

~~SECRET~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

OL Briefing Book Update

FROM:

OL Planning Officer

EXTENSION

NO.

DATE

7 July 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DC/IMSS

2/7 PAB

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C/IMSS

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AEO/OL

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Attached at the request of the AEO/OL is an update of the IMSS portion of the OL Briefing Book. If there are any questions, please contact me on

*Bob*  
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## Information and Management Support Staff

The OL Information and Management Support Staff (IMSS) acts as an advisory body for and reports to the Director of Logistics (D/L) through the Executive Officer (EO/OL). Its interaction with other OL staffs and groups affords IMSS a broad overview of logistics activities and requires IMSS members to keep abreast of OL's many and varied support projects. Included in its wide range of responsibilities are to:

1. Support OL projects and programs through reviews, surveys, evaluations, analyses, studies, reports, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies.

2. Ensure that applicable policies, procedures, regulations, and statutes are established, published, and disseminated.

3. Manage a Technical Group that reviews OL word and data processing needs and improves automated information management within OL.

4. Oversee the overall development of the Commercial Logistical Applications System (CLAS).

5. Afford information management support to OL components.

6. Review and process to adjudication all claims submitted by Agency employees for loss of or damage to their personal property; and review and adjudicate Reports of Survey on the loss, damage, or destruction of government-owned and/or government-controlled property.

7. Chair OL ADP Task Force.

8. Represent OL on Agency's Information System Security Panel.

9. Represent OL on DDA Users Group.

In addition to managing the Staff's day-to-day activities, the Chief, IMSS serves as:

1. Chairman, Headquarters Claims Review Board.

2. Chairman, Headquarters Survey Review Board.

3. Agency representative on the Interagency Committee on Metric Policy.

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4. OL coordinator for the Suggestion and Achievement Awards Committee.

Detailed responsibilities of IMSS are listed in LI 1-14-7 and LI 1-14-17. They are described briefly in the functional sections that follow.

#### Plans and Special Projects

As a part of its role as the D/L's advisory and management staff, IMSS oversees a variety of formal planning activities encompassing all OL staffs and groups. These enable OL to project not only its major projects but also its resources for achieving them. Through presentations and reports, IMSS also helps to communicate some of the numerous and complex Agency-wide services OL provides.

The IMSS Planning Officer serves as the primary planning officer for OL and is actively involved in developing, reviewing, coordinating, or reporting on:

1. Staff and Group objectives, at both Directorate (DA) level and Office (OL) level, for each fiscal year (tracked quarterly).
2. OL Five-Year Plan (based on DA and OL Assumptions and Goals for the next five fiscal years).
3. OL Significant Accomplishments (for the DDA's Annual Report to the DCI).
4. OL's Emergency Plan for the continuation of logistics operations and services in emergency situations.
5. Responses to audit or IG reports involving OL components.
6. OL Quarterly presentations to OL employees on general OL activities as well as on specific topics of interest.
7. Annual Planning Conferences with the D/L and staff and group chiefs.

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8. Memoranda of Understanding or Agreement with other CIA components or Government agencies.

9. Administrative Plans for operational activities.

The Field Guide for Logistics Personnel republished by IMSS in 1987, provides a concise, easy-to-read, but comprehensive aid to help logistics officers and others who perform logistics tasks overseas.

### Commercial Logistical Applications System

IMSS continues to manage the Commercial Logistics Applications System (CLAS) which will achieve an Initial Operating Capability (IOC) in October, 1988. CLAS, together with the Office of Finances' Budget, Accounting, and Resource System (BARS), will replace existing OL and OF systems (Inventory Control System, Contract Information System, General Accounting System, and Financial Reporting System) at Full Operating Capability (FOC) in October 1985.

