

SECRET

OFFICE OF LOGISTICS IN REVIEW

People, Purposes and Projects
April 1985-1986

SECRET

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A "Thank You" to all OL Employees

The 1986 Logs Conference finds me well into my second year as your director. And, as I look back on events since our last conference, several points stand out.

First, the past 12 months have seen many changes for our nation in general, for the Agency and OL, for me personally, and, undoubtedly, for each of you. For OL, recent months have brought ever-increasing needs for logistics services, which have afforded new and sometimes unexpected challenges for all of us. This has meant, in many instances, more work in less time with fewer people. I think we have met those challenges admirably, thanks to your dedication and hard work.

For me the past year has afforded a heightened awareness of the vital support we provide to virtually every part of the Agency ... and, in particular, of the high caliber of people who make up the Office of Logistics. It has been a time of deep satisfaction to me.

The year ahead holds the promise of equally notable achievements. It offers continuing challenge, as we face expanding requirements. It also affords opportunity: for us individually and as a team.

As we kick off our 86 conference, I want to reiterate that each of you make it possible for us to respond whenever and wherever logistics support is needed. You are the image, the essence of OL. You have my sincere gratitude and my utmost respect.

Hank Manoney
Director of Logistics

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Facilities Management

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Integrated Logistics Support Plan started for facilities support during construction and after occupancy of New Headquarters Building

Engineering support

Maintenance & operations

Trash disposal

Food services

Parking/traffic management

Mail & courier services

Motor pool services

Distribution of supplies

Furniture maintenance

Interior design

Office renovations and relocations

Plans made to allocate space and change configuration of offices in Headquarters Building

Cafeteria (HQ Bldg) renovated

System set up to track work orders for feedback to customers

97% completion rate on over 14,000 work orders

“Quick-reaction Field Team” formed and deployed overseas in December

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Facilities Management

25X1 Motor Pool

25X1

25X1 In past 12 months:

- 25X1 • passengers transported
- more than 1.04 million miles

- 25X1 • separate trips

25X1 The motor pool maintains its own vehicle fleet,
25X1 plus another vehicles for the Agency

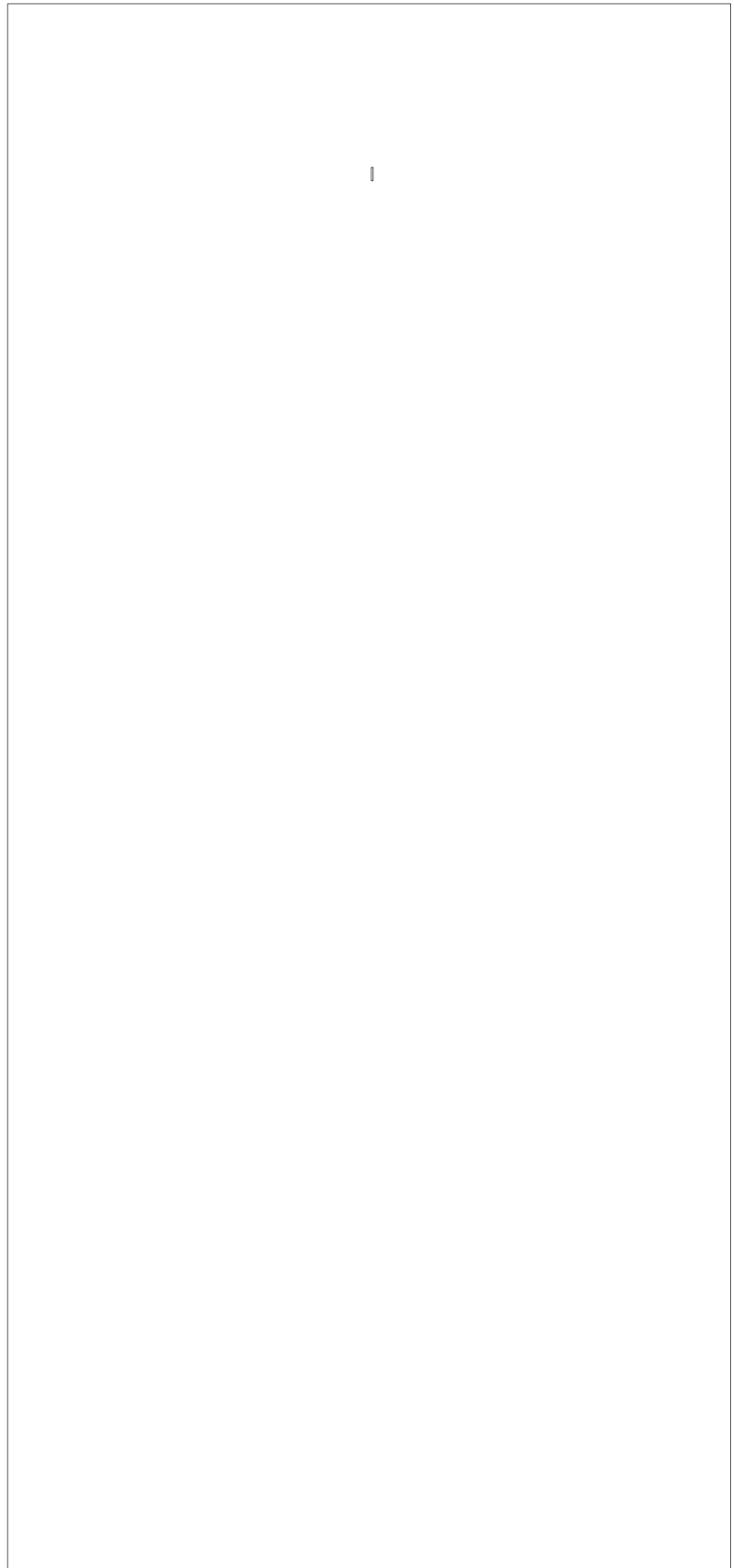
- Buses
- Mini-buses
- Vans
- Chauffeur-drivers
- DCI auto
- "U-Drives"

