

Office of Logistics

Staff Meeting

n o t e s

Listed below are topics of interest for the week of 18 Dec 1987.

18 December 1987

25X1 1. The annual Office of Logistics (OL) Christmas party held on 17 December 1987, [redacted] was, once again, a fantastic success. Approximately 500 OL employees and guests had a wonderful time. It was all made possible through the hard work of almost 50 volunteers. Our thanks and appreciation are extended to each of these individuals. [redacted]

25X1 2. [redacted] Deputy Chief, New Building Project Office, OL, was presented a Certificate for Exceptional Accomplishment on 16 December 1987 by the Deputy Director for Administration for his work involving the construction of the New Headquarters Building. This construction project was the largest and most technically challenging ever undertaken by the Agency. The New Headquarters Building incorporates many state-of-the-art engineering features which include: absolute reliability of utility systems; [redacted] and advanced heating/ventilation and cooling systems. Andy was tasked with integrating the engineering design of these advanced systems with physical and technical security features, communications, and data storage and processing systems. In order to fulfill his responsibilities, Andy had to interface with a multitude of internal and external organizations, including the General Services Administration; Congressional staffs; National Capital Planning Commission; and Agency senior management. Andy performed this assignment in an outstanding, professional manner and he is most deserving of this recognition. [redacted]

25X1 3. [redacted] Logistics Officer, presently assigned to European Division, DO, was presented an Exceptional Accomplishment Award on 17 December 1987, for his outstanding TDY performance [redacted] during the period 23 June through 26 August 1987. During this time, Dick rendered invaluable support [redacted] program. He was responsible for managing a complex and growing logistical operation. In doing so, he furnished clear guidance and organization to the entire project as he overcame a large number of obstacles. Dick's performance on this TDY assignment was first-rate, and it was essential to the success of this operational activity. [redacted]



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OL Staff Notes 18 December 1987

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4. [redacted] Contracting Officer, detailed to the [redacted] was presented an award on 6 December 1987, for his sustained superior performance in supporting the acquisition of the Exploitation Modernization Program (EMP) for the period 1 July 1986 through 30 October 1987. Brian worked effectively with all program elements within the Systems Center, as well as with contracting officers and program managers on the industrial team. Brian traveled extensively and expended many long hours in the execution of his responsibilities. An outstanding performance and a credit to Brian and to OL! [redacted]

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5. On 11 December, RTKL Associates delivered the final version of the master plan for the Headquarters Consolidation Program. Members of the Headquarters Consolidation Staff will visit RTKL in Baltimore this week to discuss phasing and sequence of activities for the 1988 portion of the plan.

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7. The Field Computer System was successfully installed in AMCA [redacted] This system uses a DEC MICRO VAX II minicomputer and the Logistics Automated Data System (LADS III) software to monitor logistics inventory from requisition through disposition. In addition to the installation of the software and hardware, approximately 2,700 line items were entered into the system making it fully operational. [redacted]

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8. On 10 December, OL representatives met with the General Services Administration Project Manager regarding the installation of partial-height partitions in the New Headquarters Building (NHB). Due to the delay in completing the wiring of telephone and data lines and the resultant delay in occupancy of the North Tower of the NHB, it was decided that the responsibility for installation of the partitions would be transferred from the Bid Package 2 contractor to the Agency. This change will allow greater control and flexibility in installing the partitions and will also enhance the coordination between installation of the partitions and the modular furniture. [redacted]

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OL Staff Notes 18 December 1987

25X1 9. On 19 December, a power outage was scheduled in order to connect three feeders that will provide power from the UPS room in the New Headquarters Building to the motor generator sets installed by the Office of Information Technology in the 2nd floor computer room. These feeders and corresponding distribution panels were installed by the Facilities Management Division, OL. During this outage, OL tested the operation of the manual emergency power off switches.

10. This week's Item of Interest, submitted by Supply Division, features a "Day in the Life of a Logistician at Headquarters."

