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2. Background material for slides and narrative not used in IMSS's update
3. Update on OL Activities 2nd Qtr FY 88 - Narrative not used; only slides
4. Xerox copies of slides
5. Agenda for OL Quarterly for the 2nd QTR FY 88
6. Speeches

STAT





1 MAR 1988

MEMORANDUM FOR: Chief, New Building Project Office, OL  
 Chief, Personnel & Training Staff, OL  
 Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Chief, Agency Contracts Group, OL  
 Chief, Facilities Management Division, OL  
 Chief, Printing & Photography Division, OL  
 Chief, Real Estate & Construction Division, OL  
 Chief, Supply Division, OL

STAT FROM:   
 Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

STAT 1. Because the OL Conference is to be held in mid-May 1988, the next OL Quarterly has been scheduled earlier than usual--on 21 and 22 April 1988 in Headquarters Auditorium  respectively. Therefore, it is imperative that you submit to IMSS by 18 March 1988 a synopsis of your 2nd-Quarter FY 88 significant activities to date, listed in the order of their importance. Pertinent statistics should be forwarded to IMSS as soon as possible after 31 March. This will enable us to prepare the quarterly activities update and have slides made in time for the "Dry Run" on 13 April.

STAT 2. As in the past, individual presentations will precede the update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call Bob  no later than 11 March--earlier if possible--with suggested topics and speakers.

3. This is also to remind you that updated milestone charts, as of the end of the 2nd Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 31 March 1989. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

STAT 2. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 2nd Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.



OL 4018 88

SUBJECT: Reminder of Current and Upcoming Planning Requirements

Distribution:

- 1 - Each Addressee
- 1 - C/B&FB/OL
- 1 - OL/IMSS Official
- 3 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT OL/IMSS  (29 Feb 88)



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FMD Support for Special Functions - 2nd Quarter FY 88

8 Jan            SIS Promotion Ceremony  
29 Feb           Intelligence Community Awards Ceremony  
3 Mar            DCI Communications Award Ceremony  
24 Mar           OMS Health Fair  
29 Mar           OIT & OP Adaptive Technology Day

Exhibits:       Blacks in the Military  
                  Women Look at Women

(with slide for exhibits, etc.)

---

OL installed a permanent exhibit of historical material depicting the Langley-McLean area from colonial times to the early 1900s in the Headquarters Visitor Control Center.

A bronze plaque ~~memorializing~~ <sup>honoring</sup> employees who lost their lives serving with various proprietary airlines in Asia was designed and created under the ~~direction of the~~ Interior Design consultant. It <sup>will</sup> ~~is to~~ be installed in the first floor "E" corridor opposite the Office of Security.



Improving Customer Services/Relations  
and Reducing Bureaucracy

(superimposed over "OL'S GOALS" in large letters)

---

~~All~~ <sup>is</sup> OL divisions and staffs are actively involved in these important efforts. In keeping with these goals, FMD Services Group established a Customer Representative in each of their branches.

BSB is continuing to upgrade all supply rooms in the Headquarters and outlying buildings regarding availability of supplies and the appearance of the facilities.

M&CB representatives met with seven Agency offices during this period to discuss proper procedures for mailing materials and ways of improving service to customers.

The Motor Pool improved its capability to transport handicapped personnel by identifying a local contractor who can supply vehicles appropriate to each problem being addressed.

The Maintenance Section is developing a training program to provide visitations to commercial automotive repair shops to compare procedures, equipment, and management techniques.

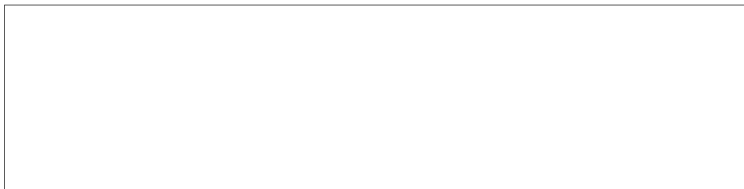
RECD held an off-site conference at Harpers Ferry, West Virginia, on 3 and 4 March 1988 for Division senior managers to devise methods of improving customer relations, service standards, and responsiveness.

Your suggestions and daily participation are vital to OL's providing the best logistical service possible to all Agency components.