Mail and courier

Between 9 and 10 million pieces of mail (postal and courier) handled per year

Automated receipt system set up to track all TS and codeword mail

X-ray machine examines incoming items



New Building Construction

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New Headquarters Building

(Bid Pkg #2)

\$110 million funded, + \$16.5 million for site preparation, foundation, and 2500-car, 3-level parking deck

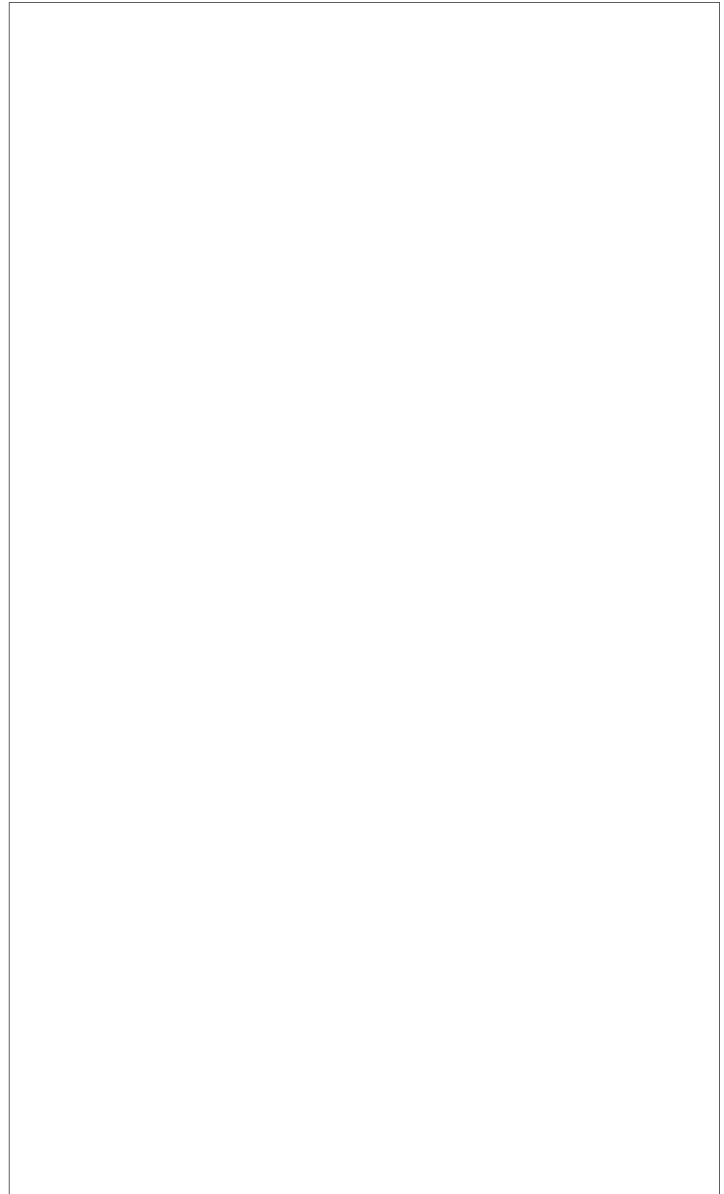
First 2 levels of parking deck opened in Jul and Sep 85

New Building to house 850,000 net sq. ft. of usable space

A 4-story center section for equipment, heavy files, and computer centers, and two towers

Office fit-ups and lay-outs complete

Occupancy scheduled to begin in Aug 87, with all moves into the New Building finished 18 months later

