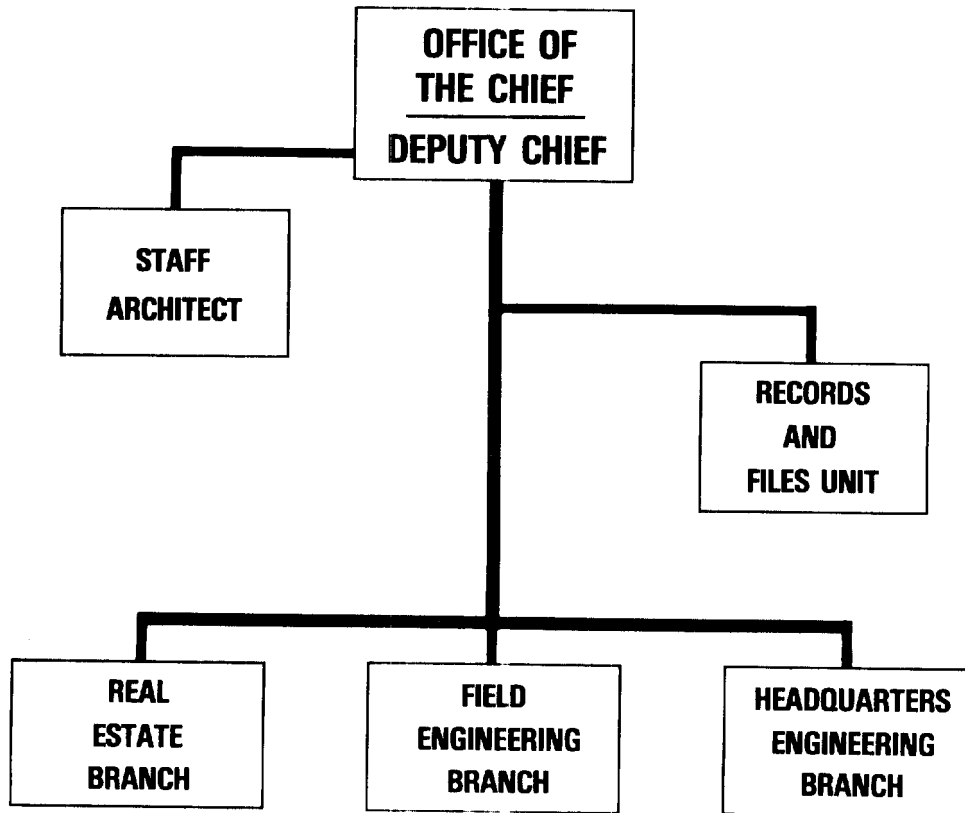
Worldwide distribution of Agency property accounts

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REAL ESTATE AND CONSTRUCTION DIVISION



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Responsibilities (LI 1-8)

1. Overall Functions

- a. Advises the Director of Logistics on all matters relative to real estate, construction, and maintenance of Agency facilities. (U)
- b. Provides qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities worldwide. (C)
- c. Furnishes architectural and engineering services, including contract negotiations for real estate, construction, maintenance, and architect-engineering services in support of Agency requirements. (U)
- d. Coordinates legal, cover, and security aspect incident to real property transactions with the Office of General Counsel, Cover and Commercial Staff, and Director of Security or their designees. (C)
- e. 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-term, medium-term, and long-term time frames. (U)

2. Headquarters Engineering Branch (HEB)

- a. Provides the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Headquarters establishments. (U)
- b. Prepares designs and conducts engineering and construction activities within the Headquarters establishment. (U)
- c. Provides plans, budgetary estimates, and schedules for design and construction of Headquarters facilities through direct support, other Government agencies, or commercial firms. (U)

3. Field Engineering Branch (FEB)

Primary function is to provide specialized or professional guidance and direction for design, construction, renovation, and other technical support related to domestic and foreign field stations' engineering requirements. (C)

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4. Real Estate Branch (REB)

a. Budgets and arranges for the acquisition, maintenance, and disposal of domestic safe sites. (C)

b. Provides guidance and management in the acquisition and disposal of domestic and foreign real estate. (C)

5. Records and Files Unit (R&FU)

Maintains records of all Agency real property, construction and maintenance activities. (U)

Significant Activities and Achievements—FY 1978

1. Engineering Support to Headquarters:

Engineering and, particularly, utilities support to Headquarters elements continues unabated from last year. A new uninterruptible power source (UPS) to support Office of Data Processing (ODP) and Office of Communications (OC) operations has been completed. Installed UPS units now 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 \$1.6 million. Two 2500 kW emergency generators to support ODP and OC have been procured and are now being readied for installation. (U)

2. SAFE:

Preliminary facilities planning and initial engineering design for Project SAFE are well underway. Installation of a third 2500 kW emergency generator to support Project SAFE has been started and the design for the modification of C Vault to support the increased power requirements for Project SAFE has been completed. Facilities expenditures for Project SAFE during FY-77, 78, and 79 are anticipated to total approximately (U)

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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 did conduct a feasibility study to determine whether or not classified waste generated in the Headquarters building could be used as fuel for the power-house boilers. The answer, unfortunately, was negative. (U)

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4. Community Headquarters Building (CHB):

Life-safety and security improvements will be made during the coming year under the continued supervision of Division personnel including a fire tower escape route serving all floors. Elevator improvements are being negotiated with GSA. (U)

5. Disposal of Agency-Owned Domestic Properties:

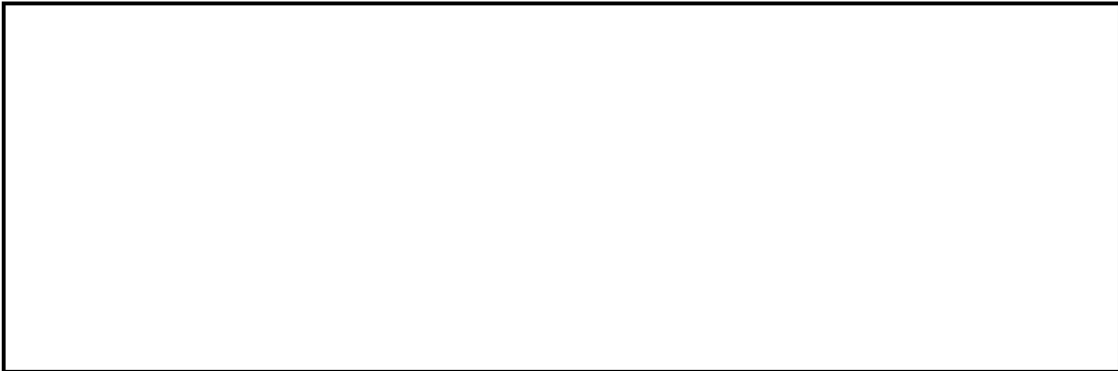
The last Agency-owned domestic property used as a safehouse was declared surplus during this period. The property is currently in the hands of GSA for disposal and will most likely be sold, since there has been no interest expressed by either Federal or local government agencies. (C)

6. Rental Survey at the [redacted]

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A rental survey to revalidate the comparability of rentals [redacted] was conducted during this period. Final rental and utility rates have been established. This rental survey represented a Division effort to ensure the Agency's strict compliance with OMB guidelines in such matters. (C)

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8. Engineering Support to Domestic Operations:

The design and construction of new offices for [redacted] [redacted] master planning for the Agency's [redacted] [redacted] and the design and construction of a motor-generator and UPS installation at the National Photographic Interpretation Center (NPIC) are all examples of domestic projects for which this Division exercised engineering and construction responsibility during the past year. (U)

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9. Personnel Support to Foreign and Domestic Installations:

The Division provided engineers and technicians PCS to a number of foreign and domestic posts including the following: [redacted]
[redacted]

