

DATE

TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

IMSS

*for your
attention*

FROM:

ROOM NO.

BUILDING

EXTENSION

~~SECRET~~

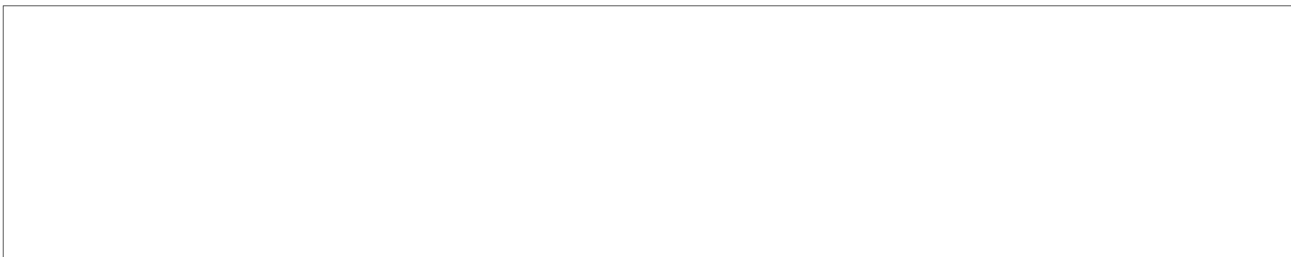
DDIL
PE
AEO

*Copies sent
Director
Chief*

DDA 87-2726
30 December 1987

MEMORANDUM FOR: Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 30 December 1987

25X1

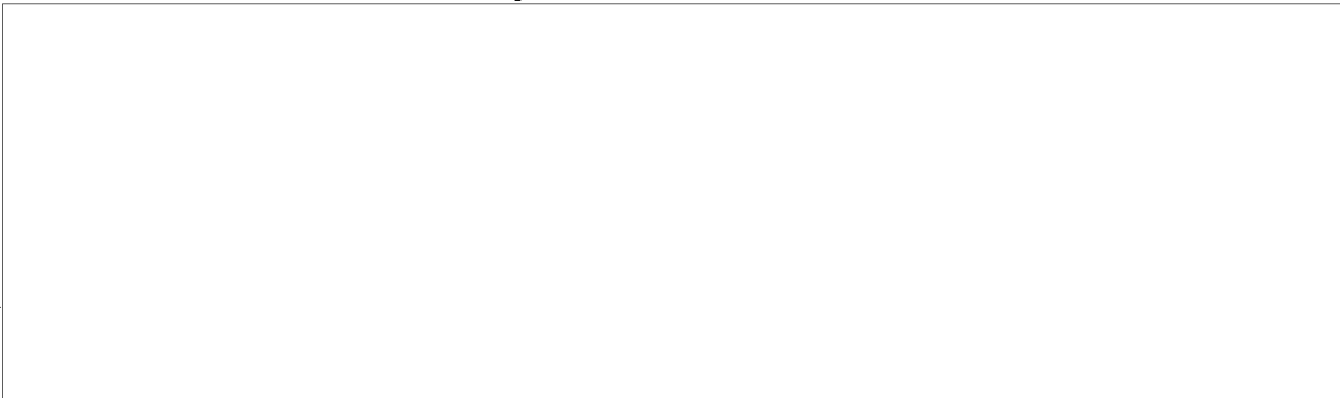


2. In early December the Director of Training and Education (OTE) hosted a meeting of training directors from the Intelligence Community. The resulting discussions identified areas of possible resource sharing and highlighted topics on which community workshops might prove mutually beneficial.

3. OTE conducted a Chief Executive Officer (CEO) Colloquium in Atlanta on 15 and 16 December for 15 Agency SIS officers. Sessions were held with Sam Ayoub, retired chief financial officer and senior executive vice president of the Coca Cola Company and present president of China/Tech; Ronald Green, president and CEO of 21st Century Robotics; Kenneth Cannestia, executive vice president at Lockheed Aeronautical Systems Company; and William Johnson, CEO and vice chairman of the board, Scientific-Atlanta Incorporated.

4. The Office of Information Technology announced that the communications link between the North Tower of the New Headquarters Building and the Original Headquarters Building is now operational and approved for classified use. This is a key step in activating data processing systems in the New Headquarters Building.

