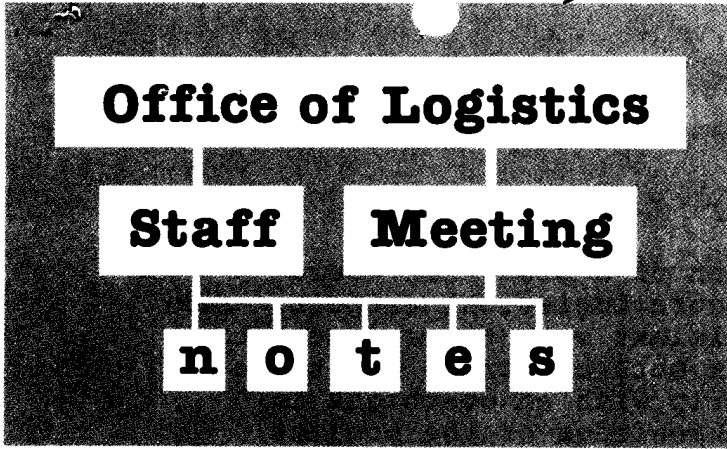


~~SECRET~~

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*2/12*



Listed below are the topics that were discussed at the D/L staff meeting on 4 February. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

9 February 1987

**SPECIAL NOTICE**

The OL Quarterly is scheduled for 26 February at the Headquarters Auditorium and 27 February [redacted] both at 1000 hours. The invitations are being issued this week. If you know of any OL persons who have not received invitations, please call Judy or Pam [redacted] (secure).

1. The Office of Logistics (OL) welcomes its newest employees:

- Information and Management Support Staff
- Facilities Management Division

2. OL announces the following reassignments of Senior managers:

- [redacted] to Chief, Logistics, [redacted]
- [redacted] to Chief, TMB, [redacted] vice [redacted]
- [redacted] to Chief, SMB/SD, vice [redacted]

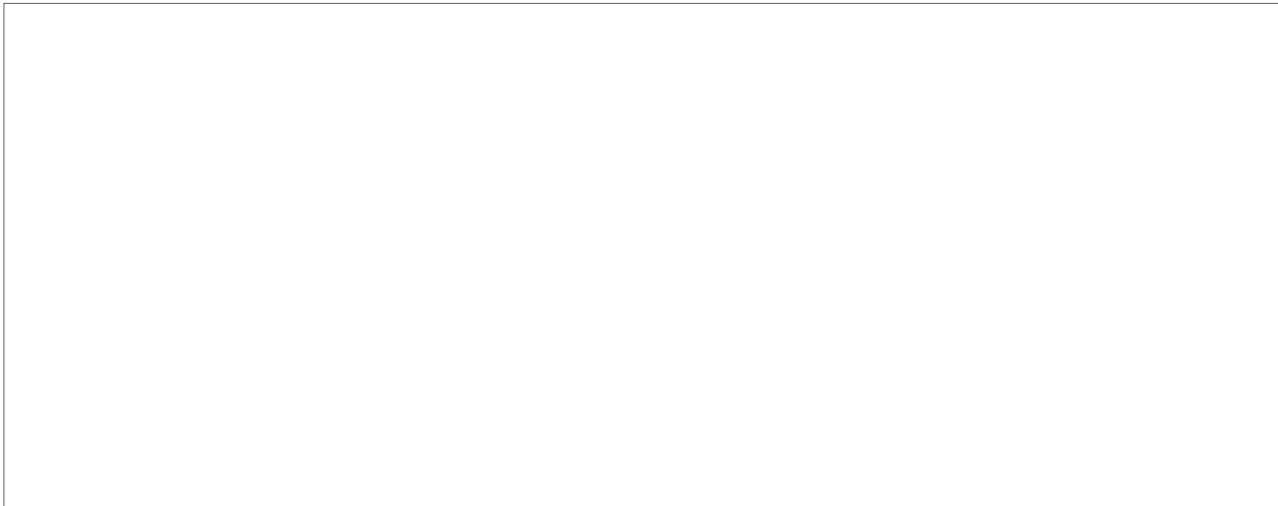
3. The following awards were presented at the 4 February Staff Meeting:

[Large redacted area]

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OL Staff Notes - 4 February 1987

25X1



25X1

[redacted] was presented the Special Achievement Award based on his superlative performance as the day shift supervisor in the Prepress Branch, P&PD. His performance encompassed the following three projects in addition to his usual tasks: the Production Coordinator of the Congressional Budget Justification Books (CBBJ), the Digital Prepress MBO, and the Systems Manager for the Composing Section. [redacted] successfully managed the CBBJ project by meeting the Congressional deadline with an understaffed crew and by using less overtime than the previous year. [redacted]