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AGENCY LOCATIONS IN METROPOLITAN WASHINGTON

BUILDING ADDRESS	COVER	USER	TYPE SPACE	AREA (SQ FT)	FY-78 ANNUAL SLUC COST (\$)
1. Headquarters Building 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 Building 1820 N. Ft. Myer Dr. Rosslyn, VA	EOP	General	Office Other Parking		
5. Key Building 1200 Wilson Blvd.	EOP	General	Office Other Parking		
6. Chamber of Commerce Bldg. 4600 N. Fairfax Dr.	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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BUILDING ADDRESS	COVER	USER	TYPE SPACE	AREA (SQ FT)	FY-78 ANNUAL SLUC COST (\$)
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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		

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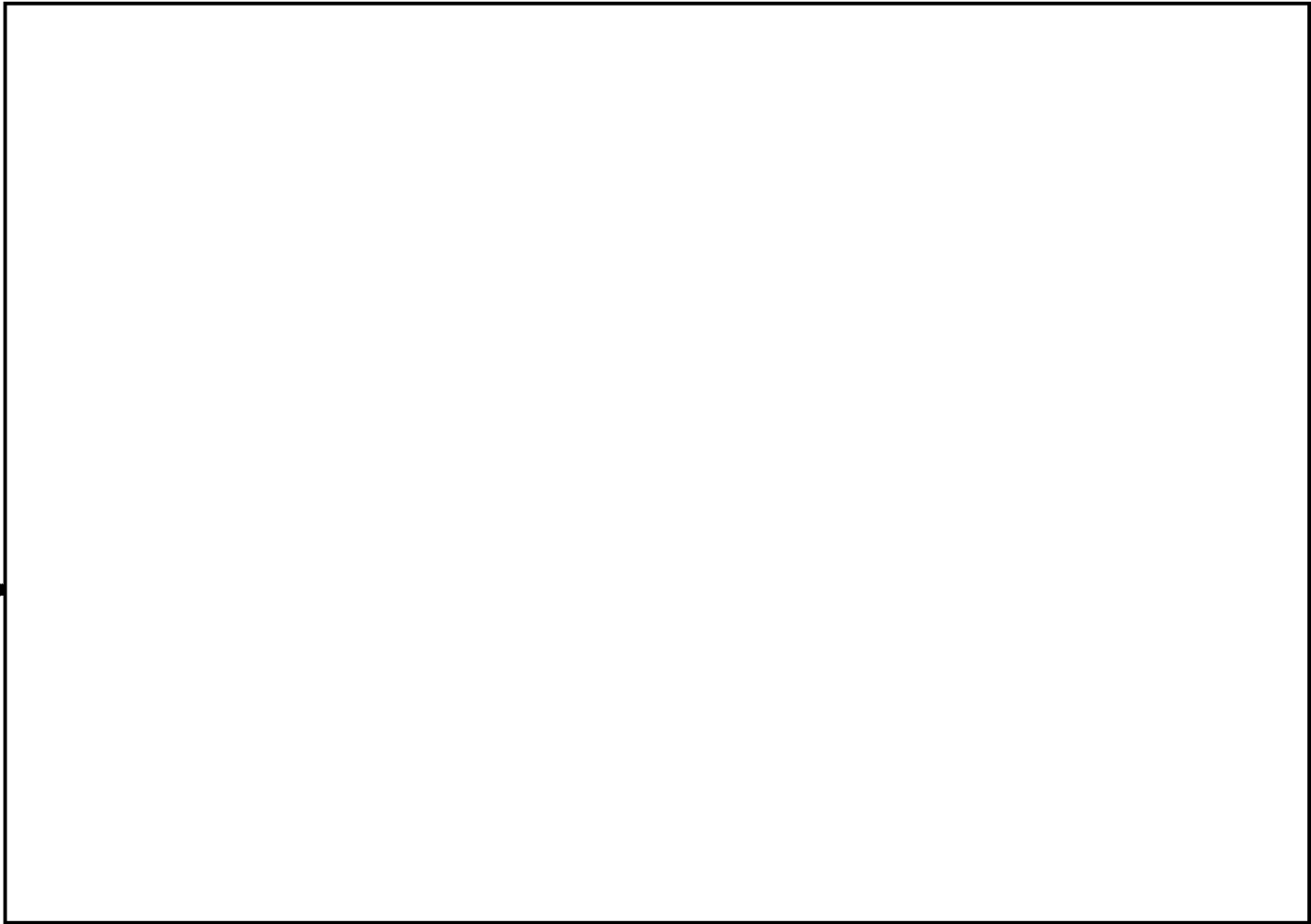
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BUILDING ADDRESS	COVER	USER	TYPE SPACE	AREA (SQ FT)	FY-78 ANNUAL SLUC COST (\$)
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20. 1000 Glebe Road
Arlington, VA.

EOP

FBIS

Office
Other
Parking



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Major RECD Projects Completed During 1978

<u>Item</u>	<u>Location</u>	<u>Cost</u>
1. Flushing of Secondary Chilled Water System including \pm 5000 induction units providing HVAC to Headquarters perimeter area floors 1 through 7 (GSA funding)	Headquarters	\$100,000
2. OC/ODP 60 HZ UPS	Headquarters	632,000
3. Replace SOMAT machine in Room BE44 Headquarters	Headquarters	82,000
4. Repair curbs and apply seal coat to streets and parking areas (GSA funding)	Headquarters	113,000



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Major RECD Projects to be Completed During FY 1979/80

<u>Item</u>	<u>Location</u>	<u>Cost</u>	25X1
7. Emergency road repairs	Headquarters	379,000	
8. Install small package boiler	Headquarters Powerplant	165,000	
9. Install two (2) new 2500 kW generators	Headquarters Powerplant	2,450,000	
10. P & PD color lab and HVAC improvements	P & PD Bldg.	325,000	
11. Project ADSTAR	Headquarters	300,000	
12. Headquarters recreational facility, four lighted tennis courts	Headquarters	170,000	
13. Salt/sand storage facility and miscellaneous improvements	Headquarters	275,200	
14. Headquarters recreational facility access roadway, gate and parking facility	Headquarters	39,900	
15. Headquarters recreational facility, softball/football field and volleyball/basketball court	Headquarters	63,700	

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Major RECD Projects to be Completed During FY 1979/80 (cont'd)

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<u>Item</u>	<u>Location</u>	<u>Cost</u>

Major Projects Under Construction During FY 1979

<u>Item</u>	<u>Location</u>	<u>Cost</u>
1. Expansion of Transformers Vault C	Headquarters	\$700,000
2. Install Sprinkler System in GC03 (GSA funded)	Headquarters	100,000
3. Drainage and site improvements at garage, West lot, and main storm sewer outfalls	Headquarters	250,000
4. Outside air damper modifications provided by GSA	Headquarters	200,000
5. SAFE Phase I 12,500 ft., including utility areas	Headquarters	1,077,000
6. CAMS 400 Hz UPS installation	Headquarters	300,000

SECRET*Major Projects in Design During FY 1979*

	<u>Item</u>	<u>Location</u>	<u>Cost</u>
1.	Procure Water Filter Improvements	Headquarters	\$50,000
2.	New transformer vault design	Headquarters	134,000
3.	Short circuit current protectors	Headquarters	60,000
4.	Design fire barrier	Headquarters	\$250,000
5.	Rezone perimeter induction units	Headquarters	75,000
6.	Improve fire and underfloor water detectors	Headquarters	40,000
7.	Improve chilled water filters	Headquarters	50,000
8.	Rebalance entire HVAC system	Headquarters	400,000