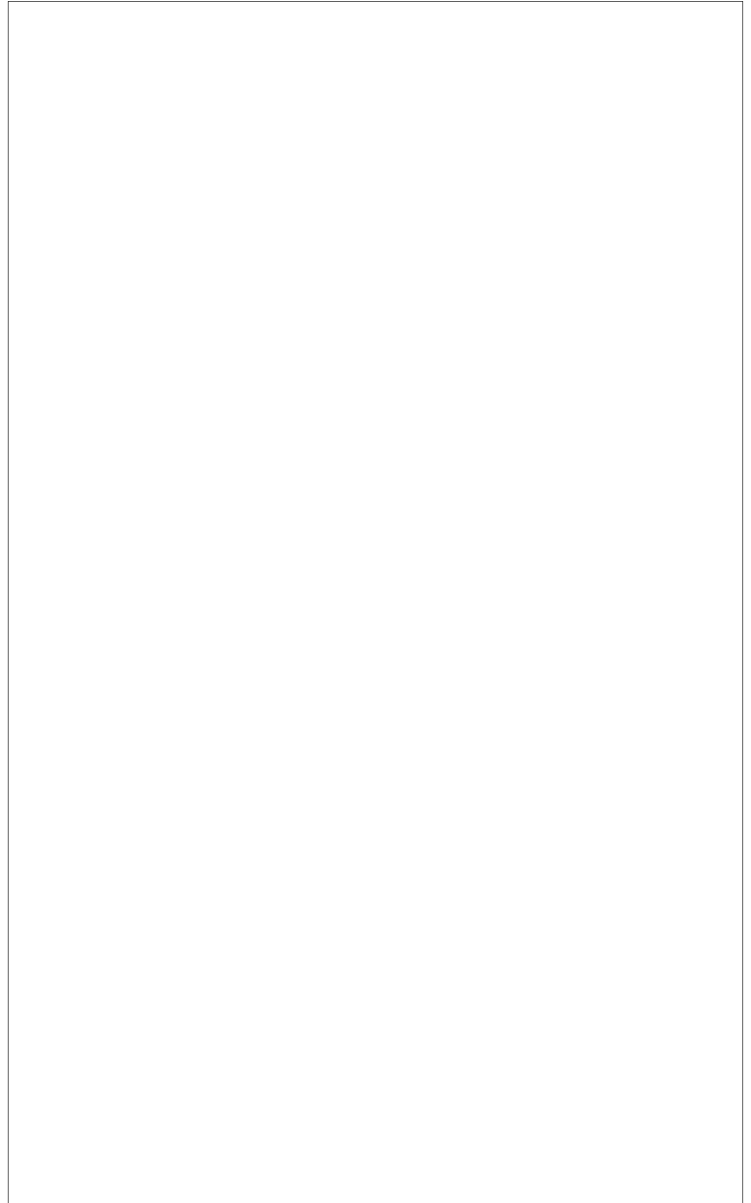


New Building Construction

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Power Plant (Bid Pkg #3)

- \$16.8 million for major improvements
- 75% complete
- to be finished in late 86



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New Building Construction

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Security-Access & Visitor Control Centers

\$7 million to fund Bid Pkg #4

- Main (Rt. 123) entrance
- GWMP gate

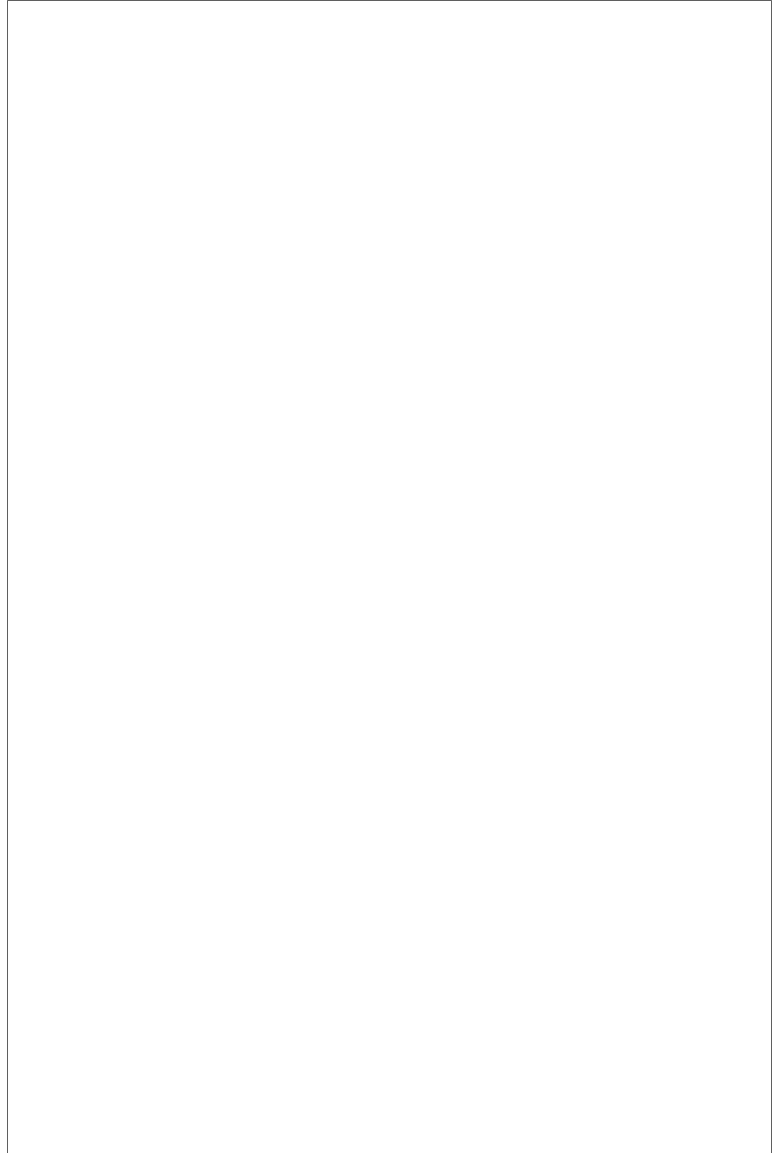
Also:

- Site lighting
- Landscaping
- Curbing replacements
- Road/parking area repaving

Traffic and Parking improvements

1,000-ft-long acceleration lane on GW Parkway should be paved by end of Apr.