25X1

25X1

25X1

[redacted] a Procurement Officer, was presented with a Special Achievement Award for her creative efforts in consolidating the Agency's Wang maintenance contracts. This accomplishment resulted in an estimated savings of \$1 million dollars. In addition to the dollar savings there is a sizable reduction in paperwork; consolidating 130 existing Wang maintenance contracts to two.. [redacted]

25X1

25X1

[redacted] This consolidation of contracts results in a considerable Agency-wide savings as well as the reduction in OL and OF workloads. [redacted]

25X1

25X1

[redacted] the Staff Architect for RECD, was the recipient of a Special Achievement Award in recognition of his contribution to Agency office space design and planning projects. He was responsible for the architectural design and construction of the following projects in Agency external facilities: [redacted]

25X1

25X1

25X1

[redacted] These major projects are critical to solving the Agency's office space shortages. In addition to the above, [redacted] found the time to be a mentor to several co-op and summer architectural interns. [redacted]

25X1

25X1

4. The New Building Project Office responded to a request from the Office of Security (OS) for an aerial photograph of

OL Staff Notes - 4 February 1987

the New Headquarters Building. OS, in coordination with the Office of General Counsel, plans to release the photograph to the Helicopter Pilots' Association for inclusion in an upcoming story in their magazine.

25X1  
25X1



7. OL's Architectural Design Branch has completed a new equipment plan to modify the main cafeteria, which will relieve the traffic congestion near the hot-food serving lines.

25X1

**Attachments:**

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/B&F
- C. Visitations for February

~~C O N F I D E N T I A L~~

ATTACHMENT A

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

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

1. In a letter of appreciation from William F. Donnelly, Deputy Director for Administration, dated 23 January 1987, Facilities Management Division and Allied were recognized for their stellar performance in handling the record-breaking snow on 22 January. Mr. Donnelly states that Facilities Management Division went the extra mile in providing cots and blankets, arranging food service, and providing emergency transportation. Many thanks to all of Facilities Management Division and to Allied for jobs well done. [redacted]

A separate note from [redacted] Director of Information Resources, dated 27 January 1987, expressed his appreciation to Facilities Management Division for the fine support and service in helping to get cars back on the road again, the clearing of roads, and the assistance provided to those in OIR who had to stay late. [redacted]

[redacted] of the Motor Pool, FMD, was singled out in a note dated 27 January 1987, from Daniel A. Childs, Jr., Comptroller, for his excellent driving under difficult conditions during the snow on 22 January and for his gentlemanly and obliging manner. [redacted]

In a letter from [redacted], Deputy Director of African and Latin American Analysis, dated 30 January 1987, [redacted] Chief, Facilities Management Division, and [redacted] Motor Pool, FMD, were recognized for their arrangement of transporting a handicapped Agency employee to her residence in Arlington. [redacted]

2. In a memorandum from [redacted] Chief, South Asia Division, NESAs, dated 19 January 1987, [redacted] of the DI Contracts Team was commended for representing the Agency exceptionally well during negotiations with a contractor. Mr. [redacted] stated that John handled a series of tough questions in a cool and concise manner. The contractor gained a much better understanding of how to do business with the Agency. [redacted]

~~C O N F I D E N T I A L~~

25X1 3. [redacted] was  
25X1 commended in a letter of appreciation from [redacted] Chief,  
OD&E Couriers, dated 28 January 1987, for the assistance he  
25X1 provided to the OD&E Courier staff during the snowstorm on  
25X1 26 January 1987. [redacted] used his own four-wheel drive  
25X1 vehicle to pick up one of OD&E's couriers [redacted]  
[redacted] stated that it is  
25X1 the unselfish, responsible efforts of individuals like  
25X1 [redacted] that foster a spirit of cooperation within the  
25X1 entire logistics network. [redacted]

25X1 4. In a letter of appreciation from [redacted]  
25X1 Chief, Correspondence and Applicant Records Section/Division  
I/Employment, dated 3 February 1987, [redacted] of the  
Printing and Photography Division, was commended for her  
assistance in bringing critical printing jobs to the  
supervisor's attention, thus getting these jobs to the presses  
at the first available opportunity. Maureen is always cheerful  
and willing to lend assistance. The professionalism Maureen  
25X1 demonstrates makes her a fine representative of OL. [redacted]