25X1



SECRET

25X1



William F. Donnelly

S E C R E T

25X1

ORIG: DDA/MS [redacted] pf:30 December 1987 (weeklib)

Distribution:

25X1

- 0 - DCI
- 1 - DDCI
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- 1 - OCA [redacted]
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- 1 - DDA/EEO
- 1 - ISD
- 1 - RPD
- 1 - DDA Subj
- 1 - WFD Hold
- 1 - EA Subj

S E C R E T

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29 December 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [redacted]
Acting Director of Logistics

25X1 SUBJECT: Report of Significant Logistics Activities for
the Period Ending 28 December 1987 [redacted]

1. Events of Major Interest That Have Occurred During the
Preceding Week:

25X1 b. During this reporting period, the Printing and
Photography Division (P&PD), OL, installed two cameras and a video
editing system in the Headquarters Building for the Polygraph
Division, OS. P&PD will also provide hands-on training on this
equipment which will serve as a training tool for polygraph
operators. [redacted]

25X1 d. During the period 15 through 19 December, OL completed
the final phase of the move of the Office of Development and
Engineering into the second floor [redacted] This move involved
the relocation of 153 pieces of Wang equipment, 30 workstations,
25X1 961 boxes, 23 safes and two tractor-trailers loaded with
furniture. [redacted]

25X1 [redacted]

S E C R E T

S E C R E T

e. OL reports that during the past week, the Newton Asphalt Company paved a section of Route 193, the intersections of Potomac School Road and Route 123, Merchant Lane and Route 123, and the visitor processing lane at the Route 123 Visitor Control Center.

25X1

25X1



S E C R E T

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2.		
3.		
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5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Weekly Update

REC'D - NO PAS -

PD - NO

IMSS -

P+PD -

FMD -

STAT

SD -

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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25X1




PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
21 December 1987 - 28 December 1987

I. Status of Tasks Assigned by Senior Management:

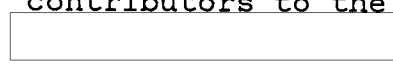
None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. The Office of Logistics, Printing and Photography Division (OL/P&PD) has just completed a very large project for the Office of Communications (OC). This job began by sending 2 of P&PD's photographers to field stations in the spring and summer of 1987 to photograph all of the OC facilities. The film was then separated according to country, developed and the negatives placed in pouches to be printed in phases. This job required approximately 8,000 8x8 inch images printed on 8 x10 inch paper to be mounted in a special binder. In addition, each print had to be numbered. P&PD has had one employee working full-time on this one project since the first part of November. 

NC

25X1

B. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) have scheduled a meeting with representatives of the National Security Agency (NSA) to discuss the status of NSA's electronic input of Volume 2 of the Congressional Budget Justification Books (CBJB). P&PD has printed all 13 volumes of the CBJB for the past several years, and has been encouraging all contributors to prepare their submissions in a format compatible with P&PD's electronic composition system. As a result of this direction, the printing of the CBJB has had progressively less impact on P&PD resources in the past few years. Meetings with other contributors to the the CBJB will be held in the near future. 

NO
USE AS
EXHIBIT
after
completing

25X1

C O N F I D E N T I A L

III. Upcoming Events:

NO
The Office of Logistics, Printing and Photography Division (OL/P&PD) is preparing a script, camera storyboard and narration for a 15 to 20 minute video presentation showing a tour of all P&PD services and equipment. This video tape will be shown at the overseas OL Conference by the DC/P&PD on 5 February 1988.

IV. Management Activities and Concerns:

None.

25X1



C O N F I D E N T I A L

INFORMATION AND MANAGEMENT SUPPORT STAFF
UPDATE TO
WEEKLY REPORT FOR PERIOD ENDING 22 DECEMBER 1987

CLAS

NO
A. Budget: The CLAS budget, as well as the BARS budget, was severely taxed in the recent reduction exercise. OIT and Finance are appealing to the DDA for additional money for the Corporate Program (specifically BARS).

NO
STAT
B. Meeting with Cullinet: On Wednesday morning DC/IMSS and Kramer Gilmore (BARS project leader) will meet with Mark Ruppert, Cullinet Vice President for Federal Systems, to plan a trip to Cullinet Headquarters for D/OL, D/OF, D/OIT, and the three project managers. The purpose of the trip will be to focus on Cullinet's late deliveries of releases of software and the impact on the BARS/CLAS project.

