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*Voice - good!
input, see
notes pls.
18 August 1988
John*

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done cc: Div/Staff/Groups

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 17 August 1988

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

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[Redacted]

b. On 15 August, representatives from the Offices of Logistics, Information Technology, Finance, and the Comptroller participated in an end-of-the-year review of Agency procurements. There is a significant amount of Agency funds which remains to be committed by the close of this fiscal year. The Comptroller will be meeting this week with the Directorates to review this situation and alleviate potential shortfalls.

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* c. During this reporting period, the Procurement Executive and the Chief, Procurement Management Staff/OL briefed Congressman Henry Hyde (Illinois) on the status of the Centel protest. The Congressman was provided insights into the Agency's contract process which resulted in an award to International Technology Corporation. At the conclusion of this briefing, Mr. Hyde expressed satisfaction that the Agency had acted fairly and properly and directed his staff to advise Centel of his conclusion, in writing.

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d. On 10 August, the Virginia Seminary College of Lynchburg, Virginia, picked up 45 pieces of excess furniture The furniture was valued at \$2,600. This was the fourth donation of Agency excess furniture made to Historically Black Universities.

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[Redacted]

S E C R E T

e. On 12 August 1988, OL personnel completed the installation of the Field Computer System at five major Office of Communications bases. This system is a microcomputer-based inventory control and accountable property system developed to support logistics officers in the field. The installations, which began in November 1987, also entailed the training of over 24 station personnel and keying over 15,900 line items of inventory data from the manual card system. [redacted]

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f. The Printing and Photography Group (P&PG), OL, is currently processing the Budget Estimates for the Office of the Comptroller. This job, the precursor to the Congressional Budget Justifications, was received on 28 July and is scheduled for completion by mid-September. Volume I, containing the narrative portion of the Estimates, is now being typeset by P&PG. Customer revisions to Volume I will continue for several weeks.

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g. Several priority requests were received by the Printing and Photography Group (P&PG), OL, on 12 August. The Office of Current Production and Analytical Support, DI, requested materials for use by the DCI to brief the Democratic Presidential Candidate, Michael Dukakis. Black and white photographs, color viewgraphs and prints (122 pieces) were produced containing the subject matter relating to the military and economic status of Central America and Middle East countries. In addition, 100 color copies each of page-sized (8 1/2 by 11 inches) maps of Iran-Iraq, Angola and Nicaragua were printed for the DCI's use. [redacted]

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h. During this reporting period, the Printing and Photography Group, OL, on behalf of the Public Affairs Office, videotaped selected areas within the Agency. The final product will be used by KCET TV in Los Angeles, California, for a public television documentary on historical intelligence. Areas of interest videotaped include the library and the memorial wall, as well as an overhead view of the Headquarters Compound. It is not known at this time when this production will be aired. [redacted]

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i. OL reports that work continues on asbestos removal from the Key Building. Thus far, asbestos ceiling tiles have been removed from all floors of the 12-story building, with the exception of the 8th floor, where work will begin on 19 August, and the 2nd floor, where work is scheduled to begin on 26 August. [redacted]

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* j. The plaque reflecting the dates of service and bas-relief image of William J. Casey has been inspected at the studio of the sculptor, Harold Vogel. The work is considered to be complete and will be held by Mr. Vogel while preparations are underway for its permanent placement in the New Headquarters Building, 4th floor lobby. [redacted]

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k. During this reporting period, the Agency Contracts Group, OL, completed a requirement to have four of the 9700 Xerox Laser-Printing Systems upgraded to 9790 Laser-Printing Systems for the Office of Information Technology. These upgrades will increase OIT's printing power by 25 percent and offer faster processing, increased memory, increased storage, easy user

interface, and functional compatibility with existing machinery. A
definitized contract in the amount of \$162,000 was awarded to Xerox Systems of
Arlington, Va. [redacted]

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o. On the evening of 18 August, OL will relocate the remaining
employees of the Office of Scientific and Weapons Research/DI from the
Original Headquarters Building to the New Headquarters Building. [redacted]

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p. The sixth running of the OL Midcareer Course was successfully
completed this reporting period by 16 OL careerists. The initial running of
the Supervising in OL Course is being held [redacted]
for 30 OL employees, some with supervisory experience and others with
supervisory potential. [redacted]

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2. Significant Events Anticipated During the Coming Week:

a. On 19 August, the Director of Logistics will brief Mr. Kevin
Shiad, the OMB Examiner, concerning OL's budget, missions and functions, and
accomplishments. Mr. Shiad will also be provided a tour of the New
Headquarters Building. [redacted]

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b. OL representatives will provide a tour of the New Headquarters Building on 25 August to three GSA officials, Richard Hadsell, Regional Administrator; Paul Chistolini, Assistant Regional Administrator for Real Estate and Development; and Walter Huber, Director, Capital Improvement Division. These officials will be visiting the Agency that day to witness the presentation of Exceptional Performance Awards to two GSA employees, Gary D. Lee and Maurie E. Shaw, in recognition of their work on the New Headquarters Building.

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JM John M. Ray