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John.

[redacted] C/PD, has agreed to make Part II of the attached a separate objective.

For the EDs direction, he will report completion of Part I at this <sup>(Backlog)</sup> JTR's conference. Since he is not on the agenda, you should mention to the D/L at the Dry Run that he has been added and his presentation will be short.

I have asked [redacted] to make separate milestone charts on these objectives and to make a new graph of the one [redacted] will be reporting on.

[redacted]

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13 JAN 1983

PROCUREMENT DIVISION NOTICE NO. 83-1

FROM:

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Chief, Procurement Division, OL

SUBJECT: Implementation of New PDMIS Report on Priority Requirements

1. The Procurement Division has an FY 1983 Management by Objective (MBO) assignment to utilize the PDMIS as a mechanism to better manage the processing of procurement requirements that are either in support of urgent operational activities or are considered to be politically sensitive. The newly created "Priority" field within the PDMIS shall be used as the means to accomplish this objective.

2. The assignment of the priority code to the procurement request will, to the maximum practicable extent, be made when the request is originally assigned to a branch or section. Because it is not always possible to identify priority requirements based upon the information set forth in the procurement request, branch or section chiefs as well as all personnel involved in processing procurement actions, should be alert to the need to ensure that these priority requirements are identified at the earliest possible date and take the necessary steps to include such requirements in the Priority Requirements Report. PDMIS data with regard to solicitations should also include priority designators when applicable. A general description of the two priority designators to be used is as follows:

#### Urgent Procurement Requirements

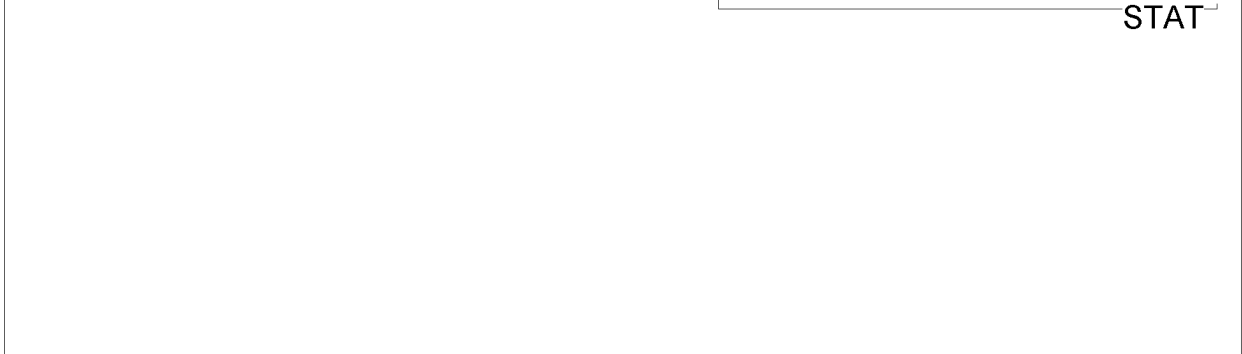
The Required Delivery Date (RDD) for the goods and/or services, as stated on the procurement request (Forms 88, 2420, 1245) is such that routine processing of the requirement within Procurement Division (PD) will not satisfy the need. Not only must priority action be taken to get the requirement awarded, but follow-up must be made to ensure that vendor delivery is accomplished in a timely and acceptable manner. To the extent that the market place cannot respond in time to meet the customer's RDD, the PD negotiator is to notify the contract officer and request guidance (e.g., cancel requirement, substitute items, accept later delivery) before proceeding further. Actions taken should be capsulized in the PDMIS priority field.

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Politically Sensitive Procurement Requirements

This category of procurement requirements will be the most difficult to identify but will also be the more volatile of the two (urgent and politically sensitive). There are two types of politically sensitive requirements - internally sensitive and externally sensitive.

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3. The person who has been assigned a particular procurement action which includes a priority designator is responsible for providing status information in the priority field for such action. The first word in the priority field for priority requirements must be the word "urgent" or the word "sensitive." These two key words will be used as the basis for the preparation of a Priority Requirements Report which will be published on a weekly basis. This report will be one of the key documents used in the branch bi-weekly sessions with the Chief and Deputy Chief, Procurement Division. The information set forth in the priority field after the word "urgent" or "sensitive" should accurately reflect the current status of the procurement action.

4. The successful implementation of this reporting mechanism will depend in large part upon the cooperation of Logistics officers involved in the preparation of procurement requests. Procurement Division personnel should do their part in advising Logistics officers of this new report and enlisting their support in helping to identify requirements which are truly urgent from an operational viewpoint or are politically sensitive.

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Distribution:

- Orig-OL/PD Official
- 1-Each PD employee
- 1-OL/PD Chrono

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