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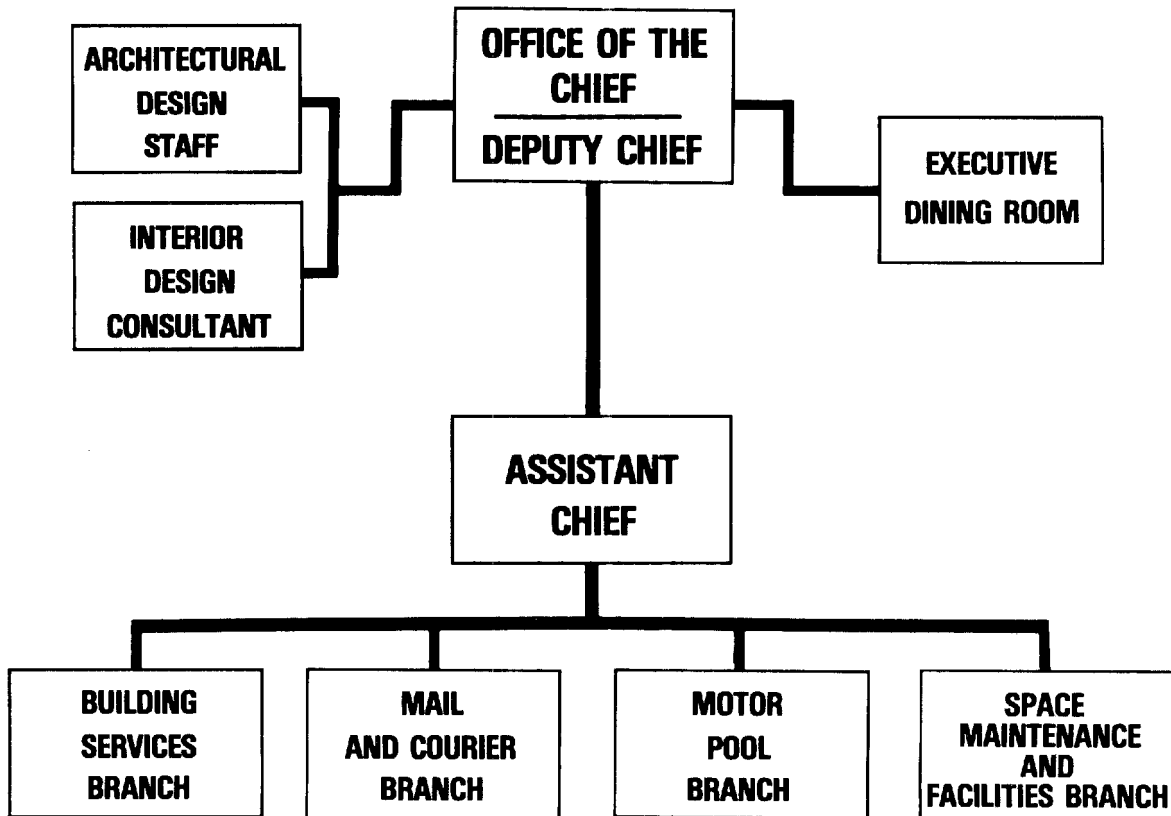
Major RECD Active, Long-Term Projects

	<u>Item</u>	<u>Location</u>	<u>Cost</u>
1.	VEPCO funded substation improvements	Headquarters Powerplant	\$8,500,000
2.	Redundant steam and chilled water lines connecting powerplant and main building	Headquarters	1,000,000
3.	Critical chilled water loop	Headquarters	750,000
4.	New electrical power risers	Headquarters	200,000

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LOGISTICS SERVICES DIVISION



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Responsibilities (LI 1-12)

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:

1. X-ray inspection of all incoming mail.
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. Armoring of official and Q.P. vehicles at Headquarters and at overseas locations.

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Significant Activities and Accomplishments—FY 1978

1. Special Projects:

a. Following months of delays by GSA due to contractor disputes and related problems, the installation of the OGCR plotter in the GH corridor was completed during November 1977. LSD rendered much logistical support in helping to assuage the numerous obstacles which plagued this project. (U)

b. Similar problems were encountered in renovating Room 1D10 in order to prepare this area for the installation of the TADS computer facilities. LSD representatives were often called upon to resolve difficulties that the GSA forces were unable to surmount. This work was finally completed during May 1978. (U)

c. In assisting other government agencies, LSD burned 45 cubic feet of voided postal stocks for the McLean Branch of the U.S. Postal Service, and approximately 1.5 million invalid U.S. Treasury checks were disintegrated through the Hammermill. LSD also continues to periodically receive classified material for destruction from the U.S. Senate. (U)

2. Executive Interest:

a. In response to a request from the DCI Security Staff, LSD's Motor Pool procured a replacement siren and public address combination with speakers for Admiral Turner's vehicle. The new unit was installed by Motor Pool personnel with technical assistance from the Office of Communications. (U)

b. The installation of the Closed-Circuit Television network at Headquarters was completed in February 1978. Television monitors were placed in the DCI/DDCI suites, PAO, and the North and South cafeterias. (U)

c. A two-drawer safe file was supplied to Judge John Sirica for work related to an Agency FOIA case. (C)

d. LSD lent support to the preparations at Headquarters for the abated Iranian Student Demonstration scheduled in early June 1978. The support included two dedicated Bluebird buses to remain on stand-by for moving protective officers as needed, chairs, and refreshments set up in the tunnel, portable toilets, ice water, and trash receptacles placed throughout the compound, and the security grills at all the entrances to the Headquarters Building inspected and found to be in satisfactory working order. (U)

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3. Special Committees and Investigations:

Temporary space and furnishing were provided at Headquarters for the House Assassinations Committee. Similar support was given to the Stockwell Book Working Group. (U)

4. Exhibits and Visitations:

a. Following the demise of Project Outreach, the exhibits on the first floor of Headquarters were dismantled and moved to the [redacted] for temporary storage. The U-2 exhibit was packed and returned to NPIC. (U)

b. LSD provided assistance to numerous exhibits in the 1D corridor during FY 1978. Among these were the "Black History Month," "A Cartoon History of U.S. Foreign Policy," and the "Handicapped Awareness Month" exhibits. In addition, LSD participated in several exhibits sponsored by the E.A.A. (U)

c. Personnel services and equipment were supplied to NBC and PBS/Boston television crews as filming took place on the Headquarters compound. (U)

5. Headquarters Beautification:

a. A GSA horticulturalist has been contacted regarding the replacement of the dead willow oak trees on the compound. It is expected that the planting of new trees will begin this fall. (U)

b. The inadequacy of the groundskeeping services at the Headquarters compound has been a continuing source of concern to LSD. Because of a bias plea from a bidding contractor, it has so far been impossible to let a new contract. In the interim, and until a new contract is let, limited maintenance is being accomplished by GSA custodial forces supplemented by help from the GSA Pentagon Group Forces. (U)

6. Office Space:

a. Outstanding requirements for office space is 105,000 square feet exclusive of Project Safe. Because GSA has been unable to acquire additional space, alternative actions have been undertaken in order to satisfy these needs. One classroom has been returned from OTR and the Ames Building cafeteria is being closed. These areas will be reconfigured to serve as office space. Other alternatives are being investigated for leasing external space. (U)

b. Working with GSA has become especially difficult during the past several months as investigations of GSA operations by the

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FBI began. Unacceptable delays have been encountered in negotiating bids and signing contracts for maintenance work. The Director of Logistics and his Executive Officer met in May with Messrs. James Steele and Ruben Scheidt of GSA in an attempt to remedy some of these problems. (U)

c. Major space renovations were completed for DCI/NITC, DCI/IG, ORPA, LA Division, EA Division, and OCR. Moreover, the front offices of NFAC and DDO were upgraded. The PAO area was also reconfigured and renovated. (U)

d. A new and larger library for OGC was provided and 1A07 classroom was redecorated for OTR with new furniture and carpeting. (U)

7. External Buildings

a. Renovations to the first floor of the East Building are nearing completion with only a second coat of paint needed. (U)

b. Replacement carpeting was installed in the second floor lobby of the [redacted] in January. The cost of the carpeting was split 50-50 between the Agency and the building management. (U)

c. DDO/DCD personnel were moved in December 1977 from the Ames Building [redacted] (U)

d. Although efforts to begin the FBIS reorganization at the Key Building have been delayed, it is expected that this project will accelerate toward the end of FY 78 or early FY 79. (U)

8. Fine Arts Projects:

a. LSD arranged the loan of original art from some Army and Navy collections to be placed in the DCI's office in the EOB. (U)

b. All the paintings owned by Vincent Melzac and on loan to the Agency were rearranged on the first floor of Headquarters with professional assistance from the National Collection of Fine Arts. (U)

c. New vinyl wall covering was applied to the elevator cores and the DCI elevator lounge on the first floor of Headquarters. The DCI elevator lounge was also redecorated. (U)

d. Assistance was provided in selecting new lounge furniture for the front offices of ORPA, OSR, ODP, OF, and FBIS. (U)

e. The [redacted] Headquarters Building lobby, the Ames Building reception room, and the Headquarters Badge Office were upgraded and redecorated with new furniture. (U)

