

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
~~Field Computer System~~

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FROM:	EXTENSION	NO.
DC/IMSS/OL		
		DATE 20 March 1987

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. Director of Logistics []		20/3	u	<p>I screwed up on this one. I wanted a copy of the attached to [] on 10 March, anticipating comments from him prior to forwarding an official copy with your signature. I have not heard any feed back from Jim, but I can prepare an official memo for your signature if you request.</p> <p style="text-align: right;">[] Paul</p> <p><i>Paul, no problem, lets do an official memo to protect our paper trail (sp). John</i></p>
2. [] DOL			#	
3. [] DC/IMSS				
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ADMINISTRATIVE - INTERNAL USE ONLY

6 March 1987

NOTE FOR: Director of Logistics

FROM: EXA/DDA

SUBJECT: Request for Additional Information

John,

Bill Donnelly would like some additional information in preparation for briefing Judge Webster. Would you please provide the following information as quickly as possible.

Total Number of Acres of Land Under CIA Management

Total Number of Buildings in Washington, D.C. Area Under CIA Management (Overt buildings only)

Total Number of Sites (Offices) Outside Washington, D.C. Area Under CIA Management

Please show the Agency figures -- not just those for the DA. Thanks for your help,

Jim

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Declassified in Part - Sanitized Copy Approved for Release 2012/01/18 :
CIA-RDP91-00280R000200340004-1

DC/IMSS —

F. Y. I.

— Bob

Date 9 Mar

Declassified in Part - Sanitized Copy Approved for Release 2012/01/18 :
CIA-RDP91-00280R000200340004-1

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Updating DA Office Organization Profile FROM:

C/IMSS/OL

EXTENSION

NO.

DATE 6 Mar 1987

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.)

1. C/NBPO
1J45 Hqs.2. C/FMD
3E14 Hqs.3. C/P&PD
4. C/PD
5. C/PMS
6. C/SD
7. C/RECD

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Attached is a memorandum from the Chief, DDA Management Staff to the Director of Logistics dated 2 March 1987. As requested in the memo, IMSS will prepare an update of OL functions for the DDA.

Please review and/or update the attached sections which apply to your division or staff and submit responses either telephonically or in writing to secure by COB 13 March.

Thank you.

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DDA 87-0352
2 March 1987



MEMORANDUM FOR: DA Office Directors

25X1 FROM:

[Redacted]

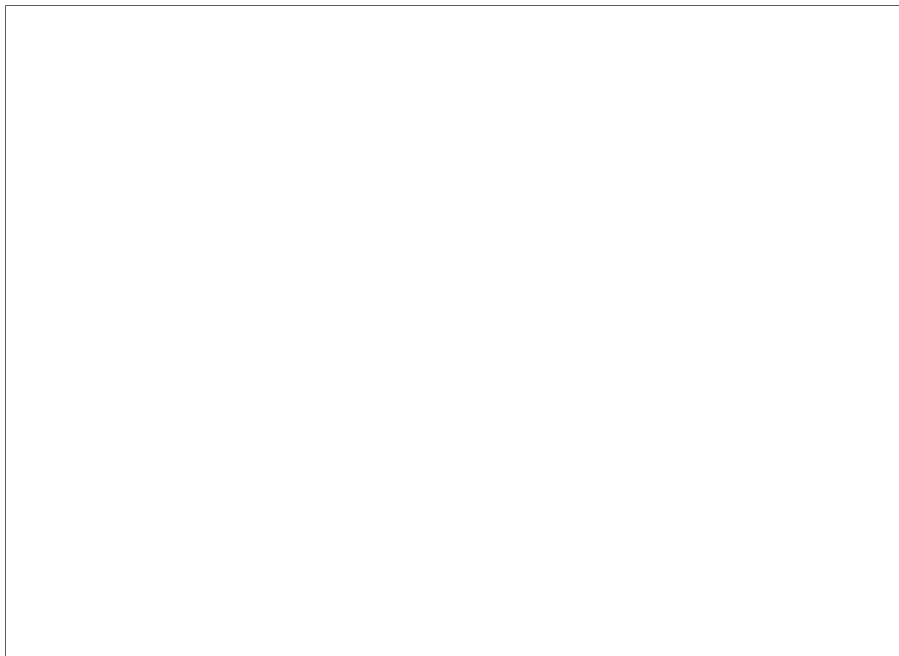
Chief, Management Staff

25X1 SUBJECT:

