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NNNotes & QQQuotes

24 June 1988

NEWEST OL EMPLOYEES

OL would like to take this opportunity to welcome its newest employee, [redacted] assigned to Real Estate and Construction Division, [redacted]

We also extend a warm welcome to three new "Summer Only" employees— [redacted] [redacted] all assigned to the Facilities Management Division, [redacted]

OL REASSIGNMENTS

The following OL reassignments were announced:

Name Assigned to

Name	Assigned to
[redacted]	[redacted]

Congratulations go to the following OL employees who have successfully completed the Career Trainee Program—we wish them well in their new assignments:

Name	Assigned to
[redacted]	DS&T/ORD/Contracts Team
[redacted]	Office of the Chief
[redacted]	ACG/GP Team and Core Team
[redacted]	P&PG/PP&SS
[redacted]	FMD/Hqs Consolidation Staff

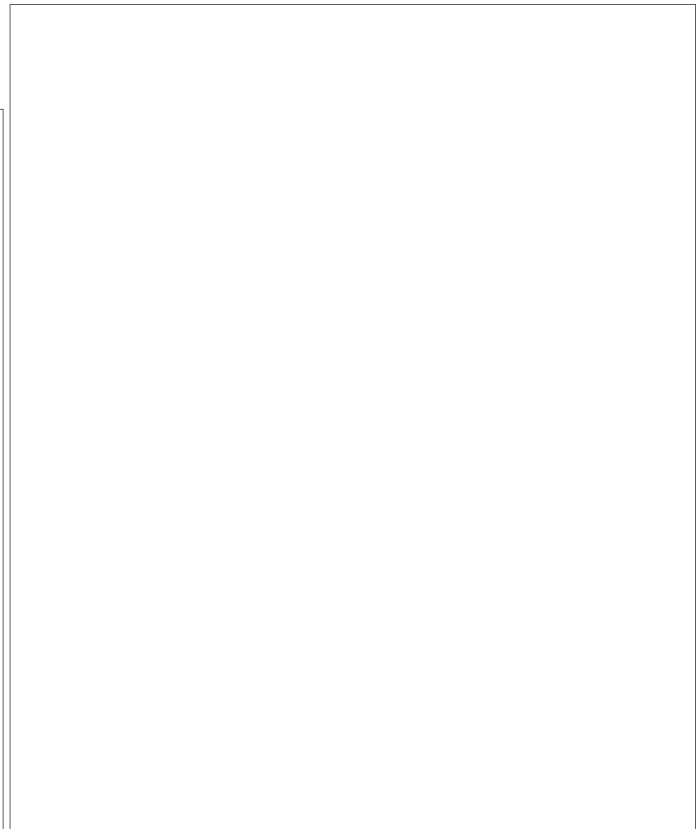
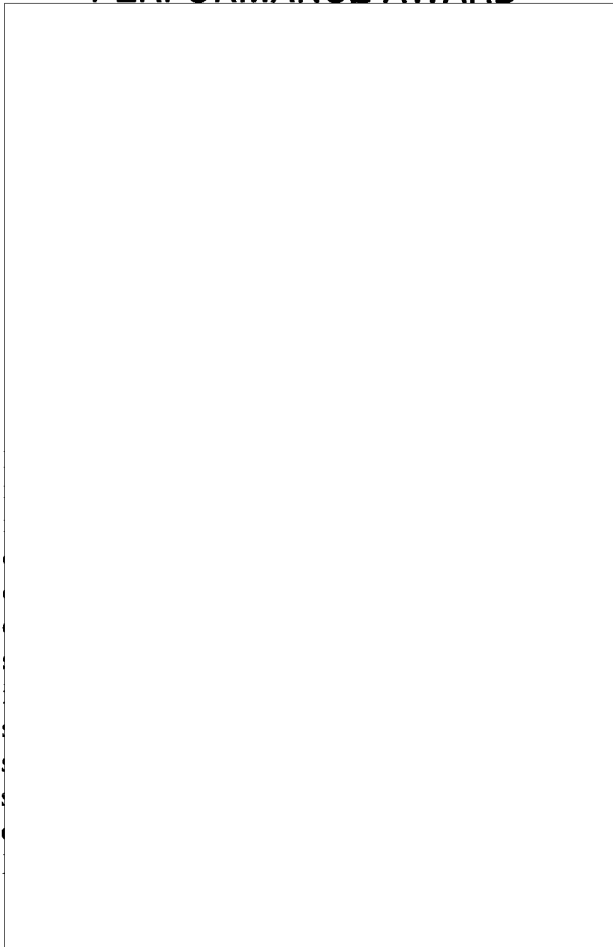
CONTRACT OFFICER INTERN PROGRAM

On 24 June, Certificates of Achievement, along with Contract Officer Certificates of Appointment, were presented to [redacted] and [redacted] contract officers who successfully completed the Contract Officer Intern Program. This program has many stringent requirements, including completion of 13 required internal and external training courses and completion of two on-the-job assignments as a contract officer. Congratulations to all for this outstanding accomplishment. [redacted]

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**SUSTAINED SUPERIOR
PERFORMANCE AWARD**