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9. Other Items

a. The North Somat System was completely overhauled and upgraded in March and April of 1978. (U)

b. Two-way radios were installed in the courier vehicles during January, allowing constant communication to all locations serviced by Agency couriers in the Washington Metropolitan Area. (U)

c. Repair work on Elevator No. 12, which has been out of service since February 1978, began in June but is now delayed due to nonavailability of parts. Work is expected to begin again in August. (U)

10. Management Objectives:

a. *Directorate Level—OL-A-06-77-Universal Courier Receipt:* Some of the first samples of the new forms were unsuitable and rejected by the Agency. Improved versions are now being produced. (U)

b. *Office Level—LSD-01-78-BSB Mini-Computers:* A feasibility study of BSB operations by the Systems Analysis Branch (SAB) has been slowed somewhat by the loss of key personnel in SAB. (U)

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SECRET**Significant Statistics**

	<u>FY77</u>	<u>FY78</u>	<u>Percent Increase or (Decrease)</u>
1. Architectural Drawings:			
Requests Brought Forward	62	162	261.3
Requests Received	693	657	(5.2)
Requests Completed	593	688	16.0
Requests Carried Forward	162	131	(19.1)
2. Classified Waste			
Disposed Of (Tons)	2,273	2,528	11.2
3. Carpeting (Sq. Yds.)	18,414	21,264	15.5
4. Executive Dining Room:			
Net Profit/ (Loss)	(\$5,280)	(\$432)	—
5. Courier Services:			
Miles Driven	451,323	436,128	(3.4)
Number of Runs	33,712	34,329	1.8
Average Locations	662	667	0.8
U.S. Mail (Pcs.)	754,248	662,910	(12.1)
CIA Mail (Pcs.)	4,093,438	4,227,676	3.3
6. Motor Pool Services:			
Miles Driven	624,660	595,892	(4.6)
Number of Trips	25,138	23,708	(5.7)
Total Passengers	285,976	300,080	4.9
Accidents	25	27	8.0
7. Work Orders:			
Initiated	2,942	2,988	1.6
Completed	2,855	2,408	(15.6)
8. Auditorium Presentations (Average Monthly)	21	18	(14.3)
9. Trouble Calls	11,630	10,157	(12.7)
10. Pneumatic Tube Traffic (Carriers)	2,386,615	1,641,436	(31.2)
11. Overtime Hours	43,915	44,683	1.8

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*Headquarters Energy Consumption**

	<u>Oct 76-Mar 77</u>	<u>Oct 77-Mar 78</u>	<u>Percent Increase or (Decrease)</u>
1. Electricity (kw Hrs.)	30,212,000	29,786,000	(1.4)
2. Fuel Oil (Gallons)	818,703	985,872	20.4

* Status for last 6 months of FY 78 are not yet received from GSA

Vehicle Fuel Consumption

	<u>FY 77</u>	<u>FY 78</u>	<u>Percent Increase or (Decrease)</u>	
1. Gasoline (Gallons):				
Headquarters	195,818	183,491	(6.3)	
[REDACTED]	<u>19,983</u>	<u>18,259</u>	(8.6)	25X1
TOTAL	215,801	201,750		
2. Diesel Fuel (Gallons):				
Headquarters	9,365	10,277	9.7	
[REDACTED]	<u>21,537</u>	<u>24,795</u>	15.1	25X1
TOTAL	30,902	35,072		
COMBINED TOTAL	<u>246,703</u>	<u>236,822</u>	<u>(4.0)</u>	

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Goals—FY 1979

1. LSD encountered several disappointments last year in regard to anticipated accomplishments. In order to maintain a firm commitment to satisfy our expectations, LSD is reinstating the following objectives for FY 1979. This year we will apply increased efforts toward completion of these programs. (U)

a. *Courier Training Courses*: Because of existing workloads, and personnel restraints, LSD was unable to schedule a sufficient number of couriers to attend internal training courses. This year we hope to coordinate this program more completely with the OL training officer in order to provide substantial attendance at all available courses for the couriers. (This will help to prepare LSD employees for positions of increased responsibility and ensure the maximum utilization of our personnel resources to provide for the future needs of the Office of Logistics.) (U)

b. *New CRAMS Program*: In cooperation with the Office of Data Processing and the Systems Analysis Branch, OL, we hope to complete the development of a new computer program for the CRAMS report during FY 1979. (U)

c. *Standard Furniture Catalog*: Continued coordination will be required with the Printing and Photography Division, OL for completing the compilation of a reference book listing descriptions and pictures of the types and styles of furniture which are available to our customers at no cost, within existing regulations. (U)

2. During FY 1979 LSD will direct its efforts to, and expect positive results from the following projects:

a. *Video Production Center*: Room 1E62 will be redesigned and renovated for NFAC/PPG in order to provide space for housing the RCA equipment necessary to produce video tapes of various finished intelligence items. (U)

b. *OSR Reorganization*: The OSR area in the 2G corridor will be redesigned into an open office landscape environment using standard GSA schedule furniture items. (U)

c. *DDO Reorganization*: In order to recapture excess DDO space, a member of the Architectural Design Staff will work closely with the EUR and SE Divisions during their proposed reorganization. (U)

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3. As part of the DDA FY 1979 Management by Objective program, LSD will initiate action to complete the following projects:

a. The practicality of installing a mini-computer in the Building Services Branch area will continue to be evaluated as a replacement for the existing manual stock management systems. (U)

b. Motor Pool maintenance personnel will be scheduled to attend factory sponsored courses in order to keep abreast of the latest developments in the fields of diesel and gasoline engine maintenance and emission control devices. (U)

c. A two-way communications network will be established within LSD, tying all support components together in one net. Such a system will supplement the existing Motor Pool and Courier communications networks. (U)

d. The existing Auditorium sound system will be evaluated by an external contractor and upgraded as necessary in order to provide a higher level of audio performance to components using the facility. (U)

e. A handbook of definitions and procedures for the Architectural Design Staff will be prepared in order to improve the existing verbal exchange of information between new employees and fellow staff members. (U)

f. New master templates and thumbnail drawings for all external overt buildings will be prepared to upgrade the present templates and drawings which are in poor condition and not totally accurate. (U)