Rt. 123/193 modifications
Construction to begin in fall 86
\$3 million budgeted



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Procurement

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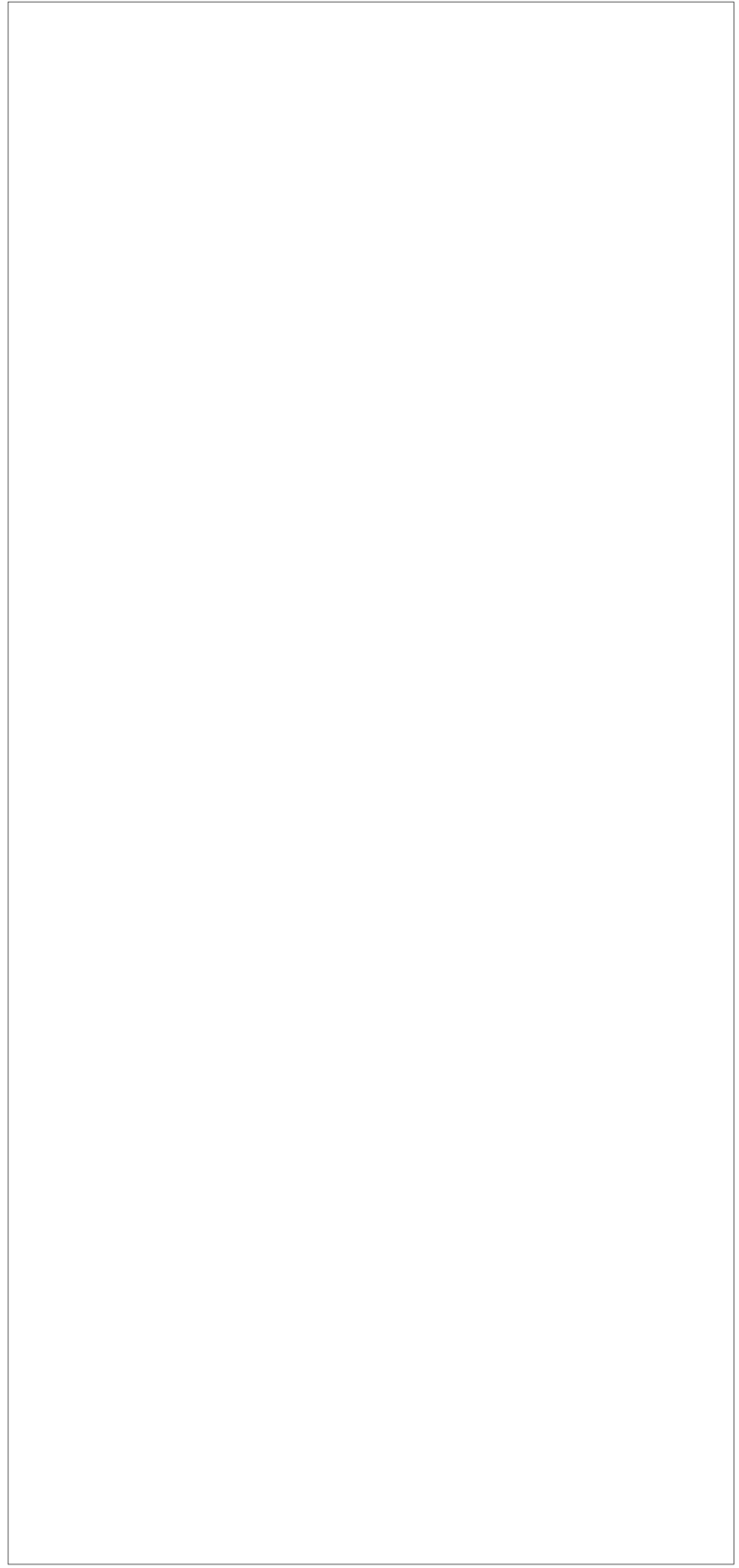
Special branch set up to manage and settle contracts