Updating DA Office Organization Profile [Redacted]

We are in the process of updating Directorate briefing materials and one of the items needing attention is the individual Office structural diagrams and the narratives supporting the outlined positions. Attached is an old copy of your Office structure for your review. Please update accordingly to include: the overall Office function category, the Office diagram and the individual position responsibilities. Request that these updates be returned to the Management Staff, Attention: [Redacted] by COB 20 March. Your efforts are appreciated.

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Attachment
As stated



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Office of Logistics

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities; establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

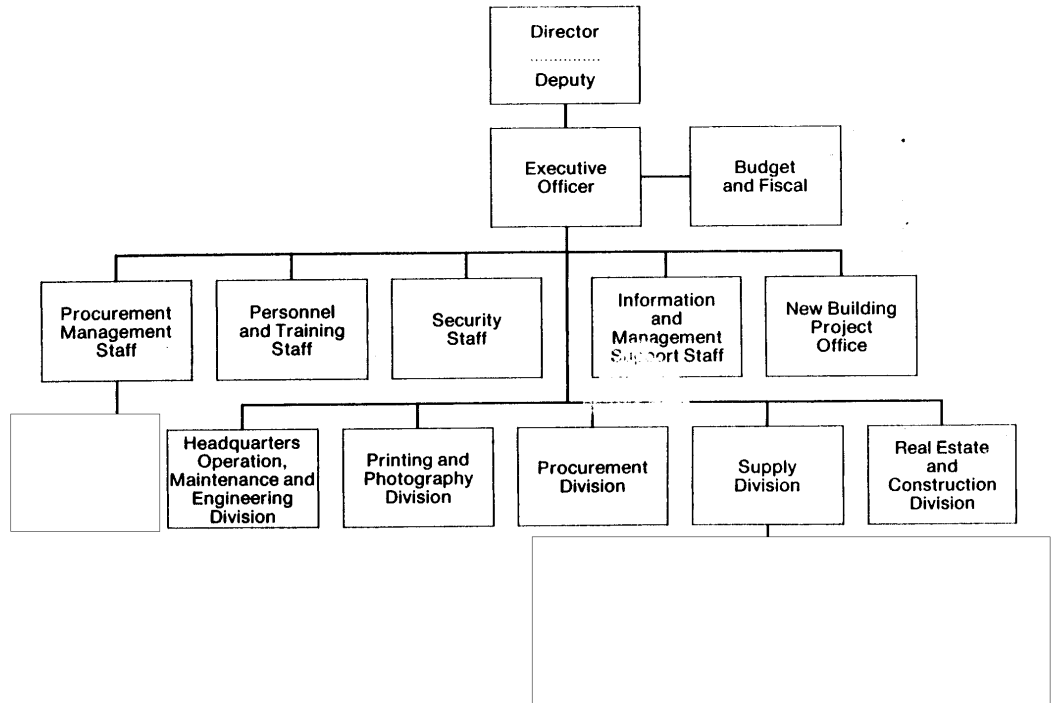
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

Office Of Logistics



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Logistics Management

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and operate a contract information system, perform security inspections of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

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New Building Project Office

Provides the conceptual design and planning for consolidating Agency Metropolitan Washington area facilities. Provides centralized management for all aspects of the New Building including development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; an integrated logistics support plan for operation and maintenance, and working hour and parking management strategies necessary to the operation of the expanded Headquarters facility.