Attachments

- A. One Individual Can Make a Difference
- B. SD Item of Interest

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can-do" image of our office:

The following individuals were recognized in a letter of appreciation, dated 10 December 1987, from Duane R. Clarridge, Chief of Operations for Counterterrorism, DO, for the outstanding support OL provided to the Counterterrorist Center (CTC) The Chief, CTC, wrote that his component is, in many instances, a reactive organization; there is little time for planning, so most operational support efforts require responses that can only be accomplished by highly skilled and dedicated individuals. He said that OL has demonstrated these qualities in their response to CTC's needs and have been instrumental in responding to fast-breaking events of national importance. Mr. Clarridge specifically cited the following individuals and OL units:

25X1 [redacted]
 25X1 and all of the Transportation Management Branch personnel in [redacted] who responded to numerous CTC requirements with a positive, can-do attitude.

25X1 [redacted] and all of the people in
 25X1 the Packing and Crating Section [redacted] who were instrumental in expediting the operational equipment needed for a very important mission.

25X1 [redacted] and all of the Receiving Branch
 25X1 personnel [redacted] who demonstrated tenacity and dedication to
 25X1 duty in tracking and processing CTC materiel [redacted]
 25X1 [redacted] to meet a seemingly impossible deadline.

25X1 Personnel in the General Procurement Branch, PD, and the
 [redacted] SD, were commended for their efforts
 in purchasing, processing, and shipping materials.

The Printing and Photography Division (P&PD) was commended for processing an immediate request for reproduction of photographs on short notice. Mr. Clarridge stated that P&PD extended their services beyond the norm to accommodate the dissemination of this materiel which enabled CTC to meet an operational need.

25X1 [redacted]

S E C R E T

S E C R E T

25X1 [redacted] Procurement Division, was commended in a
25X1 letter of appreciation, dated 8 December 1987, from [redacted]
25X1 [redacted] Director of Training and Education, for his
contribution in developing a new contracting exercise for the
Midcareer Course. Bob's enthusiastic leadership in the
development of this exercise made a substantial contribution to
25X1 OTE's Midcareer Course curriculum. [redacted]

25X1 [redacted] of the Printing and Photography Division was
25X1 recognized in a letter of appreciation, dated 2 December 1987,
25X1 from [redacted] Chief, Training Section, Polygraph
25X1 Division, for providing visual aids in support of the formal
25X1 presentations in the CIA Polygraph School. [redacted] stated
25X1 that Mary was very professional and courteous, and through her
diligent and remarkably creative efforts the presentations were
25X1 successful. [redacted]

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ITEM OF INTEREST

SUPPLY DIVISION

A Day in the Life of A Logistician at Headquarters



While winding through the traffic maze on my way to work, my thoughts turn to those "to do" items I face today. I remember well the top priority is a request from the field for TDY assistance because one of the field logistics officers is recuperating from an unexpected operation. I must also prepare some substantive items for the morning staff meeting.

There are other problems I must work on, particularly filling the vacant clerical spot and dealing with the filing backlog.

As I pull into the parking lot, I realize that traffic has eaten 15 extra minutes of the precious time I created by leaving home an hour early. I had high hopes of getting through the IN basket before regular business hours.

Arriving in the office, I delve into the paperwork left over from yesterday:



- I have a Report of Survey from the field which appears to be thoroughly written. I prepare a cover letter to the Claims Review Board for action.
- Several requisitions have arrived by message and upon reviewing them I found that one can be handled by Small Purchases. I call Grayce and, although it is early, she readily accepts a transfer of action. My next call is to Supply Management Branch (SMB) to notify them of the transfer so they will prepare a requisition.



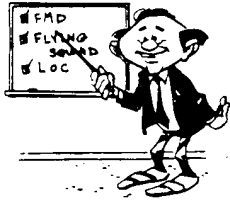
Things are going well.



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It is now 8 o'clock and I know I must gather my thoughts for the staff meeting.

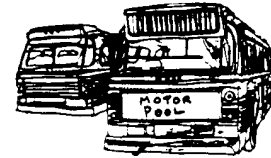


- The most important item will be the very positive results of my meeting with Carole from Facilities Management Division regarding the furniture selections for our upcoming relocation of Data Processing Branch—that will be a great piece of news.
- Of course, I must tell the field that I will be taking action to obtain a Flying Squad TDYer in response to the priority message.