New contracting team created for OC

Outside study of Agency procurement system initiated

Major contractor erroneous charges of over \$1 million discovered

Year end performance improved



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Procurement

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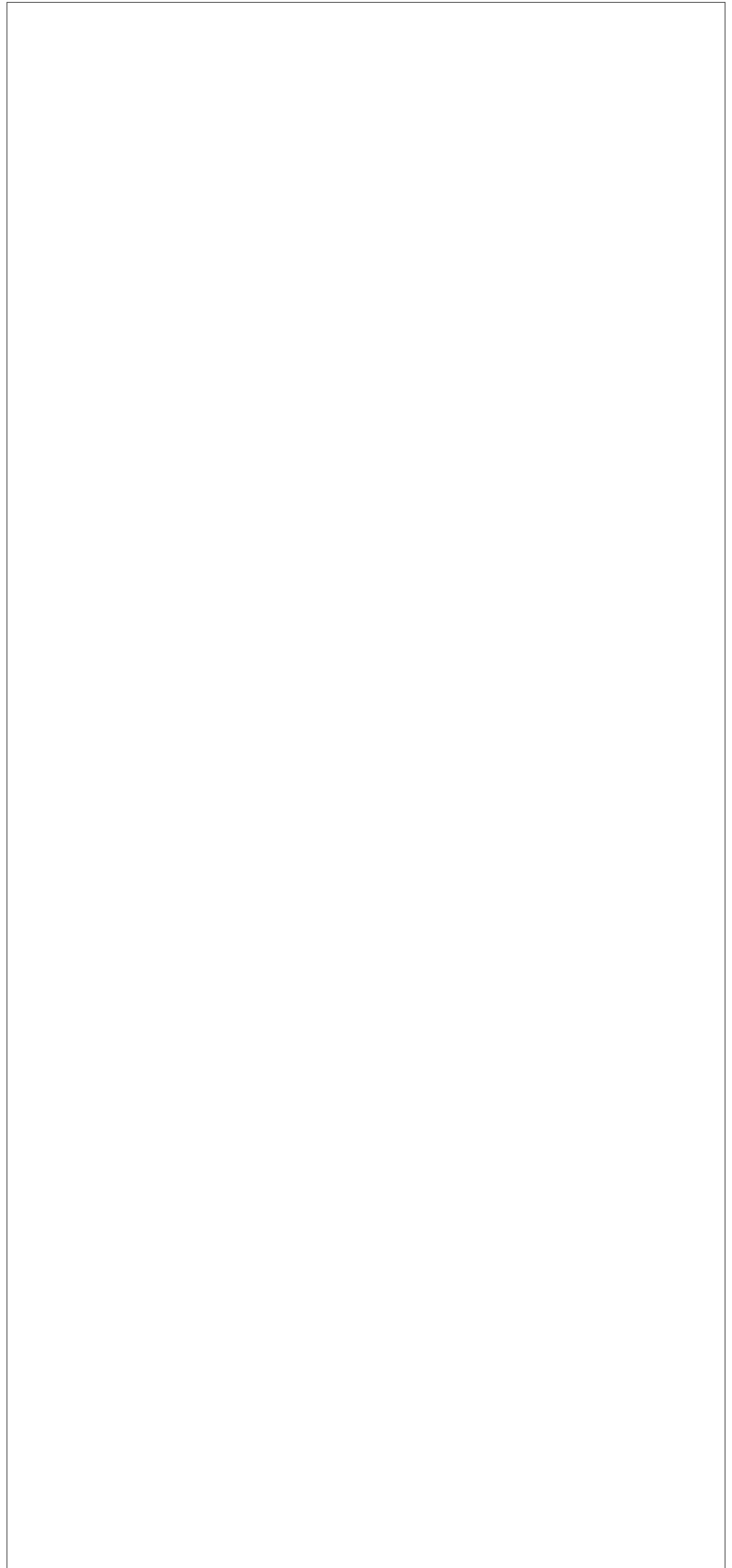
Procurement processing time shortened for low-dollar acquisitions

Goods and services obtained for the Agency through:

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- [redacted] contracting officers in main office
- [redacted] in decentralized contracting teams

More accomplished with fewer people



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Procurement

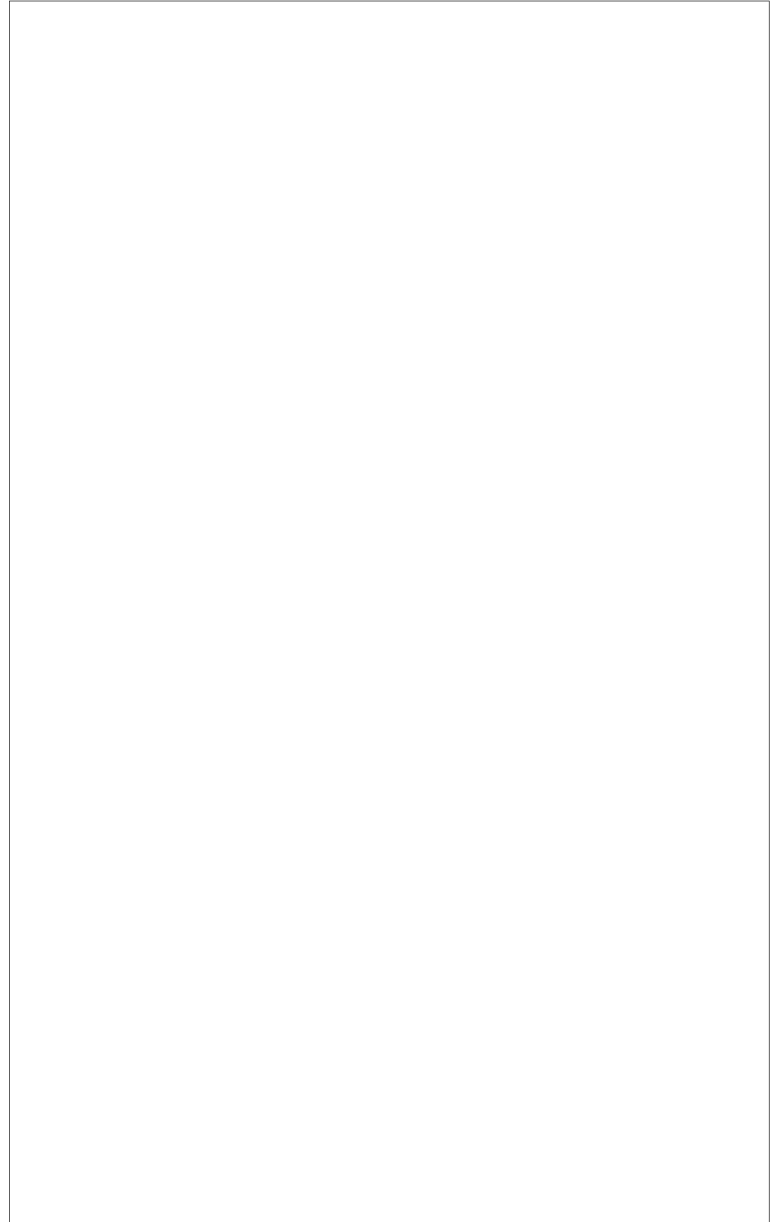
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Small-business emphasis continued

Small-businesses received, in FY-85:

- 51% of all Agency contracts
- 27.3% of dollars awarded

The Agency is encouraging competition in contract awards, per the in Contracting Act of 1984



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Printing and Photography

25X1
Services

Intelligence, cartographic, pictorial, and administrative printing & photography

Audiovisual & teleproduction support

Artistic support for graphics and visual aids

Administration of Agency-wide copier management program

Increases in virtually all areas:

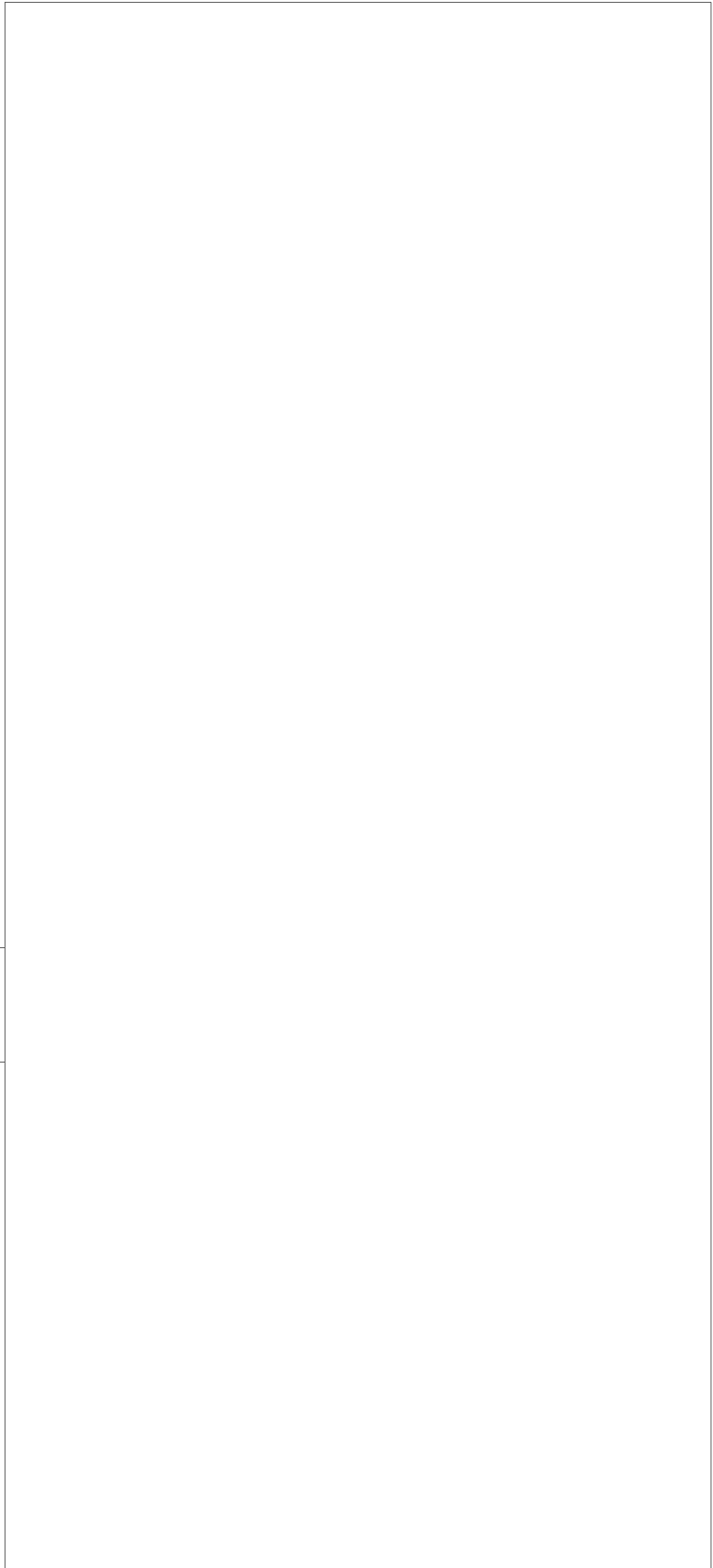
- Books bound
- Copying
- Impressions
- Transparencies

Management information system to track resources and schedule jobs

25X1

Recruiting efforts focused on:

- Atlanta
- Knoxville
- L.A.
- Pittsburgh



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Printing and Photography

25X1 Almost 2,000 photography assignments completed, May 85 - Apr 86, resulting in 23,300+ prints