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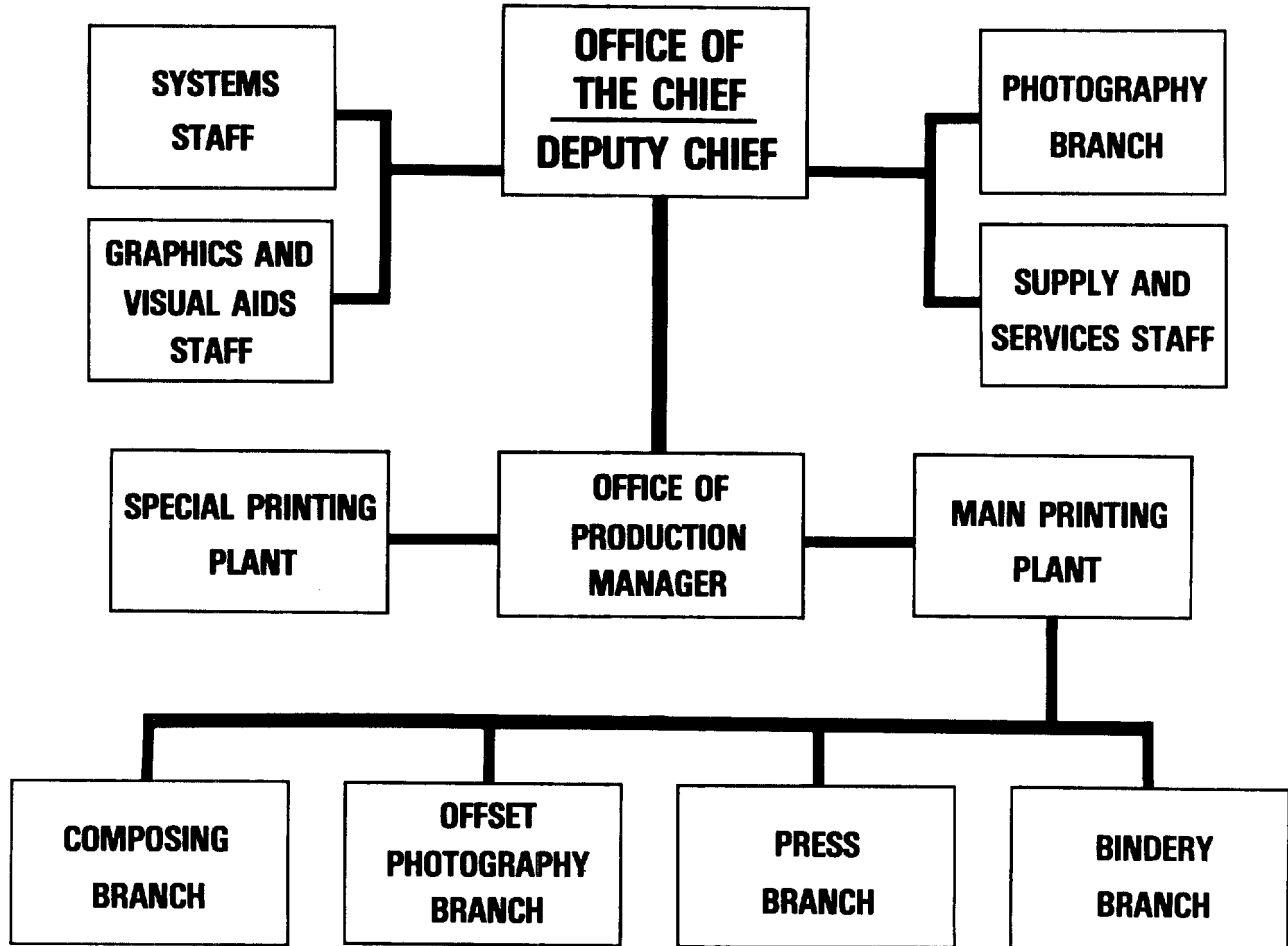
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PRINTING AND PHOTOGRAPHY DIVISION



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Printing and Photography Division

Responsibilities (LI 1-6)

1. The operation 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/duplicating products. (U)

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. (U)

3. Maintaining coordination with Agency publishing components, the Government Printing Office, other Government agencies, and the private sector. (U)

4. The provision of technical guidance and planning to all Agency components on printing and photographic concerns. (U)

5. The provision of artistic support to Agency components through the preparation of graphics and visual aids. (U)

6. Maximizing productivity and efficiency consistent with customer requirements, through the application of new technologies available to the graphic communications industry. (U)

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Significant Activities and Accomplishments — FY 1978

ACHIEVEMENTS: Agency printing requirements are dynamic. Customers routinely demand fast response for the production of publications of increasing complexity and sophistication. The Printing & Photography Division (P & PD) has exploited new technologies and adjusted the organizational structure to remain responsive to the Agency's needs. Recent accomplishments include:

1. **Graphic Communications Seminars:** Several seminars were provided to P & PD customers during the past year to provide information on services available and to improve communication. Seminars have also been provided to P & PD employees with emphasis on their role in the Intelligence Community, managerial philosophies, and a forecast of future technologies expected to impact upon the Division. (U)

2. **Country Summary Map and Regional Atlas Programs:** A DCI policy to expand the Agency's capability for making unclassified documents available to the general public and a more receptive environment at the Superintendent of Documents, Government Printing Office (GPO) has impacted on P & PD in the form of lengthy production runs of country summary maps and regional atlases. The programs allow P & PD to extend its printing production run for Agency copies in order to provide these products to GPO on a cost-reimbursable basis. Fifteen summary maps and a *Polar Regions Atlas* were furnished to GPO under these programs in FY 1978. Thirteen more country summary maps are scheduled in the near future. (U)

3. **Federal Depository Library Program (FDLP):** This project, which was initiated in FY 1978, requires P & PD to forward two copies of every unclassified publication originating in the NFAC area to GPO/FDLP, where they are indexed and listed as being available to all FDLP libraries throughout the country. When color in the publications is crucial, 900 copies are furnished. A data base of all publications forwarded to FDLP is maintained and each month the Information and Privacy Staff/DDA is provided a cumulative listing of these publications. (U)

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4. **Management Information System (MIS):** The major elements of the Division's MIS are currently being implemented via the GIMs 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 manhours costing. The more elaborate mechanism of production control, which is designed to provide job tracking, full costing, and resource allocation, is not yet in operation. (U)

5. **Property Control and CMR Accounting System:** A data base of all property in P & PD was created on VM. The system accounts for equipment inventory and costing for all Consolidated Memorandum Receipt (CMR) accounts in the Division. (U)

6. **Electronic Text Editing and Composition System (ETECS):**

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

Most typesetting jobs have now been converted to processing via the ETEC System. The conversion has been especially beneficial in the case of recurring (weekly, monthly, and semiannual) jobs which can be stored in the data base for updating. The purpose is to develop a typesetting system which is more responsive than traditional methods and to reduce overtime, develop more control, and to take advantage of the state of the art.

b. *Procurement and Installation of an Autologic APS-5 Phototypesetter*

An APS-5 phototypesetter was procured this year to replace obsolete typesetting equipment and to provide a real-time backup capability for the APS-4 phototypesetter. The APS-5, now in full production, is the latest third generation machine available. It is much faster than the APS-4 yet is fully compatible with it. The speed and reliability of this updated system is providing good response to customers' requirements.

c. *Implementation of the NFAC Support Group*

A support group of 12 P & PD employees was assigned to provide NFAC/Publications and Presentations Group (PPG) with 24-hour, 6-day per week support in the production of current intelligence. Equipment for this operation was installed in 7G-28 Headquarters and is now on-line to ETECS in GJ-56, Headquarters.

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d. *Selective Redundancy of Time Critical Jobs*

In order to use the resources of the two Atex, Inc., systems optimally, software was modified and procedures implemented to allow the operator to select realtime backup (a complete copy on both systems) for only those jobs which require total redundancy. This feature allows each system to operate independently except when processing time critical jobs such as the *President's Daily Brief* or the *National Intelligence Daily* which are backed up from system to system in realtime.

e. *ADP/ETECS Training*

Several employees have attended courses offered by Digital Equipment Corporation to give them a basic understanding of the minicomputer operating system under which ETECS runs. Four employees have attended the programming course for Atex, Inc., operating software. In addition to external training, the total complement of Composing Branch personnel has been involved in on-the-job training during the past two years. (U)

7. Pre-Lay Pin Bar Registration: During this past year, a pin registration system was initiated to provide consistent positioning of both copy to be shot and film to be exposed in the Offset Photography Branch. In the operation, text is pre-laid in a signature configuration and one negative is shot for each eight-up lay. Pin bars for consistent registration are used on both the copyboard and the camera vacuum back. This system conforms to the pin punch system in use in the platemaking section. With the three operations of stripping, photography, and platemaking unified by a common pin system, many manual functions have been eliminated. The system has provided an increase in production ranging from 100 to 400 percent for various jobs and will help meet future demands for increased productivity when advanced pre-press technologies such as the laser platemaker are acquired. (U)

8. Offset Photography Training: During this year, a program of cross-training was conducted for the Offset Photography Branch members. The exchange of skills between strippers and photographers has provided the Branch with an expanded degree of flexibility in manpower utilization. In addition, both internal and external training in lithographic photography was provided for Branch members, and one employee is scheduled for a course in quality control at the Rochester Institute of Technology. (U)

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9. **Procurement of Two Offset Presses:** A new 40" single-color offset press was purchased to replace a 20-year old 38" single-color. A compatible two-color 40" press was also purchased to meet increasing requirements. These two new presses have the capability to run twice as fast as the ones they replaced and can produce better quality work with reduced throughput time. (U)

