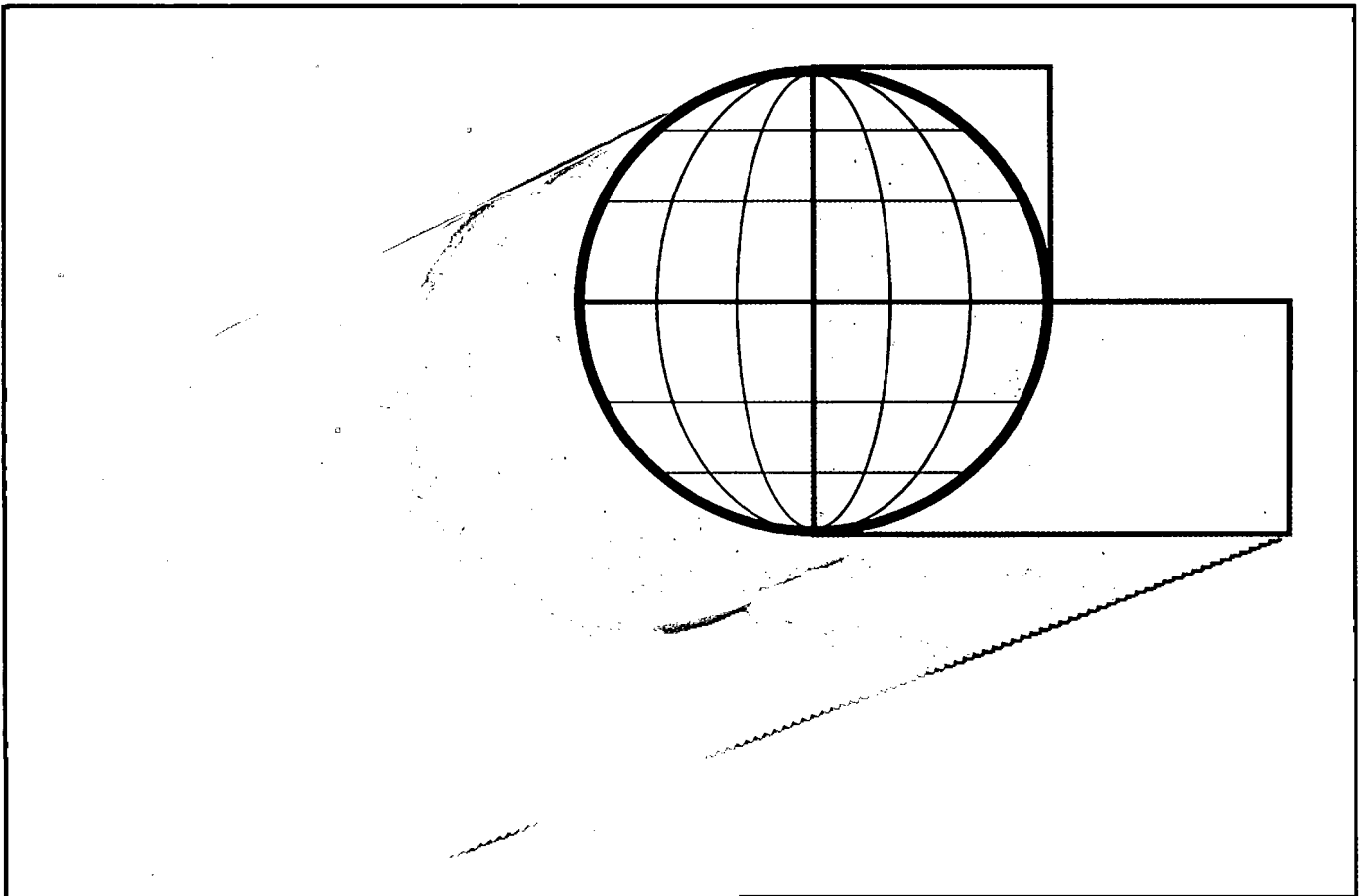


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OFFICE OF LOGISTICS

ANNUAL REPORT



MAY 1988

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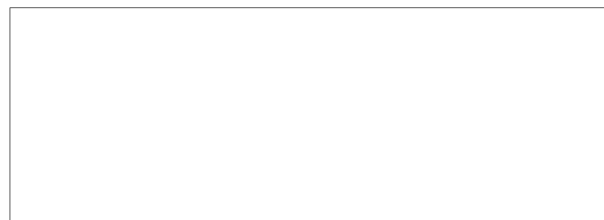
A MESSAGE TO ALL OL EMPLOYEES

For the past three years, we have met in the spring to kick off the Logistics Conference, to review OL's accomplishments since the last conference, and to look at the future. Most importantly, these sessions provide me with an opportunity to personally thank you for your individual and collective support to the Agency's mission.