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Headquarters Operation, Maintenance and Engineering Division

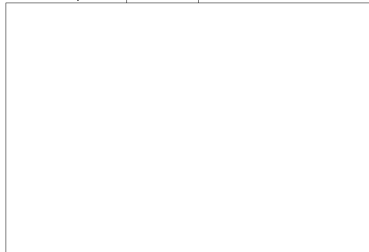
Provide administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; vehicle armoring; and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

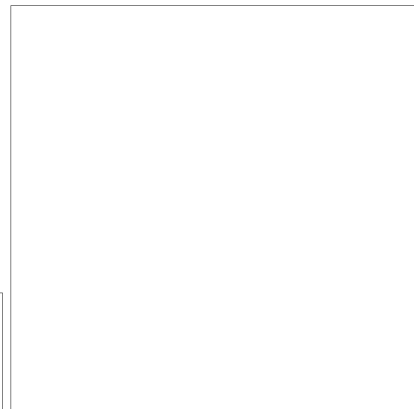
Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.



Supply Division

Provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves and manages several



Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements.



MEMORANDUM FOR: Associate Deputy Director of Administration
 FROM: John M. Ray
 Director of Logistics
 SUBJECT: Request for DCI Designate Briefing Material
 REFERENCE: Note from [redacted] dtd 4 March 1987

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In response to your request for briefing material for the DCI Designate, attached you will find OL's two-page briefing data. If you have any questions regarding the bulleted items please call [redacted]

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John M. Ray

Attachment: As stated

Distribution:

- Orig - Addressee
- 1 - OL Files
- 1 - IMSS Official
- 1 - IMSS Chrono

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OL/IMSS/PB:bp [redacted] (5Mar87)

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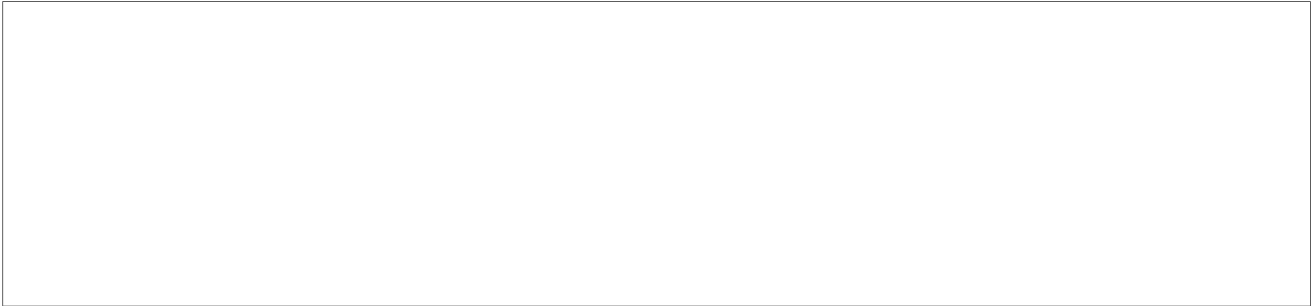
OL 4027-87



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OFFICE OF LOGISTICS (OL)

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Primary Activities:

- Manage all contract negotiations and procurement activity for the entire Agency utilizing both centralized and decentralized contract teams. The procurement activity is the 4th largest in the Federal Government.
- Provide policy, regulatory and legal guidance for all Agency procurements and contracts.
- Manage a worldwide supply network providing rapid logistical support for paramilitary operations; resupply operations worldwide; and domestic logistical support by use of a variety of freight transportation systems [redacted] [redacted] Responsible for maintaining accountability for all property.