10. **Procurement of a Platemaker:** A 43"x 52" Nu Arc Platemaker was purchased to help keep pace with the new offset presses. (U)

11. **Press Branch Training:** One apprentice platemaker and two apprentice pressmen are receiving training in platemaking in addition to an on-going program of cross-training Press Branch journeymen to ensure coverage of press and platemaking functions at all times. (U)

12. **Addressograph Mailing Lists:** The Bindery Branch has converted all Agency mailing lists from metal to plastic addressograph plates as metal plates will soon be unavailable. (U)

13. **GBC Automatic Punch:** An automatic lift feed punch was purchased to enhance the Bindery Branch capability to respond faster in producing GBC plastic-bound publications. (U)

14. **Macey Collating Machine:** The recently purchased 12-station Macey collator has met all expectations, virtually eliminating hand collation operations. As a result, the Bindery Branch is now processing Agency form work and single-sheet publication jobs in a much improved time frame. (U)

15. **Baumfolder Folding Machine:** A 39" x 52" Baumfolder was purchased which has given the Bindery Branch the capability to machine fold oversized map work which was previously done by hand. (U)

16. **Xerox 9400 Copier:** A Xerox 9400 is now being leased in the Special Printing Plant (SPP) to increase production and quality for quick copying requirements. (U)

17. **Pitney Bowes Collator:** A 50-bin high-speed collator was installed in SPP. This machine can collate up to 50 sheets a cycle and has a rotary feeder for high speed and a push button programmer for flexibility. As a result, short deadlines are being met more consistently. (U)

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18. **Relocation of Presses:** Since the consolidation of the General and Special Printing Plants, efforts have been made to maximize use of the space. Some space was gained when the Xerox 9400 replaced two A & M 1275 presses. Most existing presses were then relocated to provide a more efficient press area and a larger paper storage area. (U)

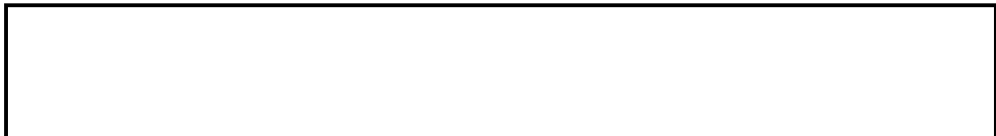
19. **Redesign of the Color Laboratory:** In order to accommodate space considerations for new automated equipment and to maximize work efficiency, the Photography Branch initiated plans, specifications, drawings and documentation for a redesign of the Color Lab. Project completion is expected during FY 79. (U)

20. **Expansion of Photography Support to Agency Components:**

a. The motion picture section is now meeting a new requirement to provide film products in support of PPG's video disc operations. (U)

b. Frequent generation of 40" x 60" briefing aids for the DCI on a short notice basis led to photo equipment acquisitions to expedite quality products. (U)

c. In support of the Office of Communications (OC), on site photography is being provided quarterly for recording the encapsulation project of cryptographic information to be sent overseas. (U)



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e. Photography Branch personnel are currently supporting an Office of Public Affairs (OPA) project to produce pictures of the Agency which will be suitable for publicity purposes. (U)

21. **Silver Recovery Project:** Greater emphasis was placed upon the recovery of silver from photo materials and chemistry. All waste film materials bearing silver are now being collected and forwarded to a special recovery site and more silver than ever before is being collected through the electrolytic treatment of used chemical solutions. (U)

22. **Photography Branch Training:**

a. Cross-training in the Photography Branch is paying dividends in terms of flexibility in meeting high priority, quick response requirements. (U)

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b. Three photo technicians recently attended one-week concentrated courses at Winona School of Photography. (U)

c. Photography Branch supervisors in need of specialized skills attended OTR management training courses. (U)

23. Redesign of Visual Aids Space: In order to maximize efficiency of operation and improve security, the space allocated to Graphics & Visual Aids Staff (G & VAS) was redesigned. Machines were positioned in more accessible areas and partitions were installed. A conference/projection room has been created to provide an area which is more conducive to customer/designer discussions and viewings, which often involve sensitive projects. Also, a new time-saving phone system incorporating an intra-office paging system has been installed. (U)

SECRET***Significant Statistics (U)*****1. General Statistics:**

a. Personnel Skills (Trades)	<input type="text"/>	25X1
b. Usable Area (sq. ft.)	60,223*	
c. Facility Locations (Headquarters Area)	5	
d. Equipment Value (sum of original purchase price)	\$3,757,280	
e. Main Plant Value (original construction cost)	\$2,256,000	
f. Operating Cost (FY 1978 materials, travel, and contracts—paper, film, chemicals, ink, etc.)	\$2,379,000	
g. Planned average yearly equipment replacement/supplement cost, FY 78 thru FY 80	\$ 367,000	
h. Special funding (Xerox/Savin purchase)	\$ 402,252	

2. Production Statistics:

a. <i>Printing</i>	<u>FY 1977</u>	<u>FY 1978</u>
Main Plant Average Impressions/ Month	4,304,931	4,291,353
Main Plant Average Jobs/Month	515	493
b. Examples of Photographic Production:		
Motion Picture Film (ft.)	3,220,548	1,768,538
Black and White Photo Items	567,204	521,985
Color Photo Items	148,020	194,538
Microforms, Original Images	9,287,471	10,777,133
Microforms, Image Duplication	54,953,628	77,285,210

* Does not include of GSA space in Main Printing Plant

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Goals — FY 1979

1. **Production Standards:** In order to establish production standards, averages of elapsed times for completion of production tasks have been compiled in each Branch, rendering a standard for every printing function. These compiled standards will be applied against live production jobs and adjustments will be made as required. Standards for efficiency of Branch, section and employee productivity will be the final result of the standards program. (U)

2. **Flexitime Program:** Approval has been granted for the implementation of an experimental flexitime program for day shift employees in the Main Printing Plant (MPP). The flexitime experiment is based on management's view that a more balanced staffing complement would improve the operational capability of certain production elements in the Division without any increased cost to the Agency or inconvenience to P & PD personnel. The experimental program will be evaluated at the end of the six-month trial (28 February) to determine its future in the Division. (U)

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

a. *Expansion of ETECS*

Installation of a third ETECS module, located in the MPP, is complete. The objective is to relieve the ETECS center, located in Headquarters, of long range bulk jobs so that it can be more responsive to the production of current intelligence. Projections indicate that the MPP center, will be operational in early FY 79.

b. *ETECS to ETECS Data Link*

Testing of an infrared data link between the Headquarters Building and the P & PD Building is underway. Once operational, this link will permit the quick transfer of data between the two P & PD ETECS centers to maximize work efficiency and to eliminate costly delays in job throughput times.

c. *ODP to ETECS Data Link*

A data link to be installed between the ODP Computer Center and ETECS will allow jobs currently resident in the ODP information storage and retrieval system to be sent electronically to ETECS for typographic composition and subsequent printing.