## Establishment of Facilities Management (MLF) Career Subgroup

25X1

For information call:



(superimpose of large letters "MLF")

---

OL has created a new career subgroup, ~~Facilities Management~~  
~~MLF~~, specifically for those employees who want to work in ~~the~~  
facilities management ~~area~~. Employees in this subgroup will be  
evaluated against those performing similar duties, and there will  
be opportunities for career progression.

~~For further information, call either of the people listed on~~  
~~this slide.~~

(slide of OL Midcareer Course attendees)

---

25X1 At the Staff Meeting on 16 March 1988, the D/L presented certificates to the 17 OL employees who completed the fifth running of the OL Midcareer Course.  was the course coordinator.

The course was designed to instill an improved awareness and a deeper appreciation of the worldwide mission of OL. Students receive updates on all OL activities and participate in an open forum for dialogue with presenters and other attendees.

(slide of OL Employee Personnel Profile)

---

P&PD printed Employee Personnel Profiles prepared by OL/P&TS for all OL employees below the SIS level. The book was tailored to each individual's situation and describes career management policies and personnel procedures as they relate to each employee.

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Supply Division Working Group

Purpose: To gain a working knowledge of the Commercial  
Logistics Applications System (CLAS)

---

In March 1988 the Supply Division established a working group comprised of personnel from the Supply Management and Data Control Branches and

STAT

The group will spend one-half day each week working with the Commercial Logistics Application System (CLAS) team.

Information obtained from these sessions will be provided to and discussed by personnel in each functional area. Enhancements, procedural changes, and areas of concern will be identified and discussed with all concerned.

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?

2nd Quarter FY 88

Agency Contract Review Board Activity

25X1

25X1

25X1

25X1

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During the second quarter, the ACRB reviewed  cases with  
a total value of

PMS sent letters from the Director of Logistics to each directorate, indicating the directorate's competitive activity for the first quarter of FY 88. This is one part of a concentrated effort to encourage competitive procurements whenever practicable -- and focuses the attention of directorate and office managers on the impact their decisions have upon the competitive efforts of the contracting teams.



## FMD Maintenance Branch Projects

2nd Quarter FY 88

Renovation, Repair, Maintenance, Construction

278 projects, \$3 million

487,000 square feet of space

(suitable graphic with a paint brush and bucket, hammer, ladder,  
etc.)

---

FMD Maintenance Branch Project Officers were actively  
monitoring a host of projects as shown in this slide.

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New Hours for Allied Service Call Desk

---

The operating hours of the Allied 24-hour service call desk were changed effective 29 February. The desk now remains in operation from 0630 to 2300 hours. On weekends the service will curtail as of Friday evening and will commence again on Monday morning. During those times when the desk is not in operation, all phone calls will be transferred to the watch chief at the power house.

*In the name of the President of the United States - U/R*

## Establishment of Facilities Management (MLF) Career Subgroup

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For information call:

(superimpose of large letters "MLF")

---

OL <sup>is</sup> ~~has~~ <sup>eng</sup> created a new career subgroup, MLF, specifically for those employees who want to work in facilities management. Employees in this subgroup will be evaluated against those performing similar duties, and there will be opportunities for career progression.

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(slide of OL Employee Personnel Profile)

?

*delete*

---

P&PD printed Employee Personnel Profiles prepared by OL/P&TS for all OL employees below the SIS level. The book was tailored to each individual's situation and describes career management policies and personnel procedures as they relate to each employee.



Update on OL Activities

2nd Quarter FY 88

---

Good Morning.

I'm going to give a very short update on some of OL's most significant activities during the 2nd Quarter FY 88.



(New Headquarters Building)

---

By the beginning of 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 is installing phone and data lines. FMD has been designing space configurations and has started installing carpet and partitions in the North Tower.

UPDATE THIS INFORMATION

**Page Denied**

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## P&amp;PG Support - 2nd Quarter FY 88

- Personal History Statements 50,000
- Employee Benefits Statements 25,000

\*\*\*\*\*

- 51 DCI Conference Briefing Packages  
(original charts, slides, vugraphs,  
and 765 color photographic prints)
- 

P&PG completed all of these very complex projects on schedule.

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Contracting Officer Intern (COI) Program

(Slide of graduates)

---

The first group of eight Contracting Officer Interns graduated in February. The program provided them with the training and experience to negotiate, administer, and settle Agency contracts.