ADMINISTRATIVE - INTERNAL USE ONLY

OL/NBPO WEEKLY REPORT - PERIOD ENDING 30 DECEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

a. On 22 December, installation of a temporary remote alarm panel in the Headquarters Security Duty Office was completed. This panel is connected to sensors in the New Headquarters Building (NHB) which will detect abnormal conditions such as power failure, high room temperature, smoke or fire in the NHB computer rooms. ~~A written procedure indicating action to be taken in case of an alarm by Office of Security (OS) staff and Ogden-Allied is being prepared. The above activity was coordinated with Facilities Management Division (FMD) and Safety Division, OMS.~~ [redacted]

NO

STAT
STAT

b. At the request of the Office of Information Technology (OIT) the New Building Project Office (NBPO) has negotiated access to several areas in the NHB that have not been accepted by the Government. OIT contractors plan to brace and modify certain sections of the auxiliary conduit system. OIT plans to begin work in the evenings, starting 4 January 1988 and complete their work within two weeks. This will allow telephone trunk lines to be pulled to the remaining telephone closets.

NO

STAT

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

STAT

[redacted]
Chief, New Building Project Office

D/OL
C/FMD/OL

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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 21 DECEMBER 1987

I. Status of Tasks Assigned by Senior Management

None

II. Major Events that Occurred During the Preceding Week

a. New Headquarters Building (NHB) Switchgear Tests: The main breakers on the UPS switchgear H-1, H-2, H-3 were energized to test newly installed control cables from the NHB to the Central Plant. The test situation has exposed some potential relay failures which are scheduled for correction. [redacted]

25X1
25X1

b. NHB Power-off Tests: All of the manual power-off switches located in the computer center were tested to verify that they did in fact shut down all power within the centers. All tests were performed well with only minor problems. A few of the power distribution units could not be tested in the first floor switch computer area due to the fact that no fuses had been installed in some of the switchgear. A Liebert air handling unit did not power down when one of the push buttons was activated and is also scheduled for correction. [redacted]

25X1

c. [redacted] Move: Building Services Branch (BSB) completed Office of Development and Engineering's (OD&E) final move into the second floor [redacted] complex. The move was completed in the following stages:

25X1

25X1

yp

o 15 December - Relocated two trailer loads of furniture [redacted]

25X1

o 16 December - Relocated 153 pieces of Wang equipment [redacted]

25X1

o 18 and 19 December - Relocated 30 workstations, 961 boxes, and 23 safes from Plaza A basement [redacted]

25X1

d. PCB Removal: Removal of PCB contaminated soil by Substation Test Company continues adjacent to the Hammermill. New soil samples will be taken this week to determine if additional removal will be required. [redacted] *was*

25X1

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e. Chilled Water: The south side chilled water line from the Central Plant to the Original Headquarters Building remains out of service pending repair of underground leaks. GSA has not scheduled dates for additional exploratory diggings. [redacted]

25X1
25X1

f. Foreign Periodical Deliveries: On 16 December, Chief and Operations Manager, Mail & Courier Branch (M&CB), met with representatives from Foreign Broadcast Information Service (FBIS), Office of Information Resources (OIR), and the Department of State to discuss the length of time required for foreign periodicals to arrive at FBIS. The timely delivery of periodicals is important since a great deal of FBIS work involves foreign media sources. Initially, the slow delivery period was attributed to M&CB. However, input from all attendees showed that M&CB had the best response time of all offices involved. It takes up to ten days for material to arrive at State Department from foreign countries; an additional three to five days for State Department to process periodicals (which are given the lowest priority); and four more days for OIR to process materials for delivery. Once received in M&CB, periodicals and magazines are delivered to FBIS within 24 hours. M&CB's response time was clearly exceptional. [redacted]

25X1

g. Escort Requirement: Current statistics for escorts indicate that only 56 percent of day and 98 percent of night requirements are being met. [redacted]

25X1

h. A second traffic flow count was conducted at all three entrances to the Headquarters compound on 16 and 17 December. [redacted]

25X1
25X1

III. Upcoming Events

None

IV. Management Activities and Concerns:

None

OL/NBPO WEEKLY REPORT - PERIOD ENDING 23 DECEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

a. On 21 December 1987, The New Building Project Office provided a tour of the New Headquarters Building for two members of the Office of Public Affairs. [redacted]

STAT

b. On 23 December 1987, the New Headquarters Building (NHB) contractor completed office space on the second floor of the South Tower (ST). The New Building Project Office, OL, instructed the General Services Administration Project Manager not to accept the space until the restrooms, vending areas, etc., on the second floor, ST, also are completed. [redacted]

NO

STAT

c. During the week ending 19 December 1987, Newton Asphalt paved a section of Route 193 and the intersections of Potomac School Road and Route 123 and Merchant Lane and Route 123. All of the road work associated with the Route 123 realignment project has now been paved. [redacted]

