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

## Office of Logistics
## Staff Meeting
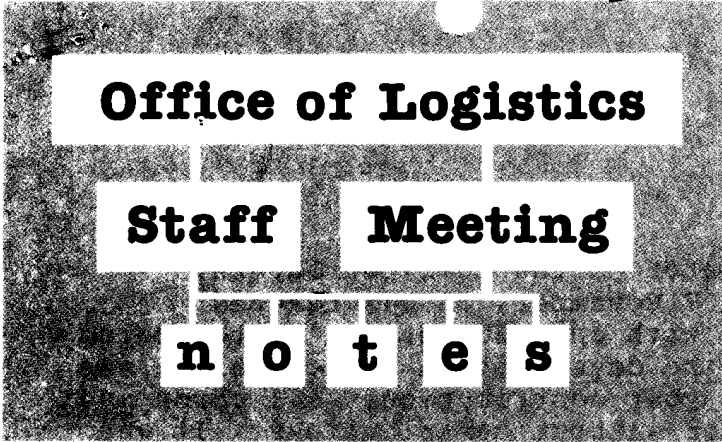## n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 7 November. 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.

10 November 1986

1. The Office of Logistics (OL) wishes to welcome the following new employees:

25X1
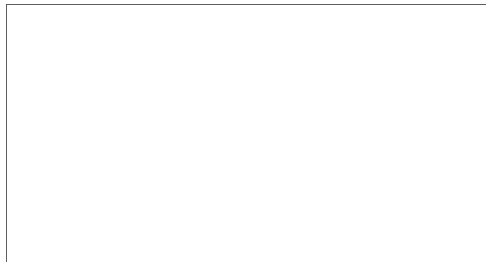
Printing and Photography Division
Real Estate and Construction Division
25X1     Procurement Division

Supply Division
25X1     Procurement Management Staff

25X1     2. The Director of Logistics presented a Quality Step Increase to [          ] Chief, Personnel and Training Staff, OL, in recognition of his outstanding support to OL since October 1983.
25X1     During this period, the challenges confronting [          ] and his
25X1     staff have been substantial. Logistical support [          ] programs have substantially increased; the need for contracting support has increased significantly; the tempo of two major construction projects has mushroomed, as well as a number of relatively minor projects. Throughout this period of intense
25X1     challenge and change, [          ] exhibited effective leadership and provided timely support to all elements of the office. OL is pleased to acknowledge this truly professi   l officer with a Quality Step
25X1     Increase in gratitude for his susta  .ed superior performance.

25X1     3. The DCI and the DDA expressed their appreciation to OL for
25X1     the excellent briefing presented them on 31 October by [          ] of the Real Estate and Construction Division. This presentation
25X1     concerned a sensitive Agency program.

25X1     4. We are pleased to announce that [          ] Chief, Procurement Division, has been selected as the Agency's candidate to attend the Industrial College of the Armed Forces in 1987; Ronald
25X1     [          ] has been selected as an alternate to attend the National
25X1     War College; and [          ] as an alternate to attend the Army
25X1     War College.

25X1

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25X1    5. [          ] OL Coordinator of the Combined Federal Campaign (CFC) reports that, as of 7 November, OL has reached 29 percent of its goal of $21,000, with only 20 percent of the cards having been returned. With only nine days left in the campaign, she urges all to take time now to make your contribution. All cards must be turned in by 21 November, with or without contributions. It was noted that contributions to our own Educational Aid Fund and the
25X1    Public Service Aid Society are not counted toward the CFC goal. [      ]

6. Pursuant to a letter to the DCI from the Chief of the House Appropriations Committee, Surveys and Investigations Staff, Messrs. Al Boudreau and Ron Carpenter have been appointed to conduct an investigation of "present and projected costs for the Agency to meet its real estate requirements in the Washington metropolitan area." Both Boudreau and Carpenter are senior members of the staff who have conducted numerous investigations of Agency activities in the past. They will be with us for three to four months and will
25X1    occupy office space at both Headquarters [              ]
25X1    [        ] Executive Officer of Logistics, will serve as the focal point
25X1    for contact with the team. [          ]