**OL CORRESPONDENCE
WANG LIBRARY**

This is a reminder to all OL Wang users in the [redacted] of your access to the "olcorres" library, which contains samples of correspondence most used by this Office. Please note that the recent change in QSI procedures has been updated in the library, making the necessary form readily available. Other samples in this library are:

- Memo for D/L
- Memo for D/L Signature and DDA Approval
- Memo for DDA for Info Only
- Memo for Executive Director Approval
- Memo for the Record
- Format for Item of Interest

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Access the library via "document" and "read." If you have any questions or need additional instruction as to how to use this library, please contact Marie, Brenda, or Dawna



**EXCEPTIONAL
ACCOMPLISHMENT AWARDS**

[redacted] was presented an Exceptional Accomplishment Award on 25 May in recognition of her excellent performance as a Procurement Officer in Agency Contracts Group. Neicha rose to the challenge of presenting a docket to the Agency Contract Review Board for [redacted] [redacted] for the New Headquarters Building, as well as for outlying buildings. She led the team in negotiating a 58-percent discount, resulting in substantial savings to the Agency. [redacted]

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TRANSPORTATION FOR THE HANDICAPPED

As part of OL's efforts to better meet transportation needs of handicapped employees, the Motor Pool Branch has made arrangements to lease, on an ad hoc basis, a specially equipped minibus. Components having a requirement for this bus should contact the Motor Pool on

[Redacted]

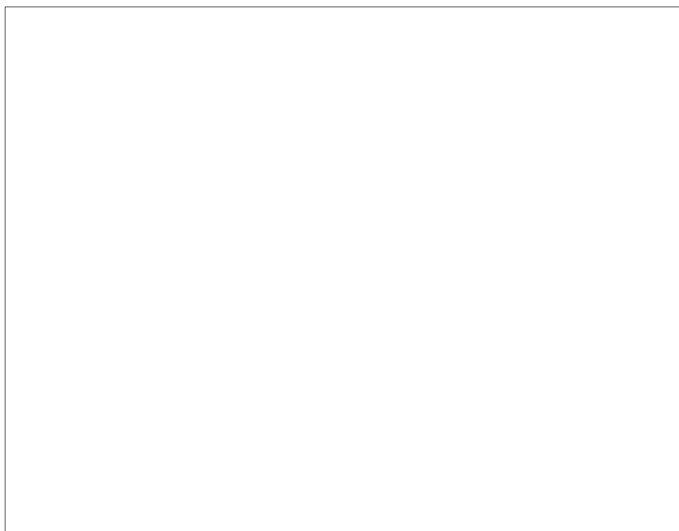
The West 3 parking lot has been opened as an overflow lot for open parking. The top level of the deck is scheduled to open 5 July as an open area. Other than visitor and handicapped spaces, permits for this area will not be issued until October concurrent with relocation of the Management, Planning and Services Staff, the Office of Near Eastern and South Asian Analysis, and the Office of East Asian Analysis of the Directorate of Intelligence. [Redacted]

ANNOUNCING!! "DEAR GARY, . . ."

Have you ever read an article in the OL Notes and Quotes and wanted to know more about it or perhaps needed some clarification? In an effort to make this YOUR office newsletter more responsive to your needs, we are introducing the "Dear Gary" column. Inquisitive personnel can either write or call in their questions regarding any items in the OL Notes and Quotes or, for that matter, any questions relative to the Office of Logistics and we will find answers to your questions. Send your inquires to: Gary,

AEO/OL, [Redacted]

[Redacted]



MLF CAREER SERVICE

A question and answer session on the new MLF Career Subgroup will be held on 6 July 1988 from 1500 to 1700 hours in Room 3E14 Headquarters. This session is open to all interested parties. If you need any additional information, you may contact [Redacted]

[Redacted]

UPDATE—PAVING AND PARKING AT HEADQUARTERS

On 15 June, paving of the perimeter of the South Parking Lot and the road between the New Headquarters Building and the South Lot was completed. The Facilities Management Division will make arrangements to stripe the newly paved area, and permits for this area will be issued as an extension of the existing lane markers (e.g. additional general, reserved, official, and carpool spaces for appropriate expanded lanes). [Redacted]

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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:

25X1 In a note, dated 9 June 1988, addressed to Mr. Huffstutler, [redacted] of the DI expressed his
25X1 appreciation for the assistance his office has received from [redacted] Deputy Chief, Facilities
25X1 Management Division. [redacted] promptly looked into a number of issues raised at a DI Executive
25X1 Officers meeting which he attended [redacted]; noted that [redacted] perseverance in chasing these
25X1 problems conveys a degree of concern that is refreshing to see. Mr. Henry Mahoney, Acting DDA,
25X1 added his thanks for [redacted] continuing high quality support. [redacted]

25X1 [redacted] a Logistics Officer assigned to the Office of Security (OS), was recognized in a
25X1 letter of appreciation to the Director of Logistics, dated 15 June, from [redacted] for his
25X1 exceptional performance in support [redacted]
25X1 stated that [redacted] response to last-minute requirements and his attention to detail were paramount
25X1 in the timely installation [redacted] that have significantly upgraded some of the Agency's [redacted]
25X1 [redacted]