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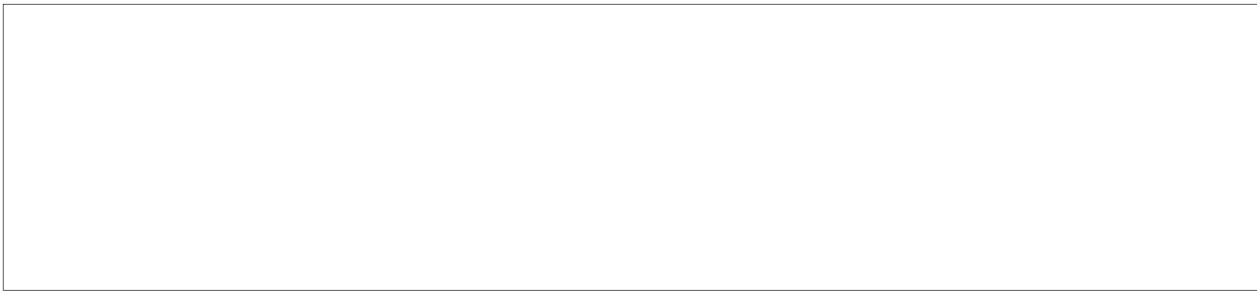
- Responsible for the operation and maintenance of all Agency buildings, including the Headquarters compound providing renovations, services, facilities, utilities and transportation.
- Maintain a printing facility which provides the Agency and Intelligence Community with the highest quality, fastest response for printing and photographic support in the Federal Government.
- Acquire, manage, and dispose of all real property required for Agency operations worldwide, [redacted] provide architectural, engineering and construction services for all domestic and field requirements for the Agency, including the construction of the New Headquarters Building and renovation of the existing Headquarters Building.

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OFFICE OF LOGISTICS (OL)

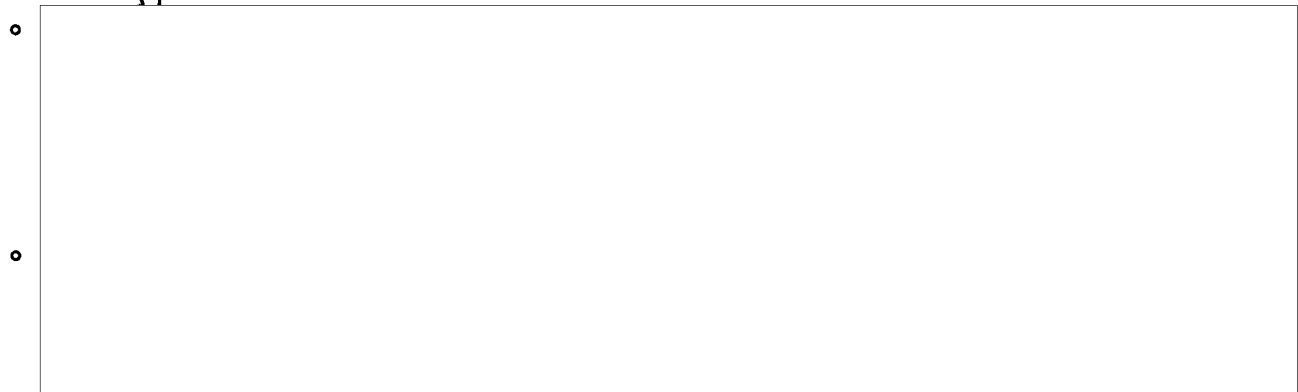
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Primary Activities:

- We manage all contract negotiations and procurement activity for the entire Agency utilizing both centralized and decentralized contract teams. The procurement activity is the 4th largest in the Federal Government.
- We provide policy, regulatory and legal guidance for all Agency procurements and contracts ~~within the constraints of Federal Acquisition Regulations and Agency restrictions for security.~~

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- We manage the operation and maintenance of all buildings, including on the Headquarters compound providing renovations, services, facilities, utilities and transportation.
- We maintain a printing facility that provides the Agency and Intelligence Community with the highest quality, fastest response for printing and photographic support in the Federal Government.
- We acquire, manage, and dispose of all real property required for Agency operations worldwide, [redacted]. We provide architectural, engineering and construction services for all domestic and field requirements for the Agency, including the construction of the New Headquarters Building and renovation of the existing Headquarters Building.

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OFFICE OF LOGISTICS (OL)

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Primary Activities:

° We manage all contract negotiations and procurement activity for the entire Agency utilizing both centralized and decentralized contract teams. The procurement activity is the 4th largest in the Federal Government.