7. The Office of Personnel (OP) announced that the first meeting was held of their newly formed Compensation Task Force which will study/design a new comprehensive pay plan for the Agency. This
25X1    task force is chaired by [              ] and includes a member from each
25X1    directorate and the Special Support Assistant to the DDA. [        ]

8. The OL/Personnel and Training Staff has arranged for a representative from the Insurance Operations Division, OP, to show a videotape of the Federal Employees Health Benefits Program on
25X1    Wednesday, 12 November, 1400 hours, [              ] The videotape will be shown later in the month during the noon hour for those
25X1    unable to attend on 12 November. Watch for [    ] employee bulletins.
25X1    [      ]

9. Procurement Division has submitted two items of interest this week. The first covers the new Personal Computer Software Center which opened on Monday, 3 November (Attachment B). It was noted that the Director of Information Technology credited OL with greatly contributing to making the center a reality. The second item of interest is on Priority Assistance, covering cooperation between the Agency and the Department of Commerce in the handling of certain
25X1    contracts (Attachment C). [        ]

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10.  The Office of Security has requested additional physical security protection for the main entrance of Headquarters. A scope of work has been developed and has been forwarded to OL. It is currently being reviewed by architects and engineers. The upgrade consists of installing static barriers under the front entrance canopy, replacing the VIP lot guard house, and modifying the grassy area fronting the main entrance.

25X1

11.  The asbestos removal in the dock area was completed on 7 November, and removal of asbestos from the first floor is under way. A completion date of mid-January 1987 for removal of asbestos from the basement and first floor is still on schedule.

25X1
25X1
25X1
25X1

12.  On 31 October, OL was informed by a GSA officer that no person or agency is exempt from paying the toll required for use of the Dulles toll road. Pursuant to conversations with the Virginia State Highway and Transportation officials, the GSA officer stated that there are projections for future use of tokens, passes, or some type of vehicle recognition system that could be purchased prior to using the toll road.

25X1

13.  Traffic was returned to normal at the Route 123 gate on 1 November. The inbound and outbound lanes now pass beneath the newly constructed canopy of the Security Control Center.

25X1

14.  The middle third of the North Parking Lot was completed on 3 November. The new Northeast Entrance parking area was completed, adding 80 spaces, including handicapped and vanpool parking. Work has begun on the final third of the North Lot and is scheduled for completion by the end of November.

25X1

Attachments:
  A.  One Individual Can Make a Difference
  B.  Item of Interest--PC Software Center
  C.  Item of Interest--Priority Assistance

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ATTACHMENT A

******** <u>ONE INDIVIDUAL CAN MAKE A DIFFERENCE</u>   ********

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

25X1
[REDACTED] Chef for the Executive Dining Room, was recognized in a letter of appreciation, dated 5 November 1986, from Rear Admiral Cathal L. Flynn, U.S. Navy, for the excellent dinner she prepared on 21 October 1986.

25X1
25X1
[REDACTED] of Security Staff <u>was recognized in a</u> memorandum dated 30 October 1986, from [REDACTED] Chief, Clearance Division, for his interesting and entertaining presentation, "An Area Security Officer in the Industrial Security Arena," at their recent conference.

Personnel in the <u>Printing and Photography Division</u> were commended in a memorandum dated 15 October 1986, from David

25X1
[REDACTED] Director of Global Issues, for the excellent printing of some geological maps.  OGI received a great deal of credit for this project, and the skilled professionals in P&PD helped make this credit possible with their superior work.

<u>In a letter of appreciation</u>, dated 5 November 1986,
25X1
[REDACTED], Director, Current Production and Analytic Support (CPAS), expressed his appreciation to the <u>Facilities Management Division</u> for the outstanding job in managing and coordinating the renovation project for the Systems and Design Centers in CPAS.  The renovation was a major and complex effort, yet it was accomplished in a smooth and efficient fashion.