As I predicted last year, the Office has been challenged during the past 12 months as never before in its history. I am pleased to report that we have successfully met every challenge in a superb fashion. In getting the job done, many of you have had to undergo substantial personal sacrifices, be it in terms of foreign travel or performing double duty at home. All of your accomplishments have contributed to the success of the Agency, and you can be very proud of that.

We cannot afford to rest on our laurels; we must be prepared to meet the different challenges that face us in the future. We have two goals which are of equal importance. The first is to provide the Agency with the best logistical support possible, and the second is to ensure that you all are, in fact, treated as our number one resource. We are committed to superior customer service, improving customer relations, and streamlining our functions by reducing bureaucracy. We are also committed to having the most effective personnel management system in the Agency. The only way that we will achieve these goals is if every OL employee takes the initiative and assumes his/her responsibilities.

Once again, I congratulate you on the success of your efforts during the past year. I am proud to represent you, and I look forward to working with you in meeting the challenges which lie ahead.



John M. Ray
Director of Logistics

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PERSONNEL ACTIVITIES

Office of Logistics Promotions - FY 87

TO	NUMBER
GS-15	
GS-14	
GS-13	
GS-12	
GS-11	
GS-10	
GS-09	
GS-08	
GS-07	
GS-06	
GS-05	
GS-04	
WAGE	
IS-02	
IS-03	
IS-04	
GP	
Total Promoted	

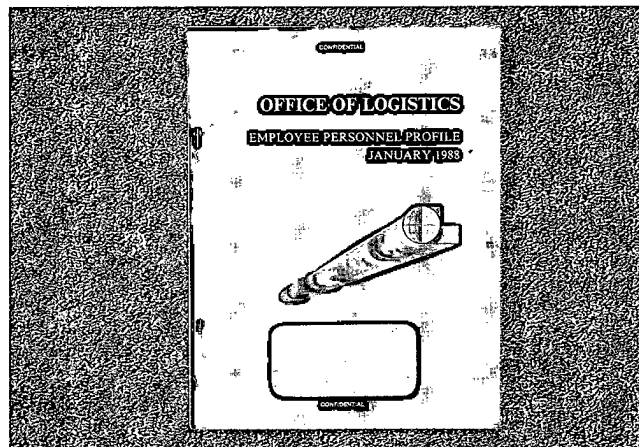
OL's twin goals are to provide the best possible logistical support to our customers and to make the OL career service the best in the Agency. Our personnel are OL's most important resource.

PERSONNEL PICTURE

- [] % of OL employees were promoted in FY 87
- [] EODs in OL in FY 87
- [] EODs in Co-op Programs in FY 87
- [] new EODs in the first 5 months of FY 88
- [] retired in FY 87 and 17 so far in FY 88

Good communications within OL are a "must." To this end, all managers strive to maintain a true open-door policy for direct interface at every level. Other techniques used are:

- Weekly reports
- OL Staff Meeting Notes with attached Items of Interest
- Logistics Instructions, Notices, and Advisory Notices
- Quarterly presentations on selected topics of interest to OL employees and an update on significant activities
- Annual Logistics Conference []
- Annual overseas conferences



OL EMPLOYEE PERSONNEL PROFILE

An individualized Employee Personnel Profile was prepared and distributed early in 1988. The book was tailored to each individual's situation. It describes career management policies and personnel procedures as they relate to each employee.

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PERSONNEL ACTIVITIES**TRAINING**

25X1 OL's training budget increased from about
25X1 [redacted] from FY 84 to FY 87.

Requests for internal and external training have increased by 40 percent so far in FY 88 compared to the same period in FY 87.

25X1 [redacted] enrollments of OL employees in 210
different (internal and external) training
courses during the first 6 months of FY 88

25X1 [redacted] enrollments of OL employees in 220
different (internal and external) training
courses projected in FY 88

Three OL employees are being sponsored for full-time academic training at local universities.