25X1 Not shown in the picture is

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Certificates of Appointment  
 Contract Officers

Must meet  
Agency  
standards

Must have  
D/L written  
authority

Must fill  
specific  
position

(Put the last three statements in ovals and connect with arrows from one to the other.)

---

25X1  
Certificates of Appointment were given to  contract officers in February to signify that they had met Agency training and other standards for becoming contract officers. This is one of the three significant prerequisites to becoming a contract officer.

They must also have written authority from the Director of Logistics and must fill a specific position from which contracting authority emanates.

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(slide of OL Midcareer Course attendees)

---

In March, the D/L presented certificates to the 17 OL employees who completed the fifth running of the OL Midcareer Course.  was the course coordinator.

25X1

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Improving Customer Services/Relations  
and Reducing Bureaucracy

(superimposed over "OL'S GOALS" in large letters)

---

The Director of Logistics held an off-site OL Executive Conference in March to formulate an OL Customer Relations/Quality Control Program for 1988. Specific action plans for the year were developed and approved for each Division and Staff.



(Slide of Logistics Field Guide)

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The new Logistics Field Guide has been published and distributed to aid logistics support personnel overseas.

25X1 Copies may be obtained by calling IMSS on extension  secure.

SECRET

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(slide for Questions)

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That concludes my update on OL activities. We'll be glad to have your comments or answer your questions.



# Agenda

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OL Quarterly - 2nd Quarter FY 88  
Thursday, 21 April 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee  
of the Quarter Awards

R. M. Huffstutler, DDA

25X1 A Logistician's Creative Approach to  
Planning for a Move into the New  
Headquarters Building

Logistics  
Officer, NESA/DI

25X1 Life on a Decentralized Contract Team

C/GS/DPG/NPIC/DS&T

25X1 The Mail and Courier Service - Its  
Scope, Its Transition, Its Adaptation  
to a Changing Environment

C/M&CB/SER/FMD/OL

25X1 Parking

C/MS/FMD/OL

25X1 Training Highlights

Training  
Officer, OL/P&TS

25X1 Update on OL Activities - 2nd Qtr FY 88

C/IMSS/OL

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201-038-88-001

# Agenda

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## OL Quarterly - 2nd Quarter FY 88

Friday, 22 April 1988 - 10 a.m.

Introduction

John M. Ray, D/L

A Logistician's Creative Approach to  
Planning for a Move into the New  
Headquarters Building

Logistics  
Officer, NESA/DI

Life on a Decentralized Contract Team

C/CS/DPG/NPIC/DS&T

The Mail and Courier Service - Its  
Scope, Its Transition, Its Adaptation  
to a Changing Environment

C/M&CB/SER/FMD/OL

Parking

C/MS/FMD/OL

Training Highlights

Training  
Officer, OL/P&TS

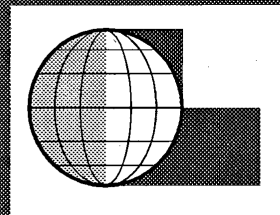
Update on OL Activities - 2nd Qtr FY 88

C/IMSS/OL

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241-038-88-002

U pdate on



A ctivities

*2nd Quarter FY 88*

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# Improving Customer Services/Relations and Reducing Bureaucracy

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# OL'S GOALS

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*Contract*

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# Certificates of Appointment Contracting Officers

25X1



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241-038-88-010-1M



Agenda

OL Quarterly - 2nd Quarter FY 88

Thursday, 21 April 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the  
Quarter Awards

R. M. Huffstutler, DDA

STAT

A Logistician's Creative Approach to  
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Logistics  
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Life on a Decentralized Contract Team

C/CS/DPG/NPIC/DS&T

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The Mail and Courier Service - Its  
Scope, Its Transition, Its Adaptation  
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C/M&CB/SER/FMD/OL

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Parking

C/MS/FMD/OL

STAT

Training Highlights

Training  
Officer, OL/P&TS

Agenda

OL Quarterly - 2nd Quarter FY 88

STAT

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C/CS/DPG/NPIC/DS&T

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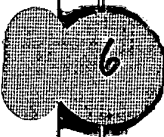
Parking

C/MS/FMD/OL

STAT

Training Highlights

Training  
Officer, OL/P&TS



Problem: Organize and Coordinate A Move For  
Office Component to NHB...An office  
of  people