STAT

~~A~~ On 21 December 1987, ~~Newton Asphalt paved the visitor processing lane at the Route 123 Visitor Control Center. The work was coordinated with Headquarters Security Division, OS.~~ [redacted] ^{was paved.}

STAT

e. On 22 December 1987, a Bid Package 4 subcontractor striped the Turkey Run Access Road that borders the Headquarters compound. The Turkey Run Access Road was the primary route for deliveries of construction materials and equipment to the New Headquarters Building construction site. As a result of heavy usage, the original road striping had worn away. The striping work was coordinated with representatives from the Federal Highway Administration and the National Park Service. [redacted]

NO

STAT
STAT

f. On 15 December, 1987 General Services Administration formally accepted the North Tower freight elevator. The elevator was restored to like-new condition, removing the plywood protection and repainting the cab. The elevator has been operating continuously for use by all Agency contractors and Centex punchlist crews. [redacted]

NO

STAT

g. In response to an Office of Information Technology initiative, New Building Project Office, OL, and Facilities Management Division, OL, coordinated the locking of four conduit pull boxes and two signal closets to accommodate red data transfer between the Original Headquarters Building and the New Headquarters Building computer centers by the 21 December deadline. The data path transits space that is still under construction. [redacted]

NO

STAT

NO
STAT
h. Over the weekend of 19 December 1987, General Services Administration supervised the testing of the powerhouse to New Headquarters Building (NHB) control wiring which remotely controls the NHB substation breakers. The majority of testing was successful. An electrician was brought in from Bid Package 3 to coordinate with the Bid Package 2 electrician to resolve the outstanding items. [redacted]

3. Upcoming Events:

NO
STAT
We anticipate completion of office space in the western portion of the Fourth Floor, North Tower, of the New Headquarters Building by 31 December 1987. [redacted]

4. Management Activities and Concerns:

NO
STAT
a. The New Building Project Office (NBPO), OL, requested \$800,000 in the FY-88 Headquarters Facilities Upgrade Budget (HFUB) for Site Monitor (independent contractor) payroll costs. A more recent review of projected costs has identified a possible shortfall of up to \$100,000. NBPO is working closely with Budget and Fiscal Branch, OL, to identify where within the HFUB we can reprogram sufficient funds to meet our potential shortfall. [redacted]

STAT
STAT
STAT
b. On 21 December 1987, [redacted] former Summer Only employee, returned to New Building Project Office, OL, for a "Winter Only" stint of two weeks. [redacted]

Chief, New Building Project Office

D/OL
C/FMD/OL

C O N F I D E N T I A L

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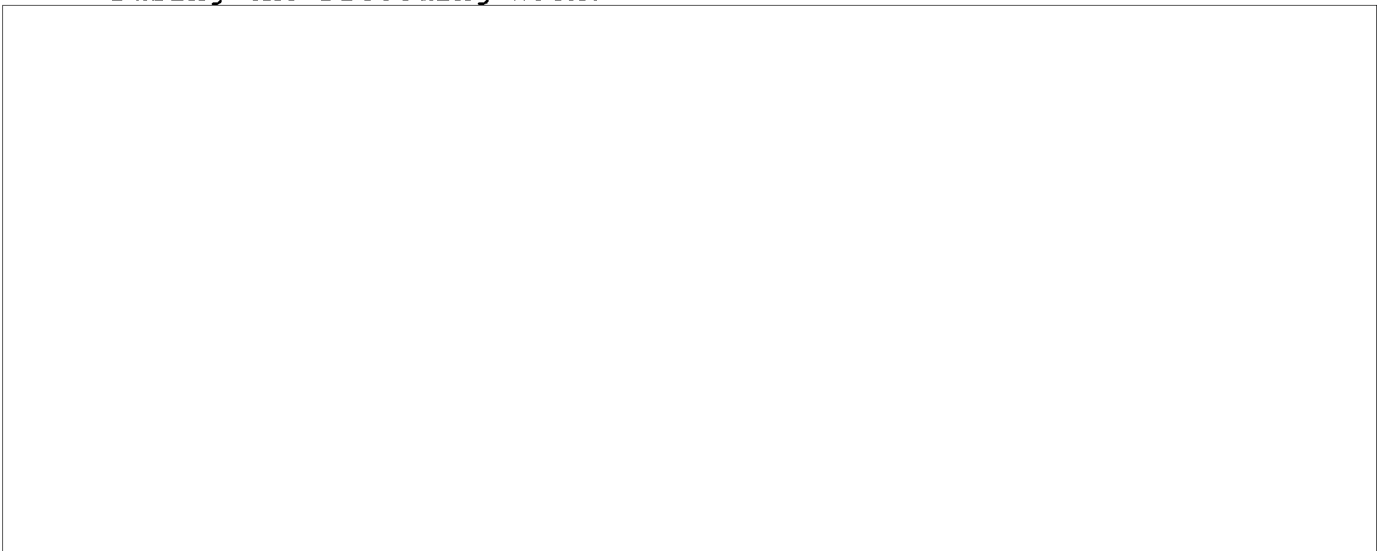
PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
16 December 1987 - 22 December 1987