**OFFICE OF LOGISTICS TRAINING CATALOG**

25X1 Due to the combined efforts of about [redacted] OL
employees, all OL-related internal and external
courses were reviewed for content and length.
Several courses were added, eliminated, or
revised. As a result, the *OL Training Catalog*
was published in the latter half of 1987.

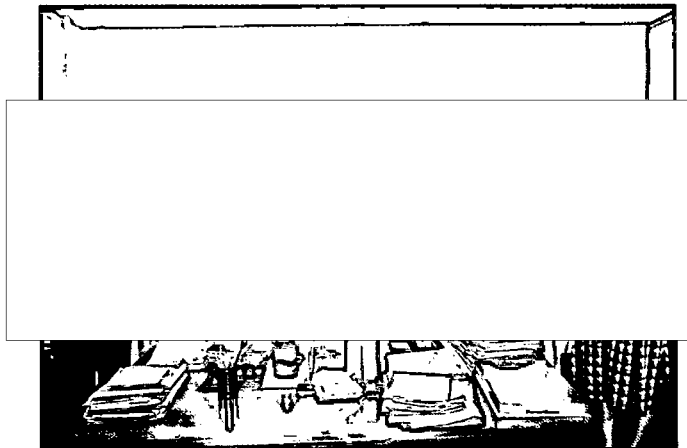
PAR WORKSHOP

25X1 OL initiated an internal PAR Workshop in
FY 88. [redacted] participants have attended the
three runnings to date. All newly designated
supervisors must take the PAR Workshop.

**LOGISTICS EMPLOYEES TRAINING AND TRACKING SYSTEM (LETTS)**

25X1 LETTS is online and is continually being
updated as OL employees complete training
and submit certificates to OL/P&TS.

In mid-April 1988, all internal registration for OTE-conducted courses went online. Form 73 will be used only for component, OMS, and secretarial training.



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PERSONNEL ACTIVITIES

SUPPLY TRAINING

Courses given include Field Administration, Component Logistical Support Program, Introduction to Supply, SOT Training, Language Training, and Inventory Skills Workshop.

25X1

CAREER TRAINEE (CT) PROGRAM

- [redacted] external and [redacted] internal CTs in OL in FY 87
- [redacted] more internal and [redacted] external CTs for FY 88

25X1

25X1

PROCUREMENT TRAINING

The Procurement Management Staff managed the most extensive procurement training program ever, with [redacted] procurement professionals (92 percent) receiving training in a total of [redacted] separate enrollments.

25X1

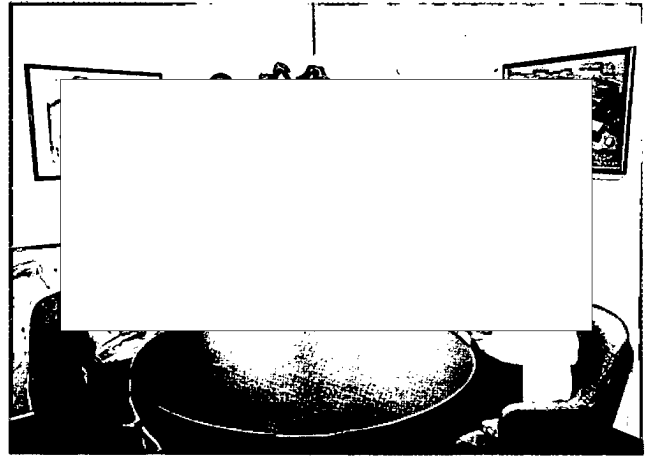
25X1

25X1

CONTRACTING OFFICER INTERN PROGRAM (COIP)

The first eight procurement employees enrolled in the COIP completed the program in February 1988. This program provides the interns with the training and experience required to negotiate, administer, and settle Agency contracts.