STAT  
SLIDE (family)

growing family of 5 to 5 overseas

The Admin officer, who had been handling the functions  
of Logistics until my arrival,

SLIDE (desktop)

architects drawings, positions assigned

to note PTI's, new furniture to order and equipment and  
furniture to move

OIT distributed

blueprints showing telephone jack numbers for 158

workstations. CONTEL with data on numerous sheets of paper  
for secure and non-secure

telephone call pick-up groups and intercom groups keyed  
to jack numbers.. ORGANIZE IT ALL and keep it simple.

daily activities would have been impeded by my  
dis-organization. colleagues in logistics .

I wanted to assemble this collection of data in one place.

Office of Information Research. .

I explained my dilemma and what I expected in the end...

I'm no computer whiz kid.



SLIDE (Lotus 1-2-3)

worksheets, the worksheet is large with a capacity of 256 columns and 8192 rows, graphs and databases.

allows me quick access, I can add, change and delete when necessary.

discrepancy of numbers by consulting with NESA's Personnel Officer and matching the Table of Organization with the positions on the blueprints.

I then matched up position numbers, room numbers and telephone jack numbers to be certain everyone had a secure and non-secure telephone line at their respective positions.

OIT concerning printer hook-ups to jack number location, so by having the information at my fingertips, I was able to tell who or what location was to have what type of equipment installed.

SLIDE (spreadsheet)

By organizing this information as you see it here, and using the first three columns of information combined with

SLIDE (labels)

is a sheet of 10

SLIDE (signs)

signs to aid Building Services when they deliver to the NHB.

Room number, position number and first name or any system  
you devise to match to the signs at each workstation.

SLIDE (spreadsheet)

equipment nomenclature/serial numbers.

property inventory once we're settled in the NHB.

list verify in fact it is at this new location.

I will be relatively sure of the location when I do my  
annual inventory.

1707 for my property turn in. CR&DS would find this  
information valuable.

advance planning for numbers of trucks, manpower  
and warehouse space.

incorporate other columns as your office needs dictate, such  
as accountable property for PTI and it's serial numbers.

Copier Management Branch your copy machine requirements.

*ORDER - FURNITURE - 50K*

SLIDE (telephone)

employees of their new non-secure and secure telephone

Agency locator cards could be done in advance of the move..

SLIDE (seating chart) a seating chart such as this one done

on freelance software.

SLIDE (spreadsheet)

organizing my data to make my job easier  
many other people will enjoy the snowball effect of this  
advance preparation. Their jobs will be easier to cope with  
as well as mine.

In summary, this program gives me the capability to  
print labels, signs, list equipment and serial number to  
move, PTI, list furniture to order, telephone  
lists and assists me in my property inventory.  
benefit of having one software disk and one set of  
worksheets and the answers to consumer questions  
at my fingertips, today I had a request for the mailing  
of the new agency telephone directories to go to NHB.

SLIDE (help)

resources in this agency to help you too -  
OL has knowledgeable people in BSB  
OIT has a resource center staffed by consultants

SLIDE (organize)

DON'T WAIT UNTIL YOUR READY TO MOVE TO DECIDE TO ORGANIZE.  
You can do it now!

SLIDE OL CRAIG myers

I. INTRODUCTION

- STAT
- A) Good MORNING I'm [redacted] C/M&CB
  - B) Like to begin my presentation MORNING- Riddle  
What has over 140 legs, travels in excess of  
400,000 miles per year and can be seen practically  
anywhere within the Intelligence Community.

SLIDE 1

- C) It MCB - Like to share info this MORNING

II. Mission Statement

- A) General CIA-business of information and M&CB- move
- B) M&CB Mission STMT
  - 1) Specifically we handle Outgoing & Incoming mail  
for USPS and Commerical Carriers
  - 2) Agency
    - I Class, sens, official
    - II. CIA, Intell Comm., U.S. Gov't Agency-Dept  
and other afilliates of CIA.  
w/ primary in Wash DC, Metro

III. Background

- A) Prior to 1975- specific office requirements
- B) The OL implemented iniative
  - 1) MCB result
  - 2) M&CB has Agency-wide resp for MAIL COURIER SERVICE.