I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

25X1



B. Budgetary constraints in the Office of Logistics, Printing and Photography Division have resulted in a moratorium being placed on new copier acquisitions and the upgrade of existing copiers through the Copier Management Program (CMP). Unfortunately there is an existing backlog of copier requests and additional copier requests continue to arrive which CMP is no longer able to fund. In response to this situation, CMP is preparing a memorandum to the Office of the Comptroller requesting that alternate methods of funding be considered, particularly in instances where requesting components indicate a willingness to fund for their own copier requirements. 

25X1

C O N F I D E N T I A L

C O N F I D E N T I A L

C. Work on the Employee Personnel Profile (EPP) program for Office of Logistics (OL) employees is continuing. The Personnel and Training Staff (P&TS) is currently reviewing the latest draft of the EPP. As it stands now, if there are no substantive changes requested, Printing and Photography Division will run the EPP for all OL employees in mid-January 1988. [redacted]

25X1

NO

D. Over the weekend, Printing and Photography Division, OL completed 25,000 copies of the Redbook. Plans, at this time, are for completion of the remaining 35,000 copies during the week of 28 December. P&PD is currently negotiating with Office of Technical Service for pick-up of the completed 25,000 copies. (Don [redacted])

25X1

NO
What?

E. Now that all the scheduled overtime for the weekends has been completed in the Office of Logistics, Printing and Photography Division (OL/P&PD), arrangements are being made to have Allied come in and clean the air ducts and do the necessary high cleaning for the painters. The Division is still trying to get the paint job completed that was started back in the summer. All that remains to be painted is the ceiling. [redacted]

25X1

NO

F. On 17 December, the Office of Logistics, Printing and Photography Division (OL/P&PD) was tasked with an immediate priority request from the Directorate of Operations, Counterterrorism Center (DO/CTC). ~~They requested film processing and a proof sheet of all exposed frames~~ by 1500 hours the same day. P&PD generated one hundred and eighty 5x7 finished prints by close of business the following day. The job was completed as scheduled. [redacted]

25X1

25X1

NO

25X1

[redacted]

NO

H. The Office of Logistics, Printing and Photography Division (OL/P&PD) was tasked with a request on 30 November 1987 for two hundred thirty seven 8x10 prints to be completed by noon on 11 December for the Office of Security. These prints were needed for a meeting on 14 December with the National Security Agency and the State Department. All was completed on time. [redacted]

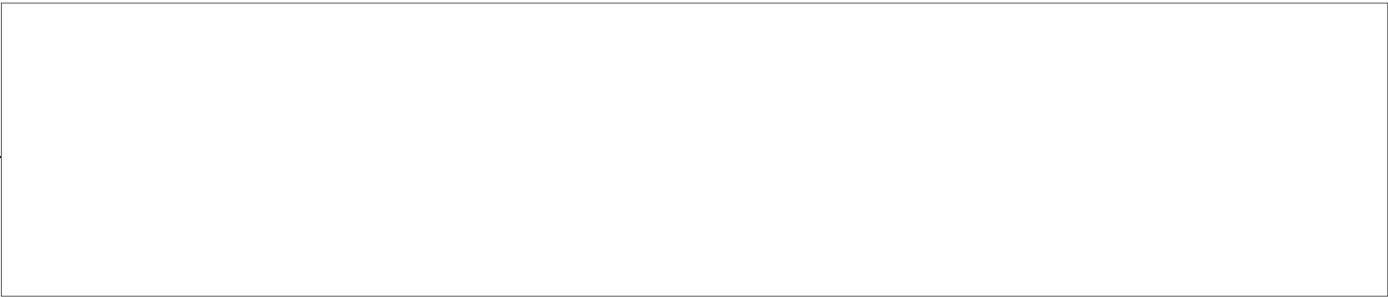
25X1

NO

C O N F I D E N T I A L

C O N F I D E N T I A L

25X1



NO

J. On 11 December 1987 a priority request was brought to the Office of Logistics, Printing and Photography Division (OL/P&PD) by the Directorate of Operations, East Asia Division (DO/EA). The request consisted of annotating a map with information concerning various locations highlighted on the map. Work on this request was completed by 1600 hours. At 1700 hours a request for additional services was made and included captioning and mounting photographs for a briefing board. This additional request was completed around 2200 hours. The customer picked up the job at 0800 hours on 14 December in time to make a Presidential briefing. [redacted]