25X1



25X1



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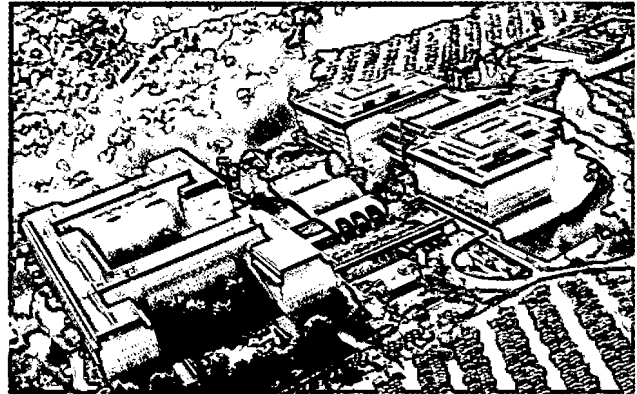
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NEW HEADQUARTERS BUILDING

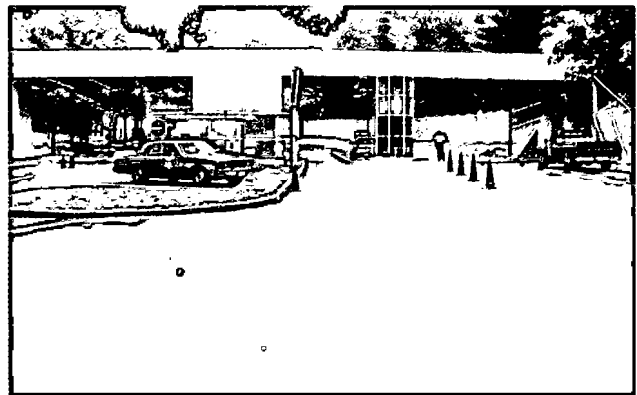
CONSTRUCTION

By April, OL had accepted the entire North Tower, the first three floors of the core area, and four floors of the South Tower of the New Headquarters Building.

OIT began installing phone and data lines, and FMD started installing carpet and partitions in the North Tower.



Visitor Control Centers were completed.



Compound roads were repaved and restriped, and new curbing and lights were installed.

The Route 123/193 Roadway Improvements Project was also completed.



A walkway now connects the New and Original Headquarters Buildings.



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NEW HEADQUARTERS BUILDING CONSTRUCTION



Visitors Control Center—interior view

25X1



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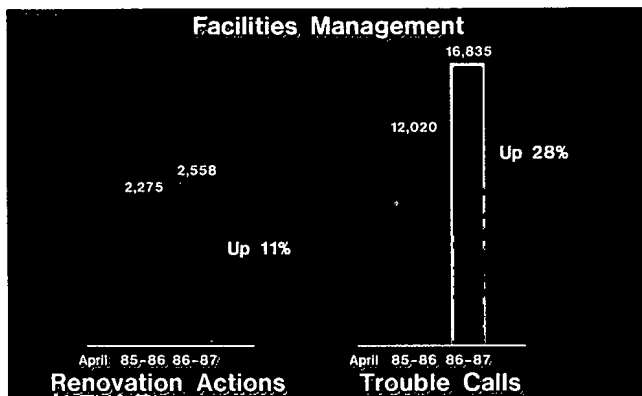
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FACILITIES MANAGEMENT

Initiated and completed over 2,800 renovation actions during FY 87.

Handled over 19,400 trouble calls in FY 87, a 15 percent increase over FY 86.

Acquired over [] furniture units valued at over [] up by 60 percent and 84 percent, respectively, over FY 86. This trend continued in the First Quarter FY 88.



25X1
25X1

SERVICES

PROVISION OF SUPPLIES

The Building Services Branch (BSB) services Headquarters supply rooms and 18 external building supply rooms.