25X1 5. [redacted] of the  
25X1 Printing and Photography Division, were commended in a letter  
of appreciation from [redacted]  
dated 21 January 1987, for preparing a stunning collection of  
instructional viewgraphs to support a DO project. The  
viewgraphs are notable for their eye-catching power and clear  
presentation of DO's message and will advance both Agency and  
25X1 DO programs. [redacted]

25X1 6. [redacted] of the Printing and Photography Division,  
25X1 was again commended in a letter of appreciation from [redacted]  
25X1 [redacted], SSA/DDA, dated 20 January 1987, for her help  
and support in getting a rush project completed expeditiously.  
(U)

25X1 8. [redacted] Contracts Management Staff, OTS,  
25X1 was the recipient of a letter of appreciation from [redacted]  
25X1 [redacted] Training Facility/OTE, dated 15 January 1987,  
for the outstanding service he has provided in a wide range of  
logistical support functions. He noted, in particular, Walt's  
ability to take a general directive, research the problem, and  
complete the task assigned in a timely, secure manner with only  
25X1 general guidance being provided. [redacted] stated that the  
level of excellence Walt has brought to the job sets a standard  
which will be difficult to match. His performance reflects  
25X1 great credit on himself and OL. [redacted]

## ITEM OF INTEREST

The Role of an Authorized Certifying Officer

Virtually every Agency employee, at some point in his/her career, has a financial transaction which is reviewed and certified by an Authorized Certifying Officer. Yet it is the rare individual who understands the responsibilities and duties of a Certifying Officer or the unique role he plays within the C.I.A. The indiscriminate use of the term "certifying officer" serves to foster this confusion. A great many government officials make official "certifications" of one type or another, i.e. T&A cards, but this does not make them Authorized Certifying Officers for purposes of the accountable officer laws. The duties and responsibilities of an Authorized Certifying Officer are provided by statute. Under 31 U.S. Code 82c the Authorized Certifying Officer is held responsible for the existence or correctness of the facts stated on a voucher and its supporting papers and for the legality of the proposed payment under the appropriation involved.

Under 31 U.S. Code 82c, the Authorized Certifying Officer is held accountable for the amount of any illegal, improper or incorrect payment resulting from his certification. Thus Certifying Officers have a heavy burden of verification in order to avoid liability. A clear illustration of a Certifying Officers responsibilities and liability occurred in 1977 when it was discovered that a Department of Transportation employee embezzled over \$850,000. The fraud was discovered by virtue of the employee's ostentatious purchases, including several luxury automobiles and a "topless" bar. The employee was found guilty and sent to jail. However, subsequent review by the General Accounting Office revealed negligence on the part of the Certifying Officer for not fully verifying computations and signatures. The Department of Transportation was advised to proceed with collection action against the Certifying Officer for the full amount embezzled less any amounts recovered. In another case a Certifying Officer for the Department of Agriculture was held liable for certifying a voucher for rental of a chartered bus for the transportation of female guests from Albuquerque to Grants, New Mexico for purposes of providing social and recreational services to Job Corps enrollees. (Yes, this is an actual case.) A review of certification issues within the Agency would undoubtedly unearth its own collection of intriguing cases.

The sensitivity of issues examined daily by Agency Certifying Officers and the structure of the Agency's approval/certification process have served to significantly modify the normal role of a Certifying Officer in Government service.

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STAT

The uniqueness of the Agency Certifying Officer's circumstances has served to strengthen him and to foster a spirit of cooperation not found in other organizations. Agency Certifying Officers are trained, by virtue of their environment, to go one step further to offer alternatives that marry the goals and regulations of the Agency.

## ATTACHMENT C

## OL VISITATION SCHEDULE

February 1987

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/RECD	EO/OTS	2/9/87
	C/P&PD	C/CPAS/CDP	2/10/87
STAT	C/IMSS	C/SAS/SS and Logs Officer	2/11/87
	C/RECD	[REDACTED] Logs	2/12/87
	C/IMSS	C/CCS/DO	2/13/87
	EO/OL	D/EURA and Logs Officer	2/17/87
	EO/OL	D/SOVA and Logs Officer	2/18/87
STAT	C/P&PD	C/SS/OGI and Logs Officer	2/19/87
	C/PMS	C/SE [REDACTED] and Logs Officer	2/20/87
	C/FMD	C/SS/NPIC and Logs Officer	2/20/87
	C/FMD	SA/SSA/FBO and Logs Officer	2/20/87
	C/PMS	C/FBIS/CS and Logs Officer	2/24/87
	D/L	D/OS and Logs Officer	2/24/87
	DD/L	D/OF	2/25/87
	DD/L	D/OIT and Logs Officer	TBD