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d. *ETECS Communication Network Data Link*

A data link to be installed between the OC cable dissemination system and the current Headquarters ETECS Center will allow PPG/NFAC to electronically transmit upwards of 500 cables per week from data already stored in ETECS to the Office of Current Operations for further processing. This link should result in a substantial manpower savings for NFAC.

e. *PPG/NFAC System 6 to ETECS Data Link*

The IBM System 6 is a communicating word processor used by PPG. The installation of a link between the System 6 and ETECS will allow PPG to capture keystrokes recorded on magnetic cards and load this data into ETECS for composition. This link should result in a substantial manpower savings for NFAC in that rekeying should be eliminated.

f. *ETECS Book Pagination*

A book pagination program for ETECS is scheduled for implementation in FY 79. After a series of meetings with Atex, Inc., and GPO, Atex has agreed to modify the GPO master typography program to run under Atex in real time. This program will allow the ETECS center to do full page composition in both real time and batch modes.

g. *ETECS Math Package*

In order to complete the phasing out of hot metal operations, the Division has contracted for a seven-level math package from Atex, Inc. Installation is scheduled for early FY 79.

h. *ETECS Statistics Package*

The Division has allocated funds and contracted with Atex, Inc. for a statistics package to aid the Composing Branch in production control and job management. The package will also provide management with a list of work specifications performed on all ETECS jobs listed by employees.

i. *Formal ETECS Training Program*

Plans for a formal ETECS training program are nearing completion. Training for all Composing Branch members and several remote users will cover every facet of ETECS from system operation to full page composition. Training will be provided one day per week for 12 weeks. (U)

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4. Expansion of the Pre-Lay System: The pre-lay system in use in the Offset Photography Branch will be expanded to include all text material during FY 79. The purpose of this expansion is to accommodate the scanning capability of a prospective laser scanning platemaking system. It is hoped that a practical method of applying graphic and halftone material onto the text carriers can be developed so that a scanning device can utilize its total scanning capability. (U)

5. Investigation of New Technologies in Platemaking: The Division is currently exploring new technologies available for platemaking operations. Systems being investigated include automated platemakers, laser platemakers, and direct platemaking from original copy to plate. (U)

6. Investigation of Web-Fed Presses: The Division is currently evaluating web-fed presses to determine their applicability to P & PD requirements. Initial indications are that a web press could improve turnaround times for a substantial segment of P & PD's workload. (U)

7. Numbering and Perforating Machine: The Bindery Branch is in the process of procuring a Rollem Auto 4-Mark III numbering and perforating machine. Following installation in FY 79, the Bindery will relieve the Press Branch of numbering and perforating operations. (U)

8. Investigation of a Tab Cutter: The Bindery Branch is currently examining available index tabbing equipment. It is hoped procurement of such a machine would allow the Branch to relieve the Press Branch of tabbing operations. (U)

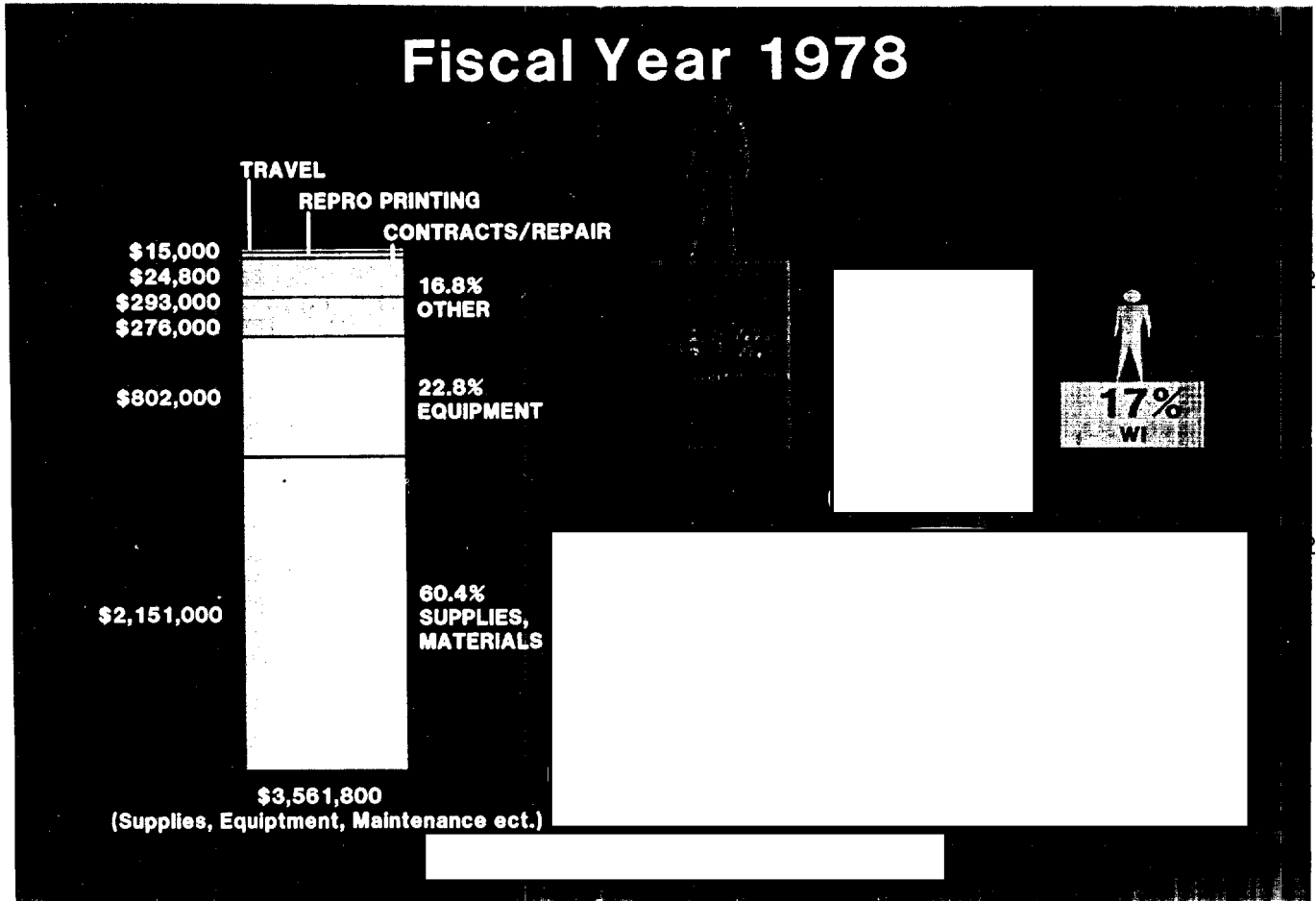
9. Standard Map Colors for SPP: SPP is investigating the feasibility of standardizing map colors available at SPP so that job throughput times can be reduced and production can be increased. The advantages of such a move will be even more significant if a four-color web press is employed in the future. (U)

10. Computer Output Microfilm (COM) Data Link: In order to help meet ever expanding requirements for COM operations in the Photography Branch, a direct data link with ODP is planned to allow data to be directly transferred to P & PD where an in-house tape can be generated for COM production. (U)

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11. **Procurement of a Remote Sensing Device:** A remote sensing device is being purchased to measure equipment conditions and performance in Photography Branch. The device will be remotely located in the quality control area with lines to sensors attached to various pieces of Branch production equipment. Critical process temperatures, machine speeds and utility performance can be monitored from the remote quality control area as well as from the equipment location. A future enhancement to the system would allow for monitoring of water and chemical lines which feed the equipment. (U)

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Total expenditures of the Printing and Photography Division (P&PD) for FY-78.

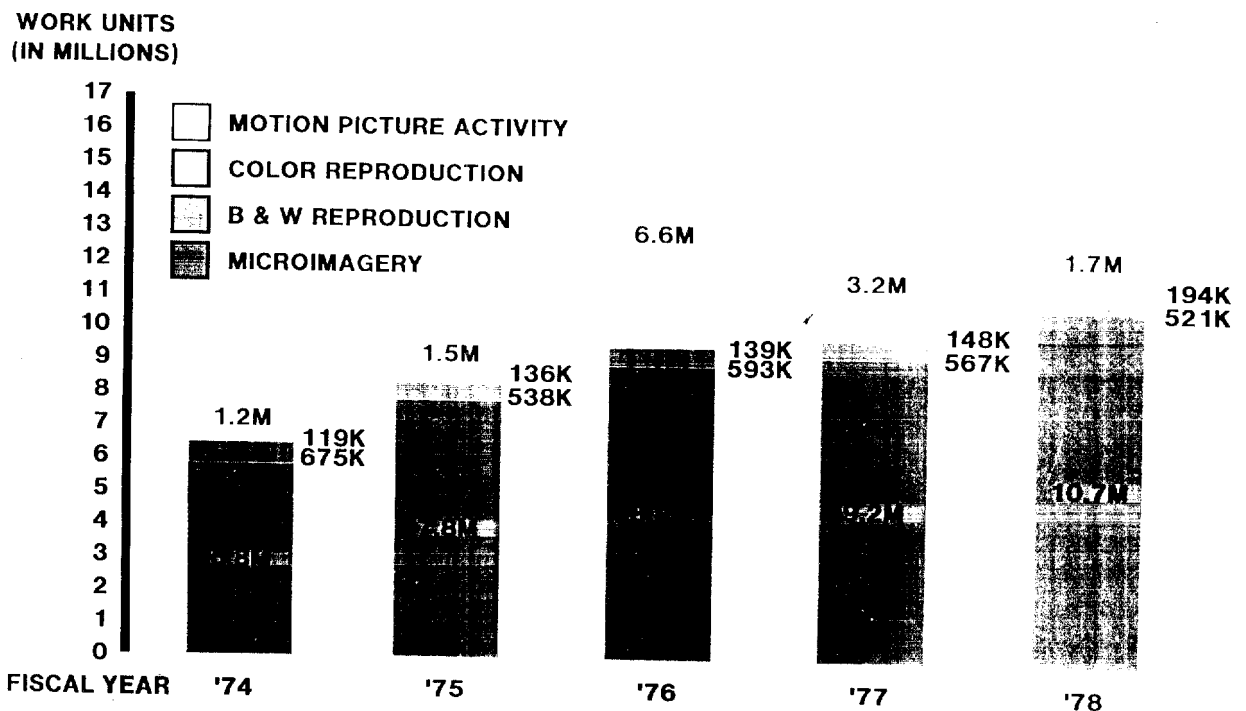
The left bar graph shows the expenditures for supplies, equipment, maintenance contracts, and travel. The top right shows a distribution of personal services. Sixty-one percent is for the salaries of printing production employees (GP). The second largest salaried grouping (22 percent) is for management and administrative type personnel (GS). The remaining 17 percent is for photographic technicians (WI).