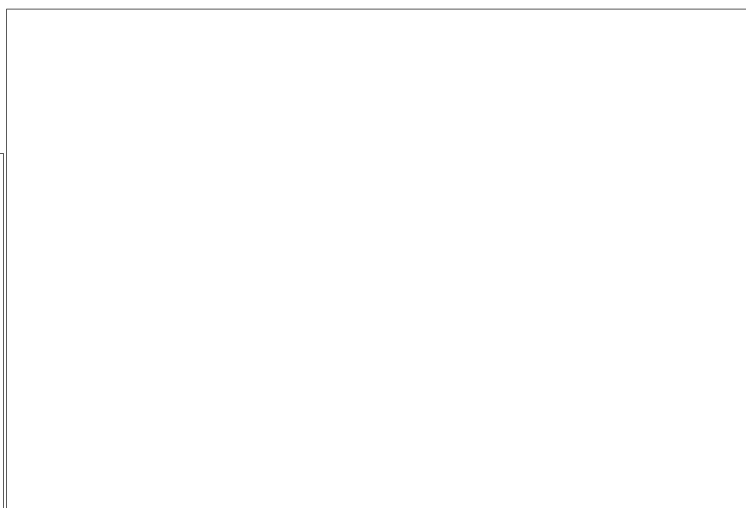
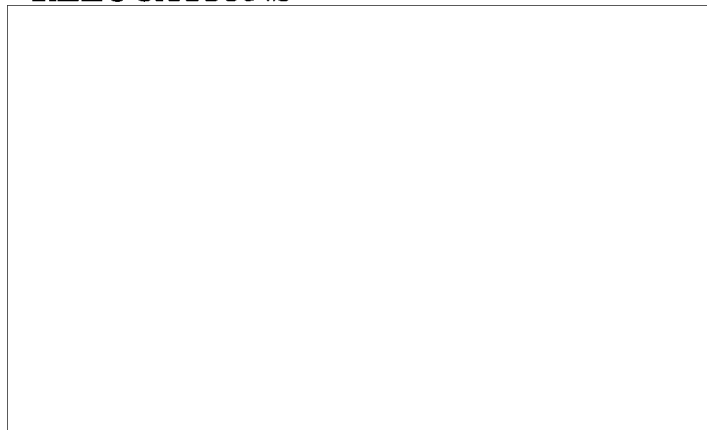
CLASSIFIED WASTE DISPOSAL

BSB disposed of almost 4,300 tons of classified waste in FY 87, 28 percent more than in the previous fiscal year.



25X1

RELOCATIONS



25X1

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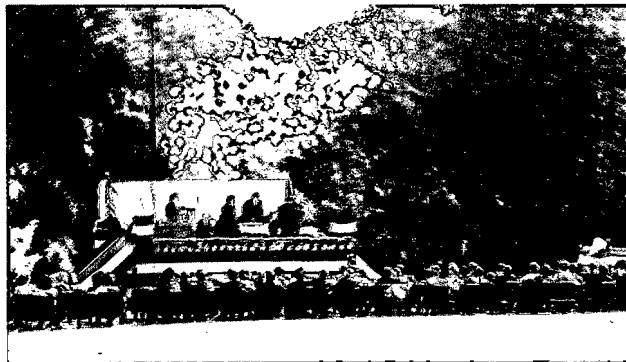
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FACILITIES MANAGEMENT

CEREMONIES AND EXHIBITS

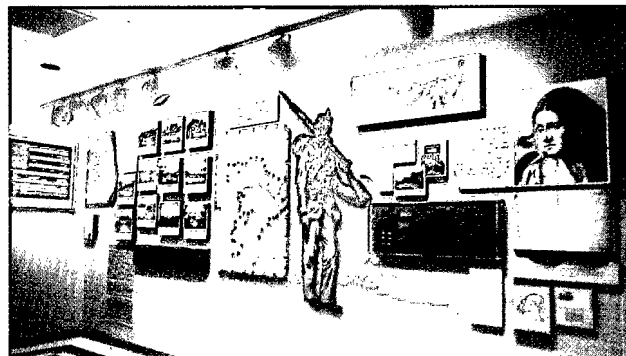
- 25th Anniversary of DS&T
- DCI Swearing-In Ceremony
- Memorial Ceremony for CIA Employees
- Casey Memorial Ceremony
- CIA 40th Anniversary Ceremony
- Buckley Memorial Service
- Family Day
- Visiting dignitaries hosted by the DCI
- Many exhibits



CIA 40th Anniversary Ceremony

The Headquarters Auditorium lower lobby was upgraded with special finishes and a permanent display of Langley area historical material from the Civil War era.

Plans were made for Headquarters Cafeteria expansion in five phases over three fiscal years starting in May 1988.

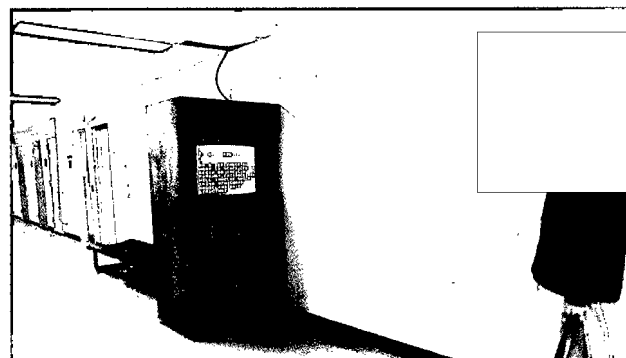


Civil War Exhibit

SUPPORT DURING PROTEST DEMONSTRATIONS

No disruption of Agency operations

During the demonstrations at the entrances to the Headquarters compound in April 1987, FMD manned the Emergency Support Center, provided 'round-the-clock motor pool coverage, and arranged for extra cafeteria service. They supplied closed circuit TV coverage of the demonstration areas for the Office of Security so that they could see and record events occurring simultaneously around the compound.