IV Let's Review M&CB in Detail

- STAT
- A) Beginning with Postal services
    - 1) We handle official outgoing  
from USPS-Commercial
    - 2) In addition to outgoing we handle Incoming

B) Internal Agency Mail

- 1)alot of cases, door-to-door service
- 1) HQ locations (150)
- 2) External points (600)

C) Service provided

- 1) regular schedule to W.H. DIA, STATE-location
- 2) Also AD HOC as required
- 3) We provide 24 Hrs 7 days week for CIA Ops Center and Message Analysis Branch of OIT

D) Maintain record of receipted material delivered for six months from date of delivery

V

As a frame of Reference, Courier Description

- A) USPS compared
- B) Class, and sensitive in CIA
- C) The perception-Brief Case

In fact couriers work primarily in pairs and must be team players. Their day is dictated by by schedules and they are dedicated to meet these schedules. Handle heavy packages, drive in congested traffic and delivery very sensitive material directly to high officials of the US Gov't Couriers wear many hats, this is particularly true for M&CB.

SLIDE 2

VI

As you can see from slide material

- A) Postcard-crate 400 lbs
- B) M&CB Folklore - memorable requests
  - 1) Deliver person
  - 2) Courier Receipt on back
  - 3) Delivery vehicles not equipped - safety
  - 4) not properly Wrapped

VII

Mail and Courier Service Requirements

- A) Increase over the years
- B) Newspaper
  - 1) Years Ago 1 person
  - 2) Over 8 Now

SLIDE 3 & 4

VIII

This workload comparison of FY 82 and FY87 illustrates the increasing needs in terms of mail service

- 1) As you can see US. Mail 206% increase
- 2) Agency 97% increase
- 3) Driver and location also increase- timeframe
- 4) Projection this will continue

SLIDE 5

- B) Type of material handled also changed
  - 1) Box was uncommon years ago
  - 2) today 100 lbs are handled daily
- C) Traffic situation local area speaks for self
  - 1) 400,000
  - 2) In Traffic
- D) Because of these changes the M&CB has had to make some adjustments
  - 1) For example Vehicles
    - a) stationwagon -small delivery truck
    - b) Now vans- and trucks upto 1 1/2 ton
  - 2) Electric carts utilized more in HQ
  - 3) Manual Receipt filing system
    - b) Now bar-code and computer
  - 4) With increasing requirements must continue
    - a) increase Capacity
    - b) Streamline to keep up with customer needs

IX

Current Stats

- A) Over  Couriers deliver 10 million
- B) in addition 2000 Newspaper
- C) If this material were placed end-to-end it would stretch from here to the state of California

AND if the M&CB were unable to open for business for just one day the potential for significant impact exists. For example; cable traffic from the field regarding time critical immediate actions could be missed. Satelight reconncances information would not be delivered restricting the US Govt's ability to assess world-wide activities.

D) These are, of course, just a few examples

X

Random samples 6 months

- A) despite personnel shortages 60% same day
- B) 1.3 days on average
- C) From pickup to delivery

SLIDE 6

- XI A typical route from originator to addressee is as follows
- A) Originated to pickup location  
can be T.S. control, registry ISC, office  
designated courier delivery point
  - B) Scheduled runs return to MCB sorted
  - C) Schedule run to delivery point

SLIDE 7

- XII What Does Future Hold For M&CB
- A) Well addition requirements like H.Q.
  - B) Expanded RCC and
    - 1) Potential Small mail room
  - C) MCB location to S.Dock
    - 1) Expansion
    - 2) Efficiency

- XIII We are looking to improve Customer  
SERVICE by Planning For Future

- A) Automated sorting
- B) Automated material
- C) Expanded utilization bar-code
- D) Automated address look-up system
- D) Consolidated delivery points

- XIV For example ISC
- A) Controlled By OIT
  - B) Like Registry but unlike support several
  - C) additional information processing responsibilities
  
  - E) We will have 5 consolidated deliveries New H.Q.
  - F) 4 will be ISC
  - G) We are working closely with OIT to provide  
optimum-service

SLIDE 8

- XV If you need Mail&Courier Service
- A) Review HN
  - B) Call us direct
    - 1) Agency book
    - 2) and OL yellow pages
    - 3) located GB31 H.Q.