CLAS is using "off-the-shelf" software packages designed by Cullinet Software, Inc. Two of these packages, Bill of Materials and Inventory Control, are currently installed and will be brought into production on 1 October 1988 (IOC). The remaining packages, including Funds Control, will be installed during the summer of 1988, and put into production 1 October 1989 (FOC). Together with Bill of Materials and Inventory Control they will represent a totally integrated logistics and financial system providing on-line funds certification, on-line approvals, electronic requisitioning and elimination of MPA/PRA (Materiel Procurement Allotment and Property Requisitioning Authority).

### Regulatory Policy

Within OL, IMSS has the responsibility to originate, review, evaluate, and revise Agency regulatory issuances, which guide and direct OL policies and procedures. Additionally, IMSS provides participative assistance to OL operating components to analyze current practices and develop new procedures to achieve a more efficient use of resources to accomplish the OL mission. IMSS is also tasked with coordinating overseas Logistics conferences, performing ad hoc studies for the D/L, and protecting OL interests relative to the formulation of Agencywide regulations.

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Being directly responsive to the requirements of the D/L is the major function of IMSS. Serving as the primary OL analytical staff, IMSS provides regulatory expertise, and forwards applicable recommendations for D/L review.

Among the more significant activities accomplished during FY-1988 are the following publications:

25X1



There has been a steady increase in the volume of regulatory issuances Agencywide and the OL reorganization has also driven recent high levels within OL. During the past twelve months IMSS has originated, reviewed, coordinated within OL, initiated revisionary comments, and forwarded for publication 460 issuances. Included in this category are:

- Headquarters and Field Regulations
- Headquarters and Field Notices
- Headquarters and Field Handbooks
- Employee Bulletins
- Logistics Instructions
- Logistics Notices
- Logistics Advisory Notices
- Items of Interest

#### Technical Group

The Technical Group (TG) within IMSS is responsible for servicing OL word and data processing needs; it is the focal point for improving automated information management throughout the office. The Chief of TG is supported by a staff of 13 consisting of eight OIT Careerists and five OL Careerists.

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In FY88, the Technical Group:

- 25X1 25X1 25X1     ◦ Completed installation of the Field Computer System (FCS) [redacted]
- 25X1 25X1     ◦ Delivered the Agency Property System (APS) to [redacted] [redacted] The APS is designed to operate on Wang Alliance Hardware and automates the accountable property functions at overseas bases.
- 25X1     ◦ Continued the successful junior programmer training program within IMSS/IG. The program prepares the individual for the challenges of automation within OL.
- 25X1     ◦ Continued expansion of Wang word processing equipment facilities to provide improved communication links and broader range of capabilities.
- 25X1     ◦ Continued work on Contract Team Local Area Network (CTLAN). A test bed facility is installed and operational in PMS.
- 25X1 25X1     ◦ Lead the effort of the expansion of the Wang Center to meet the expanding need for additional Wang hardware. Continued participation in the relocation of the [redacted] Data Access Center to [redacted] CER area.
- 25X1     ◦ Completed the development of a new Executive Dining Room (ExDir) system to automate meal orders, member billing, and accounting for the Executive Dining Room management. The system deployed utilized personal computers and barcode technology in the automation process. The system is operational and has been met with outstanding success.

#### Headquarters Claims Review Board

An IMSS activity having Agency-wide impact is the review and adjudication of personal property claims submitted by Agency employees.

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The Chief, IMSS chairs the Headquarters Claims Review Board (HCRB), whose members include the Administrative Officer, DCI; Special Support Assistant to the DDA; a legal advisor from OGC; and representatives of the DDI, DDO, and DDS&T. Each HCRB member reflects the interest of his office, both in resolving areas of concern in the claims review process and in identifying necessary policy or regulatory modifications.

The Headquarters Claims Review Officer (CRO), located in IMSS, reviews and adjudicates personal property claims in accordance with the enabling legislation and Agency regulations, and guided by precedent, guidelines, past experiences, and the procedures of other Government entities.

Most of these claims result from losses or damages:

1. Incurred during PCS movements of household effects and air freight, or to property in long-term storage, or to property in government-assigned quarters (caused by fire or flood, etc.).
2. Suffered due to theft of personal property while on TDY as well as theft of property from government-assigned quarters.
3. Sustained by privately owned vehicles occurring in transit, as authorized under Agency travel regulations.