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- I must also let them know that the final shipment of CRAFT equipment

During the staff meeting, the Chief of Support asks me to arrange transportation for 45 people to attend an off-site conference. I ask him about cover and security requirements and make a note to call the Motor Pool.

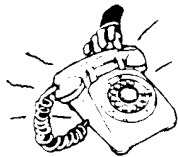


Back from the staff meeting, I find a huge stack of incoming field messages. Before reading these I:



- Call Supply Division and find that they will provide a Flying Squad name by tomorrow for the TDY.
- Back to the messages and more requisitions have arrived. One requires a sole source justification before going to Procurement Division (PD) for action

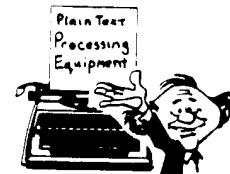
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The phone rings. The Budget and Finance (B&F) Officer wants to coordinate a reallocation of funds on one of our SOC's. That will require some research on anticipated costs to support projected project changes. With budget call coming up in another month, I will need to discuss requirements with the Chief of Support and the Chief, B&F. Another item for my "to do" list.

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Back to my messages, the field is screaming for status on their last order for typewriters. I call Bob and discover they are preparing the shipment now. He agrees to accept action on the message. Thank you Bob.



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The Building Supply Branch (BSB) folks just arrived delivering new workstations for the Data Processing Branch (DPB). I grab the office layout which the Architectural Design Staff prepared for me and escort the group down the hall. Delivery is smooth, but I have to stay with them explaining locations and making arrangements for the removal of old furniture. It sure would be nice to have an assistant! By the time this is finished, it is well past lunch—forget eating today!



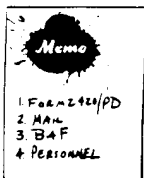
Back in the office I return several phone calls.

- One from Anna in SMB clarifying a stock number,
- Another call from Susan in BSB about property passes,
- Then another from a responsible officer asking for guidance on Property Turn-In procedures.
- I call Printing and Photography Division for a status on the briefing materials due for our Division conference. They say the package is on its way over now. Good show!



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Not forgetting the bus requirement, I call the Motor Pool and make arrangements for pickup and return of the passengers. I have to remember to send them a confirming memorandum of the request.



I check my “to do” list which reminds me:

- To prepare a Form 2420 to PD for maintenance services. After completing this,
- I concentrate on matters still needing attention in the IN basket. I sign outgoing mail, coordinate on several messages and then,
- Go to B&F to obtain certification of funds on priority requisitions going out to SMB tomorrow morning.
- On my way back, I stop off at the the Personnel Office to discuss the clerical vacancy.

By the time I can go home security check is complete, and I remember to check and double check my area.



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On my way home I thought about my day and, in particular, my career as a Logistics Officer. It's hectic—yes. Challenging—yes. I feel a great deal of satisfaction and I know that I am a part of a great Logistics team.



EPILOGUE: The foregoing scenario is a typical day in the life of most logistics officers assigned to over 50 operating components of the Agency throughout Metropolitan Washington. These professional officers accomplish their assignments with one common goal - **THEY REPRESENT THE OFFICE OF LOGISTICS TO THEIR HOST COMPONENT.** Every logistics officer carries the responsibility of representing and speaking for OL. Further, because most officers are geographically dislocated from main core Logistics, he/she must keep abreast of changing Logistics policy and procedures.

The Supply Division has initiated several actions to bridge the communications gap with component logistics officers. Annual visits by a senior supply officer are regularly scheduled. Invitations are given to a component logistics officer each week to visit and brief the Supply staff meeting; and during FY-87, component officers were contacted by a team of supply officers to discuss and critique services provided by the Supply Division.

Although all of these efforts are on-going and successful, it is still not enough. Logistics officers are continuously encouraged to visit the "home office" and keep Logistics informed of activities in the components. They are our eyes and ears to providing effective future Logistical support.