25X1 The following Motor Pool Branch employees, [redacted]
25X1 [redacted], were commended in a letter of appreciation from [redacted] Chief,
25X1 Africa Division [redacted] dated 17 June 1988, for providing excellent guidance and transportation
25X1 during Africa Division's COS Conference conducted from 16 to 20 May [redacted] commended these 25X1
25X1 individuals for their positive and professional attitude during what he knew was an exceptionally busy
25X1 period for the Motor Pool. [redacted]

25X1 In a letter of appreciation, dated 17 June 1988, from [redacted] Deputy Chief, Arab
25X1 Operations, NESA, [redacted] of the Motor Pool Branch was commended for the excellent
25X1 job he performed as chauffeur [redacted]
25X1 [redacted] expressed his gratitude for [redacted] professional demeanor and his
25X1 dependability [redacted]

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ITEM OF INTEREST

OFFICE OF LOGISTICS PROCUREMENT MANAGEMENT STAFF

ETHICS IN DEALING WITH CONTRACTORS

By the very nature of the Agency's mission, a broad spectrum of our employees must deal with the private sector on a daily basis. Such employees include contracting officers (CO) from the Office of Logistics (OL), industrial security officers (Office of Security), liaison auditors (Office of Finance), and project officers from the various components. This frequency of public contact in a commercial setting multiplies the opportunity for the compromise of ethical values. OL, in coordination with other Agency components who are responsible for their contract teams, is sensitive to this exposure and has taken affirmative steps to promote an attitude that "good ethics is good business."

The approach is both preventive and curative. A basic education of all procurement-related employees on ethical behavior standards is the first line of defense and the proverbial ounce of prevention. Periodically, Procurement Management Staff holds contracting ethics workshops which are open to all OL employees. These workshops include discussion of the Ethics in Government Act and its implementing regulation, Executive Order 11222, Standards of Ethical Conduct, and specific opinions by the Office of Government Ethics. These requirements are imposed on all Government workers by virtue of their Federal employment.

Additional requirements are levied on Agency employees more intimately associated with acquisition to promote the integrity of the procurement process. There are specific guidelines peculiar to contracting that cover matters such as gratuities, proprietary information handling, fairness in competition, and personal financial interest. They address the whole spectrum of relationships between contractor and acquisition personnel. Agency policy establishes a tone and attitude of dealing, sending an unmistakable message to contractors that Agency procurement methods and personal conduct must reflect integrity and honesty at all times.

Contractors take their cue from the Agency they are dealing with. This is perhaps the most effective method of assuring ethical behavior by contractors. If the Agency and its contracting personnel have high ethical standards backed by example, contractors are likely to respond by adopting the same behavior standards.

Marketplace and competitive realities also require that curative measures be adopted in those few cases where there is a breach of standards. First, all Agency contracts incorporate Federal Acquisition Regulation clause 52.203-3, which prohibits the tender or the receipt of any gratuity in connection with a contract; a breach of this provision can terminate a contract. Even more comprehensive treatment of contract ethical requirements is found in Part 3 of the CIA Contracting Manual. These provisions reflect the fact that most ethical failings involve personal financial interest. Secondly, Agency audit and program review procedures demand a level of accuracy and completeness in contractor recordkeeping, making it difficult for contractors to hide improper activities. Third, where significant issues arise from questionable business practices, Agency contractors, with the consent of the Office of General Counsel (OGC), are subject to administrative action which result in a higher level of approval for contract actions. In such cases, any further contractual agreement must be justified by the CO and approved by

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the Director of Logistics. Fourth, the Agency Contract Review Board is a review body with Agencywide representation at the senior level that brings together multiple disciplines and a wealth of experience in evaluating each major contract action brought before it. Fifth, all source selection participants must sign nondisclosure statements before serving in that capacity. Finally, in its basic training of acquisition personnel, the Agency conducts a Contract Process course, where extensive treatment is given to contract ethics requirements. Ethical questions and problems are included in the final exam for the course.

All Agency personnel engaged in the acquisition process are reminded early in their careers that ethical violations and the "appearance" of ethical violations are not that obvious. By subtle manipulation, at any stage of the contract formation process, the potential for compromise is always present. There is no substitute for experience in dealing with these subtleties. It is for this reason that the Agency provides a continuing forum for confidential advice on these matters through (1) supervisors, (2) designated Agency ethics officials [for the Deputy Director for Administration (DDA), it is the Executive Assistant to the DDA], (3) OCG, (4) the Inspector General, or (5) the U.S. Office of Government Ethics. In addition, each year every Agency employee must study the "required regulatory readings," a substantial portion of which is devoted to ethical standards and conflict of interest.

Notwithstanding the Agency's care and concern about ethical behavior, the ultimate authority is the personal integrity and good judgment of the individual. Every contractual relationship cannot be monitored and every meeting cannot be policed. There is no foolproof guarantee that everyone will follow ethical principles. Long experience in the field of intelligence has taught us the lessons of human frailty and the extent to which such weaknesses can be exploited. Our skepticism teaches us that we must "trust but also verify."

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