Quality Circles

- an ongoing project for professionalism and creativity

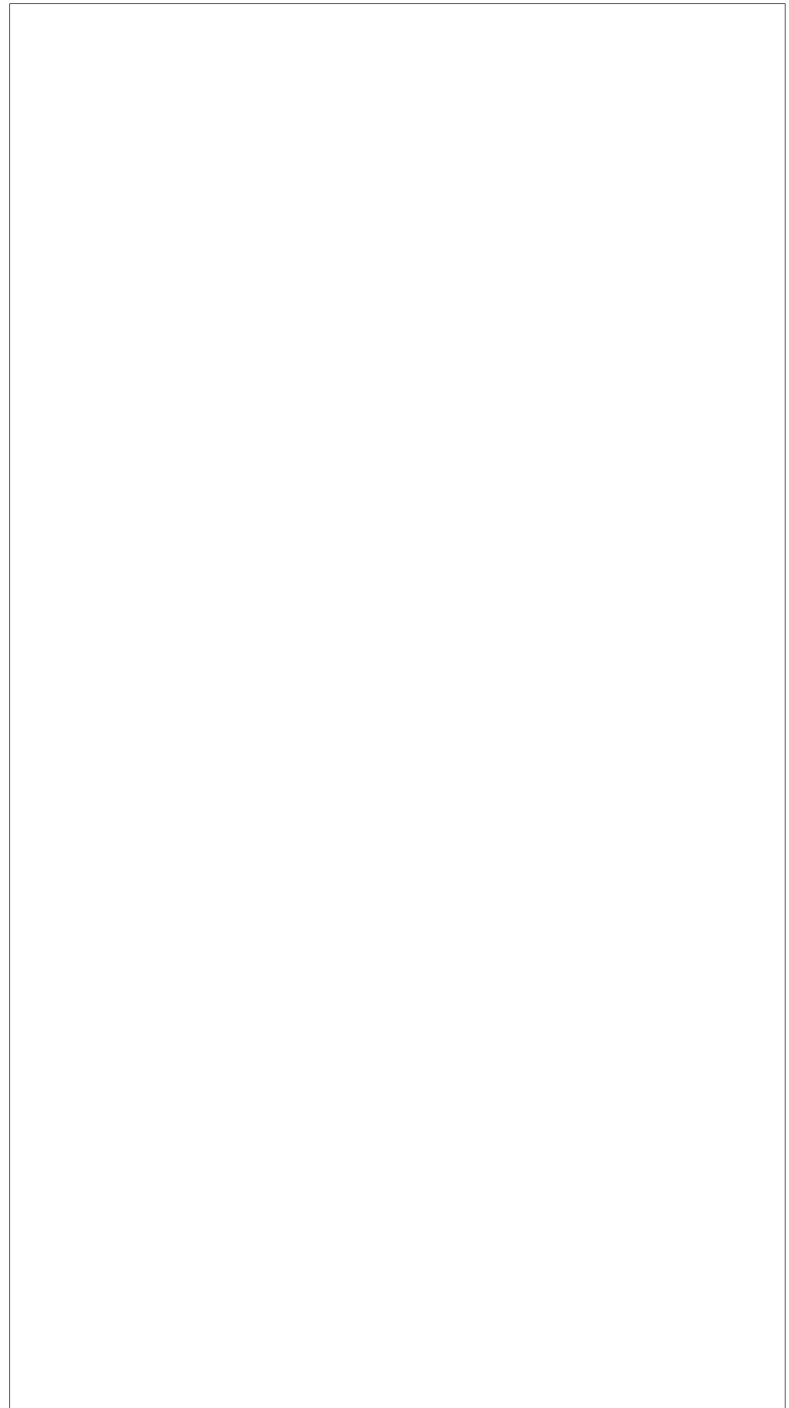
Significant Publications

Mid-day Intelligence Report

- new current-intelligence document

USSR Energy Atlas

- 20,000 copies
- 2-color press used fulltime for 6 weeks
- P&PD's largest job ever



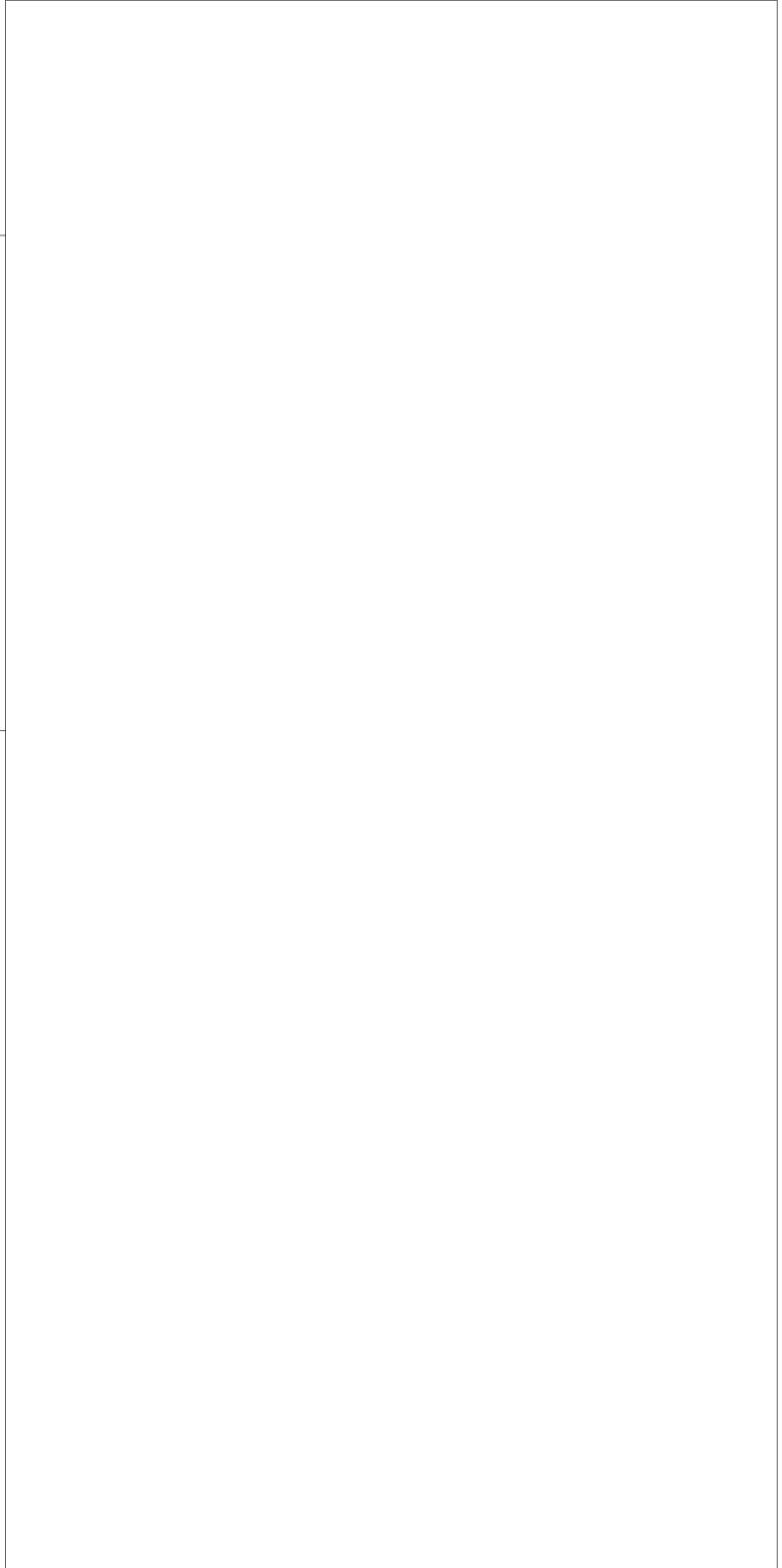
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Real Estate and Construction