The CRO briefs PCS and TDY overseas and domestic departees attending the following:

1. Office of Training and Education (OTE) Overseas Orientation Course.

2. Office of Communications Overseas Orientation Program

3. Field Administration Course held at the OTE

4. DS&T Career Trainee Course presented by OTE at the Chamber of Commerce Building.

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The unclassified pamphlet, "Government Liability for Personal Property Claims," was updated during FY 1987 and distributed Agencywide. It can be obtained through area support offices, the Travel Processing Branch (TPB) [redacted] [redacted], Office of Personnel (OP), and the HCRB; and it is used as a handout at the above-mentioned training courses.

The pamphlet offers valuable information on claims processing procedures [redacted] the maximum amount payable for a valid claim, and category limits on certain kinds of property. OP/TPB encourages individuals anticipating TDY or PCS assignments to seek guidance from the HCRB regarding protection of their personal property during transit or assignments.

Personal Property Claims Statistics for FY 1987 are as follows:

1. Claims Received - [redacted]

2. Claims Adjudicated - [redacted] Of the Claims Adjudicated:

Amount claimed

Amount paid (after depreciation and disallowances)

Disallowed/Category Limits

Disallowed/Other (loss not covered under Claims Act)

3. Claims paid by third parties/no further reimbursement - [redacted]

4. Claims returned to originating office for settlement by Operating Official [redacted]

5. Claims denied (negligence, not incident to service, etc.) [redacted]

6. Claims appealed--5 Adjudication upheld/appeal denied by DDA-- [redacted]

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## Headquarters Survey Review Board

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Membership on the HSRB is the same as the HCRB.

The CRO serves as the HSRB Survey Officer and is responsible for initially reviewing and evaluating Reports of Survey and for developing a recommendation for the Board's concurrence.

Most Reports of Survey involve damage to government-owned or -controlled (rented) vehicles that are involved in automobile accidents. Others involve the loss of government property in the possession of Agency employees for the purpose of executing work functions.

A total of six Reports of Survey were adjudicated in FY 1987.

## Information Management

IMSS is responsible for providing advice and guidance to OL managers and designated records custodians of various staffs and divisions within OL on all phases of information management from the creation of records, through their use and maintenance, to their final disposition.

The OL Information Management Officer:

1. Conducts and/or coordinates on annual inventories of OL record holdings, safes, and forms.
2. Approves and/or provides guidance on the acquisition of filing equipment and supplies, microfilm systems, applications, and copier equipment.
3. Develops and maintains control schedules for the disposition of OL electronic and paper records, including vital records.

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4. Approves the restocking of all OL forms.
5. Makes recommendations regarding filing systems used in OL.
6. Reviews and coordinates on changes to the National Security Classification Guide as it impacts on OL requirements.
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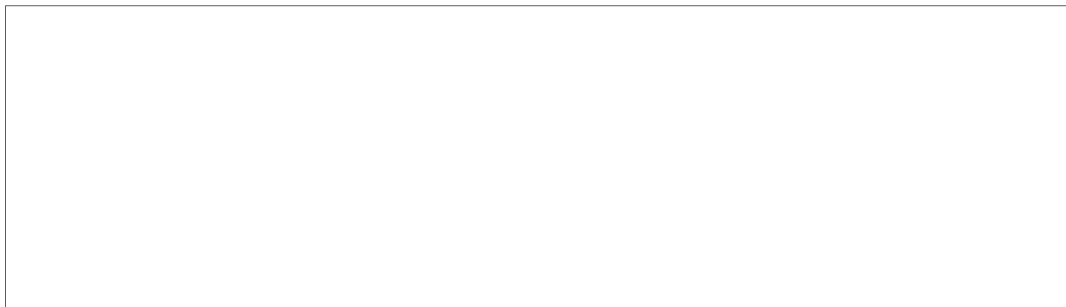
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