SLIDE 9

XVI M&CB is proud to be service organ.  
A) in fact Middle name is service  
B) and Quality service is our GOAL

XVIII So if someone asks you what has 140 legs, travels in excess of 400,000 miles per year and loves to carry mail, then you make sure you tell them

SLIDE 10

--- its the mail and courier branch

Thank You

Our next speaker will be

STAT



(SLIDE 1)  
LIFE ON A DECENTRALIZED  
CONTRACTING TEAM

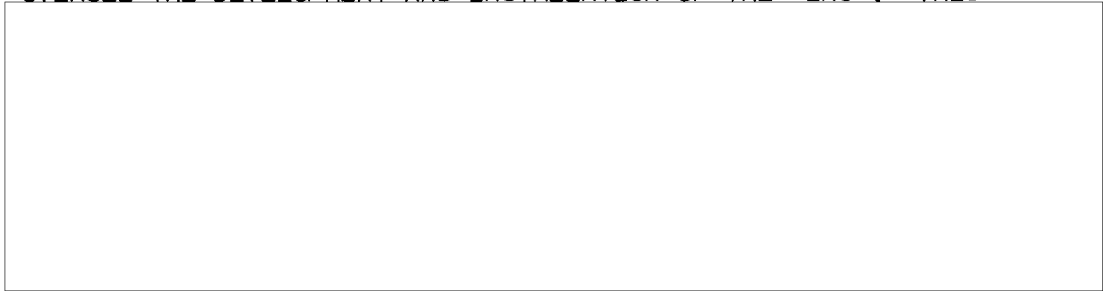
Introduction: [REDACTED]

THANK YOU Doris

GOOD MORNING. I'M [REDACTED] (Chief, NPIC/CS) and, as indicated on the agenda earlier on, I'M GOING TO TALK TO YOU ABOUT "LIFE ON A DECENTRALIZED CONTRACTING TEAM".

BUT BEFORE I DO, LET ME GIVE YOU A FEW BRIEF FACTS WITH RESPECT TO THE NPIC CS ITSELF:

\* THE NPIC CS WAS ESTABLISHED IN 1981 AS AN INTEGRAL PART OF THE NEWLY FORMED DPG WITHIN NPIC WHICH WAS CREATED TO OVERSEE THE DEVELOPMENT AND INSTALLATION OF THE "INS". THIS



\* OVER THIS SAME PERIOD, THE FOCUS OF CS CONTRACT ACTIVITIES HAS EXPANDED BEYOND THE "INS" TO INCLUDE THE ENTIRE IC. TODAY, THE CS PLAYS AND WILL CONTINUE TO PLAY A VERY IMPORTANT ROLE IN CONSOLIDATED PROCUREMENT ACTIVITY WITHIN THE COMMUNITY.

WHILE THE TEAM WHICH I WILL DESCRIBE TO YOU IS ONLY ONE OF MANY SUCH TEAMS PROVIDING ON-SITE CONTRACTING SUPPORT TO AGENCY ORGANIZATIONS, I HOPE TO OFFER a few FACTS OF LIFE which MAY or SHOULD be recognized by other types of decentralized support elements or TEAMS as well.

HOWEVER, BEFORE I GO ON AND IN ORDER TO MAKE A POINT LATER ON, LET ME ASSURE YOU THAT I HAVE CONSULTED MR. WEBSTER ON THIS MATTER [ \* (PUSH) \* ] AND HE SAID:

(SLIDE 2)  
DEFINITION

That a TEAM is AN ASSOCIATION OF DIVERSELY SKILLED OR TALENTED INDIVIDUALS WORKING TOGETHER TOWARDS A COMMON OBJECTIVE OR GOAL.

OH BY THE WAY, THIS WAS NOAH'S STATEMENT NOT THE JUDGE'S.