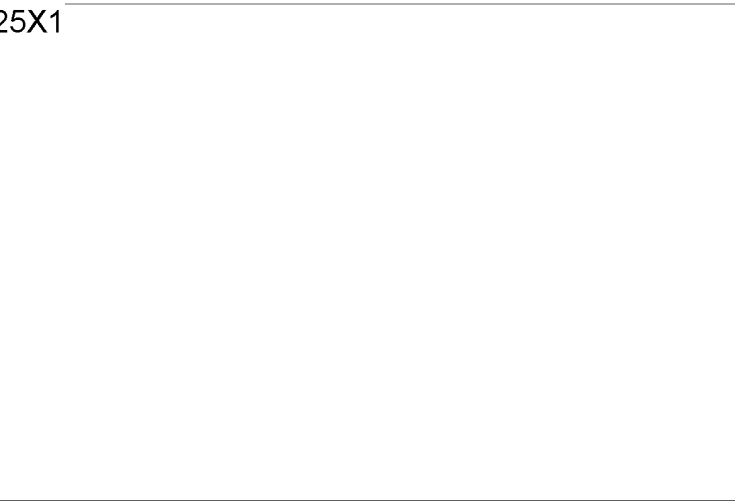
External buildings operations

Acquisition, management, and disposal of all real property for Agency operations worldwide

A&E services, including contract negotiations for real estate, construction, and maintenance to support operational requirements



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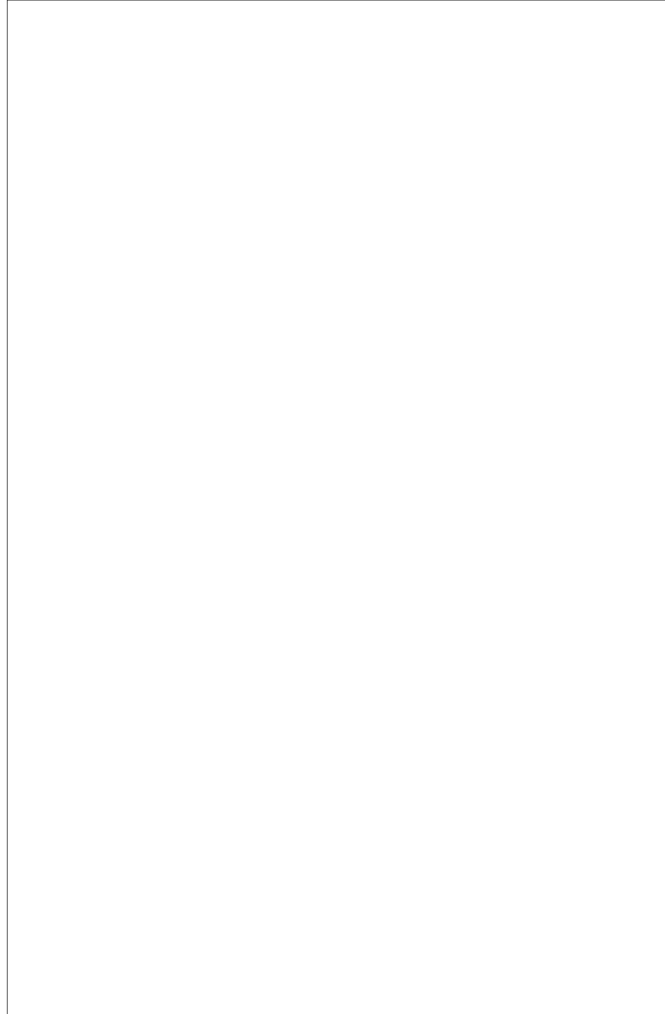
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Awards

^{25X1}OL Employees of the Quarter



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Although the foregoing sections have focused primarily on the five divisions, the New Building Project Office, and, to some extent, the Personnel & Training Staff, we should not overlook the important role played by our three other staffs—the Information & Management Support Staff, Procurement Management Staff, and Security Staff—and the Budget & Fiscal Branch. Their contributions are also recognized and appreciated.

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