The pie chart reflects the allocation of P&PD operating costs when distributed among Directorates. NFAC uses the largest amount of P&PD resources for printing Finished Intelligence publications.

Total P&PD expenditures for FY-78

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PHOTOGRAPHIC PRODUCTION TRENDS



Printing and Photography Division (P&PD) photographic production trends.

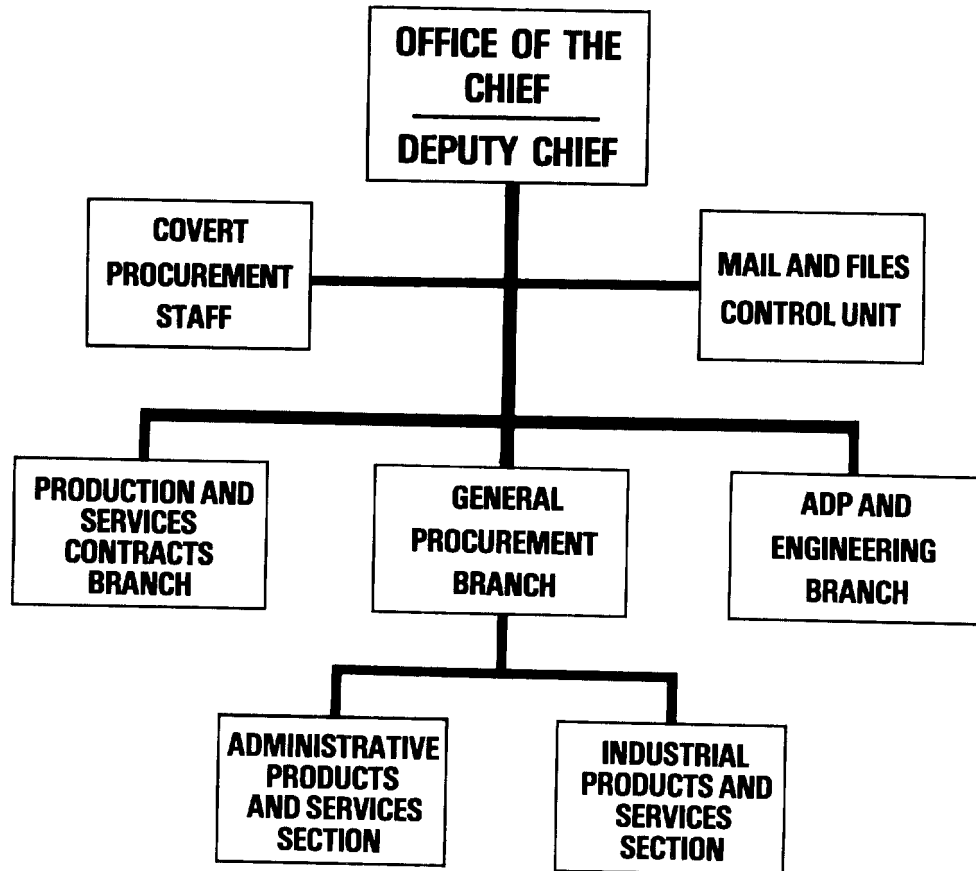
Increases in production have occurred in microimagery and color reproduction. Microimagery production (source document filming and COM output) has nearly doubled from 5.6 million work units produced in FY-74 to 10.7 million work units in FY-78. This is due to greater user acceptance and demand for microimagery products. Color reproduction has grown 63 percent over the past five years, to a total of 193,000 work units produced in FY-78. This increase is due to a greater demand for a variety of color products, used in the main, for briefing aids.

Black and white reproduction and motion picture production activities have declined over the past five years. For black and white this decline was due to changing requirements such as a greater demand for color products. For motion picture this decline was due to reduced production manpower availability and a decline in requirements caused by greater Agency use of video tape and audio slide presentations.

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PROCUREMENT DIVISION



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Procurement Division

Responsibilities (LI 1-2)

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

2. Develops and maintains a professional procurement and contracting staff. (U)

25X1 3. Provides rapid response to Agency requirements for Government- including non-U.S. items, for overseas installations. (U)

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

5. Negotiates, awards, administers, settles, and closes out Agency contracts for ADP equipment and related supplies and services and for engineering development for the DDA, ICS, DDO, and the DDS & T where Agency funds are used for ADP equipment or software or where GSA review is required. (U)

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. (U)

7. Provides contract and procurement guidance to Agency field stations and, when required, issues delegations of contract authority to support their operation. (U).

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SECRET***Significant Activities and Accomplishments—FY 1978***

The Procurement Division MBO, OL-20-78, to provide ADP procurement procedures, orientation, and training has been accomplished. The pilot program which was conducted in July was successful. The course will be incorporated into the training which will be provided to procurement officers and users who will become involved in ADP procurement. (U)

Contract Statistics

	FY 1976	FY 1977	FY 1978
<u>R & D Contracts</u>			
Actions	26	72	82
Value*	1.4	6.7	7.9
<u>Production Contracts</u>			
Actions	991	889	698
Value*	34.1	37.8	34.0
<u>Service Contracts</u>			
Actions	1,957	2,652	3,300
Value*	21.2	19.1	21.6
<u>TOTAL CONTRACTS</u>			
Actions:	2,974	3,613	4,080
Funded	2,508	2,745	2,394
Unfunded**	466	868	1,686
Value*	56.7	63.6	63.5
<u>Purchase Orders</u>	10,196	9,381	9,046
Value*	11.8	12.8	17.3

* In millions of U.S. dollars

** An unfunded action is an amendment or correspondence effecting contractual changes which do not require funds adjustment.

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Expectations for FY 1979

1. **Contract Activity:** A continuing increase in all areas of contracting is expected in FY 1979. Special emphasis will be placed on competitive awards and more Requests for Proposals (RFP's) will be issued. The ADP and Engineering Branch will especially be effected by increased competition since the number of computer contractors continues to grow in this very complex and competitive business. (U)

2. **Management Information System for PD:** The existing manual system in PD does not provide sufficient real-time management visibility to effectively identify and report significant procurement actions. It is proposed to direct a study directed at all Division functions in a multi-phased effort to automate those activities which involve recordkeeping, job tracking, and repetitive administrative and word processing duties. (U)

3. **Files Management Program:** It is proposed to design, develop, and implement an efficient records management system to ensure retention of essential documents while reducing the number of secure document storage containers required by the Division. The system to be developed will call for the retention of only hard-copy documents. All other documents will be reduced to microfiche or microfilm. (U)

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