NO

25X1
25X1



K. On 24 November 1987 the Directorate of Intelligence, Office of Strategic Weapons Research requested that the Office of Logistics, Printing and Photography Division print eight 5x7 prints and 4 vugraphs each of 131 images from a book. P&PD obtained 4 rolls of Fine Grain Aerial Dup film (not a P&PD stock item) from the National Photographic Interpretation Center to complete the job. This job will be completed by the scheduled date of 31 December 1987. [redacted]

NO

25X1

L. This past week, the Office of Logistics, Printing and Photography Division (OL/P&PD) installed two cameras and a video editing system in the Headquarters Building for the Office of Security, Polygraph Division, Training and Research Branch (OS/PD/T&RB). P&PD will also provide PD with hands-on training of the video equipment. The purpose of this particular project is to serve as a training tool for polygraph operators. [redacted]

YES

25X1

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

25X1



C O N F I D E N T I A L

C O N F I D E N T I A L

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

22 December 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

NO
25X1 a. Agency Contracts Group, Office of Logistics, issued a modification for \$194,958.00 to DSI Computer Services, Inc. in order to exercise the final option for maintenance of computer hardware during Fiscal Year 1988 on behalf of the Office of Information Technology. [REDACTED]

NO
25X1 b. Agency Contracts Group, Office of Logistics, issued a contract for \$150,525.60 to Genigraphics Corporation to provide for hardware and software maintenance of Genigraphics film recorders, CPU's, artist console workstations and peripheral equipment during Fiscal Year 1988 on behalf of the Office of Current Production and Analytical Support, the Office of Training and Education and the National Photographic Interpretation Center. [REDACTED]
25X1 [REDACTED]

NO
25X1 c. Agency Contracts Group, Office of Logistics, issued an order for \$112,273.56 to Tektronix, Incorporated for renewal of maintenance of Tektronix hardware used by several Agency offices. Maintenance requirements are coordinated through the Office of Information Technology. [REDACTED]

NO
25X1 d. Agency Contracts Group, Office of Logistics, has completed negotiations and is in the process of issuing a contract to IBM Corporation, Gaithersburg, Maryland for engineering services on behalf of the Office of Information Technology. The contractor will [REDACTED]
25X1 [REDACTED]

S E C R E T

provide computer network analysis and capacity planning for the computer systems in the [redacted] Northside, and Special Computer Centers. The contract was negotiated for [redacted] a savings of [redacted] from the contractor's original proposal.

25X1
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25X1

25X1

e. Agency Contracts Group, Office of Logistics, has completed negotiations and is in the process of issuing a contract to IBM Corporation, Gaithersburg, Maryland for engineering services on behalf of the Office of Current Production and Analytical Support. The contractor will provide applications programming support to the Cartography and Design Group. The contract was negotiated for [redacted] a savings of [redacted] from the contractor's original proposal.

NO

25X1

25X1

f. Agency Contracts Group, Office of Logistics, has completed negotiations and is in the process of issuing a contract to IBM Corporation, Gaithersburg, Maryland for engineering services on behalf of the Information Management Staff of the Directorate of Operations.

25X1
25X1

g. Agency Contracts Group, Office of Logistics, issued a modification in the amount of [redacted] to Cray Research, Inc. in order to provide funding for the Fiscal Year 1988 payment on the Lease to Ownership Plan, and for the software and hardware maintenance for the Cray X/MP-24 computer system on behalf of the Office of Information Resources.

YES

25X1

25X1

h. Agency Contracts Group, Office of Logistics, negotiated with Ford Aerospace on behalf of Collection Requirements Evaluation Staff, DI to definitize tasks under Ford's contract for development of the Automated Requirements Management (ARM) System. Task 3 entitled "Functional Requirements Specification" and the Fiscal Year 1988 Program Management task were negotiated at [redacted] and [redacted] respectively. Savings as a result of negotiations were realized in the amount of [redacted]. These tasks will be definitized in Modification Number Five to the Cost Plus Award Fee contract.