A Headquarters TV message system was initiated

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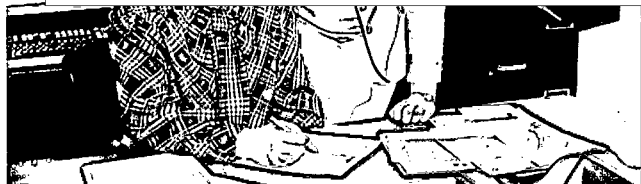
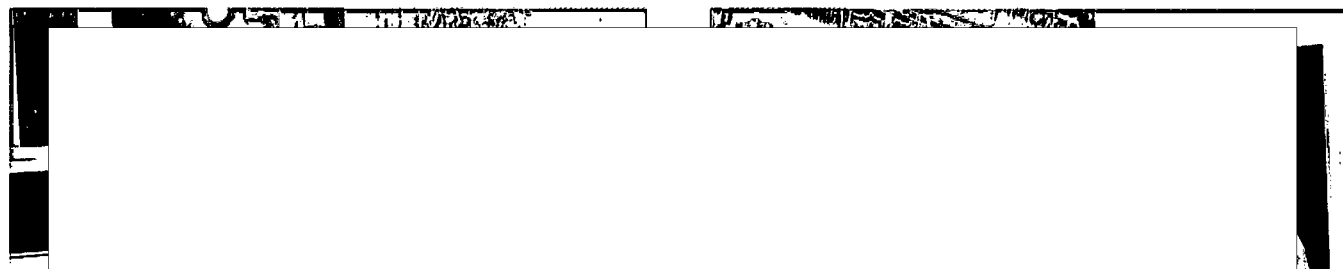
PROCUREMENT

25X1 A computer network has been installed in PMS in order to develop a prototype system to help create a more effective contracting methodology.

\$1 million was saved by developing a five-year contract with Intergraph instead of yearly contracts.



The CIA Contracting Manual was published and distributed in FY 87, the first such Agency-wide manual ever produced.



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PRINTING AND PHOTOGRAPHY

CONGRESSIONAL BUDGET JUSTIFICATION BOOKS

The 13-volume CJBs were produced by the Printing and Photography Group (P&PG) within very tight deadlines in FY 87. The total number of pages was roughly equal to those of past years; however, the impact on plant capabilities was much less severe due to better planning, increased use of automation, and more experience in producing these annual publications.



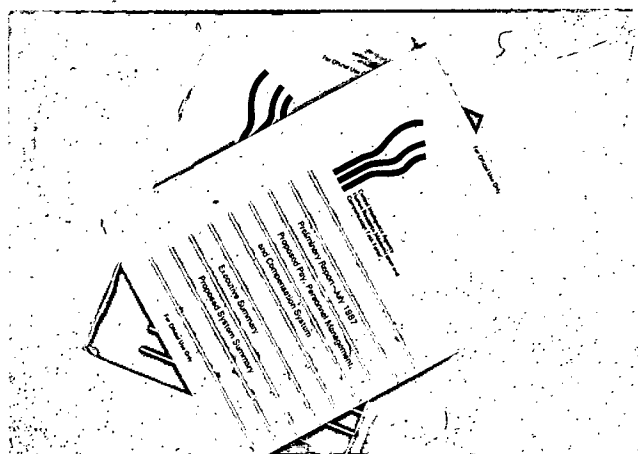
FEDERAL EMPLOYEES RETIREMENT SYSTEM DOCUMENTS

P&PG produced numerous documents for distribution to all employees to make them aware of the options available under the new system. The Office of Personnel praised P&PG for their outstanding support in this effort.



HUMAN RESOURCES MODERNIZATION AND COMPENSATION TASK FORCE BROCHURES

Within extremely tight deadlines, P&PG produced two major brochures for this task force, informing all Agency employees of recommendations pertaining to compensation and benefits of Agency employment.

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