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ITEM OF INTEREST
PROCUREMENT DIVISION

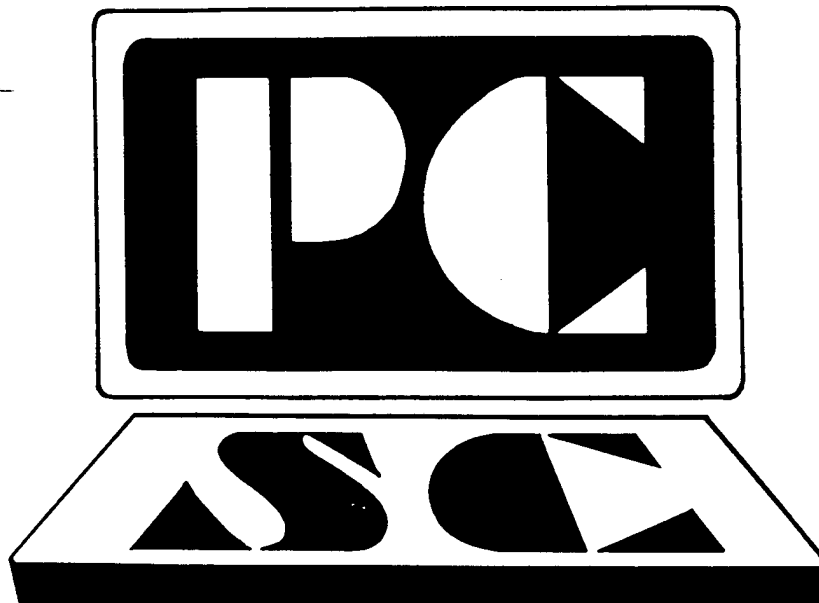## PERSONAL COMPUTER SOFTWARE CENTER OPENS WITH OL SUPPORT

The Office of Information Technology's (OIT's) goal of a Personal Computer Software Center (PCSC) was realized this last week, through the close support of several components of the Office of Logistics.

Procurement Division, working in close coordination with OIT personnel, issued a competitive solicitation, evaluated submitted proposals, and selected two highly qualified vendors, all within a 90 day period. This resulted in the award of two contracts for computer software to stock the PCSC, which officially opened on 3 November 1986. The procurement methodology employed allows PCSC store personnel to telephonically place orders for a variety of preselected PC software packages for immediate two day delivery. In addition, 22 packages will be available for purchase directly from the store inventory, including such popular packages such as Lotus 1-2-3, dBASEIII plus, Projectmaster and WATCHDOG. The Agency's user demand for intelligent workstations and personal computers has necessitated this streamlined purchasing capability for off-the-shelf software products. Through the combined efforts of the Procurement Divison, the Supply Management Branch of Supply Division, and OIT, a system was developed to accomplish this objective.

OIT has provided all materiel for the operation of the software center, and the space was modified with the assistance of Facilities Management Division. The store, which is located in 2C11 Headquarters, will have a Center Manager, computer terminals, four OIT consultants to assist customers with the selection of software, and two OL Supply Division employees to handle the storage, issue and reorder of materials.

The initial software inventory totalling $360,000 is immediately available for issuance to offices submitting completed and approved requisitions. The stock will then be replenished as inventory is drawn down. The PCSC Software Price List and a brochure describing the Center's products and services are attached to provide more detailed information about the center.

# OFFICE OF INFORMATION TECHNOLOGY

## PERSONAL COMPUTER SOFTWARE CENTER

## PRODUCTS AND SERVICES

Room 2C11 – Headquarters Building

Hours of Operation
& Phone Numbers

Ordering – 10:00 to 2:00

STAT

Consulting – 8:00 to 4:30

STAT

VM ID – PCIC

## TECHNOLOGY SERVICES, INC.
14130-B Sullyfield Circle
Chantilly, VA 22021

3 November, 1986

# WHAT IS THE PERSONAL COMPUTER SOFTWARE CENTER?

The Personal Computer Software Center (PCSC) has been established by the Office of Information Technology (OIT) to provide Agency PC users with a central source for obtaining PC software and consulting services. With the introduction of the PC workstation in the Agency, OIT recognized the need to provide PC software assistance to its customers. The PCSC is part of the OIT Information Center (IC), which has its facilities in room GA19 of Headquarters. The PCSC offers a variety of products and services which this catalogue will describe.

The staff of the PCSC consists of both PC consultants and logistics personnel. The PC consultants will discuss personal computing software needs and provide consulting and trouble-shooting in order to solve your PC problems. The PC consultants will be available between the hours of 8:00 AM and 4:30 PM. The logistics personnel will assist in processing orders for software, provide pricing and delivery information, and handle registration and update of software. The logistics personnel will be available between the hours of 10:00 AM and 2:00 PM.

