

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

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 29 November 1988

1. Status of Tasks Assigned by Senior Management:

The Procurement Management Staff (OL/PMS) worked closely with members of the Facilities Management Group's Contract Team and the Logistics and Procurement Law Division, Office of General Counsel, in the preparation of the Agency's full and complete response to the protest filed by Access Flooring Company, including a response to the request for Agency documents. This response will be forwarded on 30 November, as scheduled. [redacted]

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

a. [redacted] reviewed Program Fraud Civil Penalties Act regulations promulgated in the Federal Register for possible application to Agency contracts. [redacted]

b. A revision to Procurement Note 85, requesting the removal of [redacted] was prepared for the signature of the Director of Logistics (D/L). [redacted]

c. The Core Team automation prototype plan is on schedule. All workstations which are now connected to the local area network will be accessible to each team member by the end of this week. One of the two laser printers will also be installed this week. [redacted]

[redacted]

e. [redacted] visited the National Contracts Group (NCG) on 29 November where she demonstrated the procurement organization database on training and career management to the senior secretary in that office. Emphasis was placed on how NCG could extract information relevant to procurement personnel assigned to its components. [redacted] also suggested training courses that will enhance the secretary's working knowledge of this database and its potential use by NCG. [redacted]

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SUBJECT: OL/PMS Weekly Report for the Period Ending 29 November 1988

25X1 f. During this reporting period, 168 contract actions and
76 amendment actions were entered into the CONIF system. [redacted]

3. Upcoming Events:

25X1 OL/PMS has received 85 responses to attend a workshop entitled
"The Anatomy of a Protest" on 9 December. The workshop will be a
case study of a recent protest filed against the Agency. [redacted]

4. Management Activities and Concerns:

25X1 [redacted] is on annual leave through 2 December.
25X1 [redacted] is scheduled to be on administrative (military) leave
from 5 through 16 December in order to fulfill his naval reserve
obligation.

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