NOW, WITH THIS FIRMLY PLANTED IN YOUR MEMORY, TO BE  
RECALLED LATER, let me take a minute to describe a DECENTRALIZED  
CONTRACTING TEAM. \*\*\*\*\* (PUSH) \*\*\*\*\*

(SLIDE 3)

TEAM PLAYERS

The OL provides the Contracting Officers and Team Manager whose principle responsibilities include:

- \* Procurement Planning
- \* The Preparation & Administration of a R F P
- \* The Evaluation & Negotiation of Contractor Proposals
- \* Contract Award & Administration
- \* NPIC (7)

The OF provides the Business Account whose principle responsibilities include:

- \* Auditing Contractor Proposals
- \* Evaluating Contractor Accounting Systems &
- \* Conducting Annual Audit Reviews
- \* Performing Final Contract Audits and Rate Reviews

IN ADDITION and UNIQUE to the NPIC Contracting Team alone, the  
OF provides a Payment Officer whose responsibilities include:

- \* Invoice Review & Payment Certification
- \* Coordination of COTR Inspection Reports
- \* Final Payment & Close Out Activities

THE DIR. NPIC BROKE THE GROUND ON THE ISSUE OF DECENTRALIZED PAYMENT  
SUPPORT WHICH HAS THUS FAR:

- \* CUT THE PAYMENT PROCESSING TIME SOME 60 %;
- \* ELIMINATED DELINQUENT INSPECTION REPORTING; AND,
- \* ENHANCED THE CONTRACT SETTLEMENT PROCESS.

THE CURRENT AND CONTINUED SUCCESS OF THIS FUNCTION WILL HOPEFULLY  
LEAD TO THE ESTABLISHMENT OF SUCH POSITION ON OTHER DECENTRALIZED  
CONTRACTING TEAMS

FURTHER, the OS provides the Industrial Security Officer(s) whose  
responsibilities include:

- \* The Inspection and Certification of Contractor Facilities
- \* The Processing of Personnel Security Clearances & Access

STAT

ALL OF THESE PLAYERS WORK TOGETHER, IN A TEAM ENVIRONMENT, TO ASSURE THAT THE CONTRACTING OBJECTIVES OF THE CUSTOMER ORGANIZATION ARE EXECUTED IN THE BEST INTEREST OF THE AGENCY/GOV.

BUT THERE'S ANOTHER PLAYER WHO IS THE MOST IMPORTANT TEAM MEMBER OF ALL \*\*\* (PUSH) \*\*\* THE CUSTOMER.

(SLIDE 4)

TEAM PLAYERS

IN ADDITION TO PROVIDING THE SECRETARIAL SUPPORT FOR THE TEAM WHICH, IN THE CASE OF THE NPIC C/S EQUATES TO 3 POSITIONS INCLUDING THE ONLY IS-04 WITHIN A PROCUREMENT ACTIVITY IN THE AGENCY, THE CUSTOMER ORGANIZATION ALSO ALLOCATES OTHER POSITIONS, AS WELL AS SPACE AND EQUIPMENT AND IS REPRESENTED BY:

- \* COTRs/Project Managers
  - \* Customer/Office Managers & Staff Personnel
- AS WELL AS, \* OTHER SUPPORT ELEMENTS;

HOWEVER, AS MUCH AS A DECENTRALIZED TEAM CAN RELY ON OTHER SUPPORT ELEMENTS ASSIGNED TO THE CUSTOMER ORGANIZATION, (PERSONNEL, SECURITY, SUPPLY, REGISTRY & RECD ETC.) IT MUST ALSO DEPEND UPON THE CENTRAL ELEMENTS OF THESE FUNCTIONS AS WELL, E.G. CONSULT WITH:

- \* PMS FOR GUIDANCE ON POLICY MATTERS, ACRB APPROVAL, COI TRAINING SCHEDULES ETC.
- \* ACG FOR PERSONNEL

EXAMPLE: FY-87 CONTRACT CLOSE--OUT ACTIVITY WAS A COORDINATED ACTIVITY, INVOLVING PMS/OL (CONIF), A&CD (OF) and the NPIC WHICH RESULTED IN THE SETTLEMENT CONTRACTS and brought the NPIC/CS COMPLETELY UP TO DATE. (THIS EFFORT HAS BEEN RENEWED FOR FY-88.)