NO

25X1

25X1
25X1
25X1

i. Agency Contracts Group, Office of Logistics, negotiated a Firm Fixed Price type contract on behalf of the Office of Training and Education and the Office of Technical Services with Cooper Management Institute of Reston, Va. This contract will provide for several runnings of a training course entitled "Negotiate To Win." The contract value is [redacted] and the period of performance is October 1 1987 through September 30 1988. [redacted]

NO

25X1

25X1

25X1



n. Agency Contracts Group, Office of Logistics, received a request from the Office of Deputy Director for Intelligence on 16 December 1987 for the procurement of an Oldsmobile Delta 88 for the Deputy Director for Intelligence. Bids were obtained from three automotive dealers in the metro area, with award going to JKJ Chevrolet in the amount of [redacted] Delivery was scheduled for 18 December 1987. [redacted]

NO

25X1

25X1



3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

25X1



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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 22 DECEMBER 1987**

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. TECHNICAL GROUP

(1) Contract Information System (CONIF). A reports JCL has been adjusted to allow two of the reports to be sent directly to autofiche. This will eliminate the monthly filing of requests to P&PD by CONIF personnel to get the reports printed on microfiche.

NO

(2) Field Computer System (FCS). The Field Computer System was successfully installed in AMCA, completing a major milestone in the FCS project. The FCS system is designed to monitor logistic inventory from requisition through its disposition. In addition to the installation of the software and hardware, approximately 2700 expendable stock items were entered into FCS making it fully operational. AMCA personnel were very receptive to the system and started to use it after a major portion of the stock information was entered into the system.

YES Done
Dates 2/1/87
Classroom
Perusing
etc

(3) [redacted] has started to look into Logistic Automated Data System (LADS) software code to add Accountable Property reports for non-expendable items and to enhance several inventory reports.

25X1

NO

(4) The Federal Automated Requisitioning System (FARS) Engineering Review Board (ERB) meeting was held on 15 Dec. Progress on IDMS/R FARS was discussed, an amendment to the Detailed System Requirements Document (DSRD) was approved. The open action item was extended for one additional meeting and it was agreed to add [redacted] (FARS DBM) to the TG Weekly [redacted]

25X1
25X1

(5) Security Contractor Data System (SECOND). [redacted] completed the ADDSEC procedure for the SIMS-SECOND interface. The procedure has not been tested and may require adjustments before being placed into SIMS production. The next step in the interface is the creation of the nightly run statements to execute the interface.

25X1

NO

25X1



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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 22 DECEMBER 1987**

(6) [redacted] reviewed fundamental VM and NOMAD procedures with [redacted] who will be in charge of maintaining [redacted] PROCORG NOMAD database. [redacted] suggested that the database be installed on a separate two cylinder disk with V-link access by the users. With [redacted] concurrence, she requested [redacted] to initiate the paperwork to assign disk space with R/W access to [redacted] and R/O access to [redacted]

B. REGULATIONS

(1) The following regulation originating in OL was submitted to Regulatory Policy Division:

Employee Bulletin, Revised Holiday Shuttle Bus Schedule

(2) The following OL regulation was published:

LN 18-1-68, Joint PAR Workshops for Logistics and Communications Personnel

(3) The following Agency regulations originating outside OL were coordinated within OL and concurred in:

[redacted]

C. PLANNING

(1) IMSS collected inputs from FMD and SD and completed a draft of OL's proposed justification writeups for FY-90/91 new initiatives. That draft is currently being scrutinized and revised by IMSS, B&F, FMD, and SD.

(2) IMSS is collecting inputs from several OL divisions and preparing a draft of an OL submission for the DCI's Annual Report to Congress.

(3) IMSS drafted two Logistics Advisory Notices (LAN's) one of which was distributed. The second LAN was approved by the D/L and will be distributed soon.

[redacted]

CONFIDENTIAL

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NO

NO

25X1

NO

25X1

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 22 DECEMBER 1987**

NO
(5) IMSS is writing the final section for a draft of a new OL Five-Year Plan which will be available for review by the D/L the first week in January.

NO
25X1 *copy filed*
(6) The revised OL "Yellow Pages", dated December 1987, have been received by OC/OL-ISC/ Distribution will commence this week. Recipients will be instructed to destroy their copies of this booklet, dated August 1986.

Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities



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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 22 December 1987

1. Status of Tasks Assigned by Senior Management:

Senior Contracting Officers Meeting:

a. CEO Colloquium:

NO
25X1 On 15 and 16 December, the Chief, Procurement Management Staff, (OL/PMS) accompanied 16 Agency managers to Atlanta, Georgia, to meet with the chief executive officers of three corporations, i.e., Scientific-Atlanta, Lockheed-Georgia, and 21st Century Robotics. These officers discussed their corporate cultures in terms of delegation of authority, line/staff management, and decentralization of operations. This Office of Training and Education course was highly beneficial.

b. Assistance to the U.S. Secret Service:

NO
25X1 On 21 December, the Chief, PMS/OL met with officials of the Secret Service at their request to discuss Agency contracting policies and procedures which may be of assistance to that organization.