° We provide policy, regulatory and legal guidance for all Agency procurements and contracts within the constraints of Federal Acquisition Regulations and Agency restrictions for security.

° We manage a worldwide supply network providing rapid logistical support

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. We are responsible for maintaining accountability for all property.



Providing

° We manage the operation and maintenance of all buildings on the Headquarters compound ~~which includes~~ renovations, services, facilities, utilities and transportation.

° We manage a printing facility that provides the Agency and Intelligence Community with the highest quality, fastest response for printing and photographic support in the Federal Government.

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° We acquire, manage, and dispose of all real property required for Agency operations worldwide,

We provide architectural, engineering and construction services for all domestic and field requirements for the Agency, including the construction of

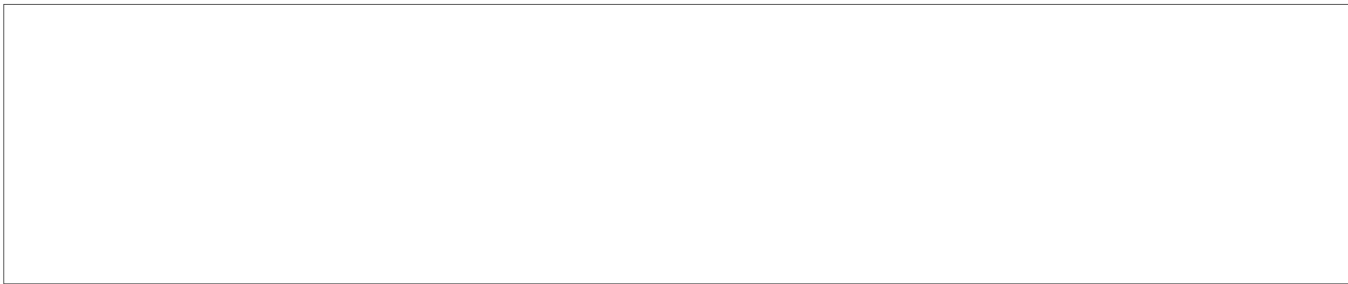
the New Headquarters Building and renovation of the existing Headquarters Building

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OFFICE OF LOGISTICS (OL)

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Primary Activities:

- New Headquarters Building
 - Construction
 - Space Allocation
 - Backfill and renovation of Old Headquarters Building

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- Operation and Maintenance of
 - Headquarters ~~Bldg~~ Buildings
 - External Buildings
- Mail and Courier Services (now with overseas capability)
- Maintain Motor Pool Services

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- Space planning and allocation for all Agency properties
- Contracting and Negotiating for procurement of equipment and nonpersonal services for the Agency (4th largest procurement activity in Fed. Gov't by \$)
- Provide procurement policy and guidance

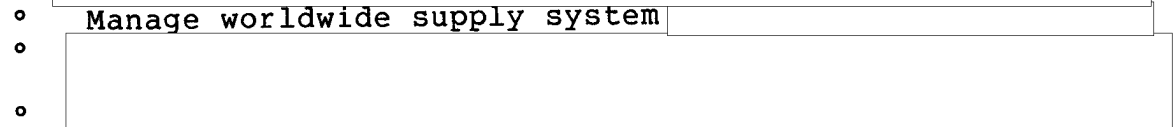
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- Receive, inspect, store and ship material to support Agency requirements
- Provide printing and photographic support (including video) to all Agency components and the Intelligence Community.
- Administer the Agency Copier Management Program
- Acquire, manage and dispose of real property required for Agency operations worldwide
- Design, contract, lease and manage construction of Agency facilities to support Agency requirements overseas and domestic
- Manage Single Transportation Allotment (STA) for material movements
- Manage Standard Level User Charge (SLUC) funds for GSA reimbursement
- Provide liaison with other Government Agencies for providing support to Agency operations

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Additional Briefing Material for DCI Designate

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FROM: <input style="width: 100%;" type="text"/>	EXTENSION	NO.
DC/IMSS		
<input style="width: 100%;" type="text"/>		DATE 3/10/87

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.)
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