(NOTE: DISCUSS HOW THE ADDITION (1 - 14) OF CONTRACT, PAYMENT AND SECURITY OFFICERS WOULD NOT HAVE BEEN POSSIBLE WITHOUT BECOMING INVOLVED WITH THE OL, OF & OS)

THE POINT IS, ALL ORGANIZATIONS DO OR CAN PLAY AN IMPORTANT ROLE IN THE "LIFE OF A DECENTRALIZED TEAM". HOWEVER, \*\*\* (PUSH) \*\*\*

(SLIDE 5)

OPPORTUNITIES

LIFE ON A DECENTRALIZED TEAM PROVIDES TEAM PLAYERS WITH THE OPPORTUNITY TO:

- \* GAIN CLEAR INSIGHT into the customer organization
- \* BETTER UNDERSTAND CONCERNS & NEEDS of the customer
- \* BE MORE ATTUNED TO ISSUES AND RELATIONSHIPS, both within and without the organizational structure
- \* DEVELOP A RAPPORT with the customer, at all levels
- \* DEVELOP A BROADER PERSPECTIVE; (See the Bigger Picture)

AND HAVING DONE SO;

- \* ENVISION WHAT COULD BE AND
- \* TAKE THE INITIATIVE TO
- \* PROVIDE THE BEST TEAM SUPPORT POSSIBLE

THE POINT IS, LIFE ON A DECENTRALIZED TEAM IS NOT JUST A MATTER OF WORKING TO SUPPORT THE CUSTOMER ORGANIZATION, ITS ALSO A MATTER OF WORKING TO UNDERSTAND AND WORK WITH THE CUSTOMER. \*(PUSH)\*

(SLIDE 6)

TEAM APPROACH

TO PUT IT ANOTHER WAY, THE APPROACH TO DECENTRALIZED TEAM SUPPORT IS JUST AS IMPORTANT AS THE SUPPORT ITSELF.

WHAT THIS MEANS \*\*\* (PUSH) \*\*\* IS THAT EVERY PLAYER ON A DECENTRALIZED TEAM MUST NOT ONLY WORK TOGETHER IN THE PURSUIT OF A COMMON OBJECTIVE OR GOAL, BUT ALSO, WORK TO BETTER UNDERSTAND THE VIEWS, CONCERNS, INTERESTS, OBJECTIVES AND NEEDS OF EACH OTHER.

(SLIDE 7)

DEFINITION

LET ME TRY TO CLARIFY THIS POINT BY AN EXAMPLE OF RESULTS.

THE NEL IS A GROUP WITHIN THE NPIC ORGANIZATION WHICH LOOKS BEYOND THE CURRENT TECHNOLOGY EMPLOYED IN AND UNDERSTANDING OF THE EXPLOITATION PROCESSES.

IN PURSUING CONTRACTED OBJECTIVES;

APPROX. 85% OF THE CONTRACT ACTIONS EXECUTED AND

70% OF THE DOLLARS EXPENDED, ON BEHALF OF THE NEL WERE DONE SO ON A SOLE SOURCE BASIS

AND ALL FOR PERFECTLY JUSTIFIABLE AND LEGITIMATE REASONS.

BY BECOMING INVOLVED WITH THE CUSTOMER ORG., THE CONTRACT TEAM WAS ABLE TO IDENTIFY A WAY TO APPROACH THE NEL WITH A PROCUREMENT STRATEGY WHICH WOULD ADDRESS VIRTUALLY ALL OF THE INDIVIDUAL CONTRACT OBJECTIVES, MORE EFFECTIVELY AND EFFICIENTLY, BOTH NOW AND INTO THE FUTURE.

AS A RESULT OF ONE SOLICITATION, THE NEL WILL:

INCREASE ITS COMPETITIVE DOLLAR EXPENDITURES FROM 30 - 90%

INCREASE COMPETITIVE ACTIONS TAKEN FROM 15 - 90%

DRAMATICALLY REDUCE THE ADMINISTRATIVE BURDENS OF ALL PLAYERS

ATTRACT WORLD CLASS CONTRACTOR TALENT TO THE NEL, AND

OBTAIN UNENCUMBERED ACCESS TO CONTRACTOR IR&D RESOURCES

\*\*\*\*\* (PUSH) \*\*\*\*\*

(SLIDE 8)

FACTS OF LIFE

TO SUMMARIZE, LIFE ON A DECENTRALIZED TEAM REQUIRES THAT YOU:

- \* BECOME INVOLVED
- \* UNDERSTAND THE RELATIONSHIP(S)
- \* ENVISION WHAT COULD BE
- \* DEVELOP AN APPROACH
- \* TAKE THE INITIATIVE

THANK YOU

THE NEXT SPEAKER ON THE AGENDA IS  WHO WILL SPEAK TO YOU ON The Mail and Courier Service.