There are many benefits to purchasing software from the PCSC. Some of these include:

- Assistance in selecting software for an application
- Product demonstrations
- Purchase of software at reduced prices
- One stop software order processing
- Rapid delivery of software order
- Centralized registration of software
- Software installation instruction
- Assistance in using software products
- Tip sheets, templates and other user aids
- Direct contact with vendors or manufacturers when problems arise or for unusual technical situations
- Software upgrade notification and acquisition processing

The PCSC will have 22 software products available for purchase. The PCSC will also special order any software for IBM or IBM-compatible PC's.

All of the software that is stocked by the PCSC has been evaluated for performance and suitability by the Special Projects Branch of OIT. Unless otherwise noted on the software products lists, these products have been tested on and function satisfactorily on the basic configuration of the IBM 3270 PC/AT (and the IBM 3270 PC/XT) running without the 3270 Control Program.

# OIT SUPPORTED PC SOFTWARE PRODUCTS

The PC-based software products described below are available from the Personal Computer Software Center (PCSC) and will be supported by OIT in the following manner:

- PCSC consultants will provide in-depth consulting, trouble-shooting and product demonstrations.

- Tip sheets, 'bug' reports, 'fixes,' templates, and other such user aids will be made available to customers.

- Offices may purchase these products directly from PCSC inventory, depending on quantity ordered and stock availability.

- The software will be registered for the customer by the PCSC.

- Customers will be notified by the PCSC of all updates and new releases and these will be available through the PCSC.

- Testing and evaluations of updates and new releases to ensure functionality on our current or new hardware will receive first priority in the Special Projects Branch.

The current OIT Supported Software Products are:

SPREADSHEETS:
- LOTUS 1-2-3 (ver. 2.01)

WORD PROCESSORS:
- MICROSOFT WORD (ver 3.1)*

1

**Personal Computer Software Center**

**Software Price List**

The following items are available from the Personal Computer Software Center (PCSC). These prices should be used when completing the Form 88 for purchasing software. The prices for the quantity breakdowns (1-100 and over 100) are approximations of the final delivered price, but will be sufficiently accurate enough to complete the Form 88. All products listed below should be in stock except for DOS and the 3270 Control Programs.

| | Quantity | |
|---|---|---|
| PRODUCT | 1 - 100 | over 100 |
| 3270 Control Program . . . . | @ | @ |
| 3270 Graphics Control Program . . | @ | @ |
| Cambridge Spreadsheet Analyst . . | 56.58 | 54.49 |
| dBase III Plus . . . . . . | 396.81 | 387.45 |
| IBM DOS . . . . . . . . | 71.00 | 62.00 |
| Enable . . . . . . . . | 332.83 | 324.32 |
| Enixsys . . . . . . . . | 211.86 | 207.27 |
| Freelance . . . . . . . . | 259.21 | 249.96 |
| Graphwriter Combo . . . . . | 388.22 | 377.05 |
| KEDIT . . . . . . . . . | 91.92 | 84.49 |
| Lotus 1-2-3 . . . . . . . | 307.41 | 298.94 |
| Microsoft Chart . . . . . . | 173.63 | 167.18 |
| Microsoft Word . . . . . . | 263.69 | 256.19 |
| Nutshell . . . . . . . . | 74.88 | 71.83 |
| PC File III . . . . . . . | 42.86 | 41.43 |
| Personal REXX . . . . . . | 87.49 | 85.04 |
| PowerBase . . . . . . . | 172.43 | 163.75 |
| Project Master . . . . . . | 238.54 | 236.62 |
| SAMNA IV . . . . . . . | 283.21 | 275.42 |
| SuperProject Plus . . . . . | 272.38 | 264.88 |
| Turbo Lightning . . . . . . | 55.78 | 53.69 |
| Watchdog PC . . . . . . . | 188.68 | 181.82 |

@ == Pricing information was unavailable at time of publication.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Customers desiring to order any other IBM or IBM-compatible software may do so through the PCSC. Please consult the PCSC sales desk for price information. Depending on the quantity ordered, most orders will be delivered within 5 to 30 working days.

ALL PRICING CURRENT AS OF 3 NOVEMBER 1986

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