2. Major Events That Have Occurred During the Preceding Week:

a. Agency Contract Review Board (ACRB) Activities:

NO
25X1 The ACRB met in an executive session on 22 December. The docket, with a dollar value of \$6.6 million, was recommended for Director of Logistics (D/L) approval subject to the availability of funding in support of this effort. Two additional executive sessions of the ACRB are scheduled on 31 December.

b. Procurement Newsletter:

NO
25X1 reported that the Procurement Newsletter will be printed and distributed to all contracting elements the week of 21 December.

c. Settlement of Contracts under \$100,000.00:

When NO implemented
25X1 OL/PMS, in conjunction with the Commercial Systems and Audit Division, has developed a new Agency policy to facilitate quick

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closeout procedures for contracts valued at \$100,000 or less. This new procurement note is currently being routed for review and comment. [redacted]

d. Training:

(1) [redacted] reported that coordination was completed for guest speaker participation in the procurement portion of the Logistics Support Program. This program will be presented by Supply Division 4 through 8 January 1988. [redacted]

(2) [redacted] submitted to the Chief, PMS/OL a market survey of companies that present in-house seminars and requested approval for Management Concepts, Inc., to present a pilot running of "Image Management." [redacted]

(3) [redacted] has been nominated to attend a 3-week course sponsored by the Directorate of Administration (DA), which delineates how the DA supports the Agency's efforts. [redacted]

(4) A memorandum has been submitted, informing management of a possible cancellation of a Department of the Navy (DON) course that is essential to the Contract Officer Intern Program (COIP). [redacted]

e. COI Meetings:

[redacted]

f. CONIF Activity:

CONIF input 195 contracts and 106 amendments into its system during the past week. [redacted]

g. Competition in Contracting:

Letters have been forwarded this week from the D/L to each directorate, showing the directorate's competitive activity for fiscal year (FY) 1987. This was the first year that goals were established by each directorate for increased competition and progress was made in some offices. We hope to improve the

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*NO
when
results
submitted*

NO

NO

NO

NO

NO

NO

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25X1 FY 1987 figures by asking the directorates to review their statistics and project realistic goals for increased competitive spending in FY 1988. [redacted]

h. Automation Activities:

NO
25X1 (1) OL/PMS received approval to purchase additional microcomputers to support development of improvements in the procurement process. The three areas affected include (a) four portable COMPAQ IIIs and two printers to be used by students in the Contract Process Course for contracting officer's technical representatives; (b) one portable COMPAQ 386, a powerful state-of-the-art computer to be used to support a large Directorate of Science and Technology contract (pre request for proposal through award); and (c) two desktop IBM PS/2s to support OL/PMS automation. [redacted]

NO
25X1 (2) Systems Exploration, Inc. (SEI) has worked for two years with a team at Texas Tech University to develop an expert system for contract generation as a subset of a larger procurement management software package for use on a personal computer or minicomputer network. (An expert system captures the knowledge of a group of experts and makes it available to a more junior person to enhance performance). [redacted]

25X1 [redacted] Office of Research and Development, along with Ron Meikle of SEI, plan to visit Texas Tech in early January to evaluate its effort and decide whether this method could be useful to our COs. [redacted]

i. Government-Furnished Property (GFP) Report:

25X1 NO Additional GFP information was received in OL/PMS, resulting in Amendment 2 to the annual GFP report. [redacted]

j. OL/PMS Work Categorization:

25X1 NO [redacted] along with the Chief, PMS/OL, has organized all OL/PMS work into three categories: MBOs, projects, and other responsibilities. This categorization will assist in prioritizing the OL/PMS workload and help the staff understand the order of precedence of their contributions. Furthermore, this categorization will facilitate timely and accurate MBO reporting by OL/PMS. [redacted]

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3. Upcoming Events:

25X1 [redacted] will be on annual leave through 31 December.
25X1 NO [redacted] continues his active military tour of duty with
25X1 DON through 26 December; he is assigned to the Washington Navy
Yard. [redacted]

4. Management Activities and Concerns:

25X1 NO OL/PMS will continue to keep senior management apprised of
significant management activities and concerns as appropriate.
[redacted]

C O N F I D E N T I A L