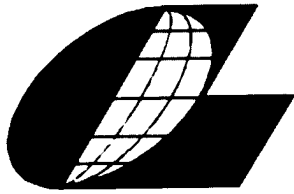
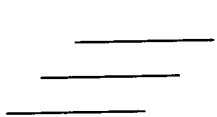


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Notes & Quotes

17 June 1988

NEWEST OL EMPLOYEES

OL would like to take this opportunity to welcome its newest employees:

OL also wishes to welcome:

[redacted], Training Officer, replacing
[redacted] Personnel and Training Staff and
[redacted] Security Officer, replacing
[redacted] Security Staff.

OL REASSIGNMENTS

The following OL reassignments were announced:

Name	Assigned to

OL CAREERISTS RECEIVE PINS

On 17 June 1988, the following OL careerists were presented with Federal service pins:

35 Years

30 Years

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CAREER INTELLIGENCE MEDAL

On 15 June, The Career Intelligence Medal was presented to [redacted] formerly of the Logistics [redacted] now retired, in recognition of his exceptional achievements with the Central Intelligence Agency for over 29 years. His career with the Office of Logistics has been marked by his versatility, responsiveness, and conscientious performance. Mr. Jones served in a wide variety of assignments in the supply

[redacted]

was involved with activities which were recognized by Meritorious Unit Citations—the NPIC/Logistics Division [redacted]

At the ceremony [redacted] received a certificate of appreciation which recognized the support she (and the family) provided to Ken during his career.

SUSTAINED SUPERIOR PERFORMANCE AWARDS

[redacted]

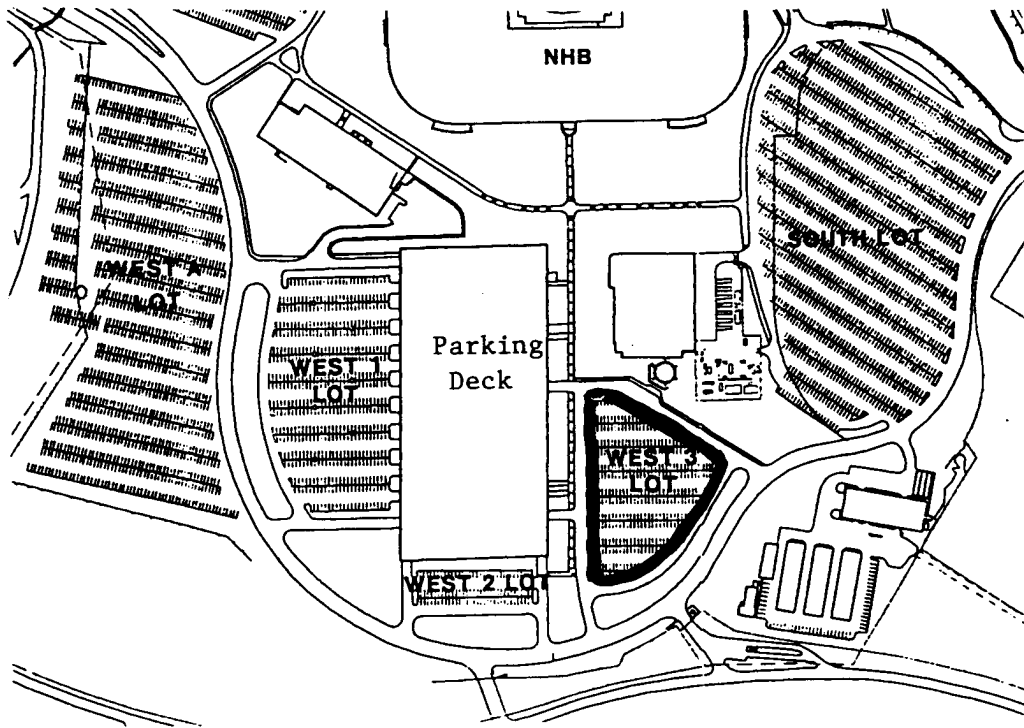
[redacted]

QUALITY STEP INCREASE

On 27 May 1988, [redacted] Logistics Officer, assigned to the [redacted] Office of Security (OS), was presented a Quality Step Increase in recognition of his outstanding performance during the period 9 February 1987 to 31 December 1987. During this time Patrick was responsible for maintaining accurate records of equipment shipments, equipment and parts requisitions and CMR records. Patrick developed new filing systems, which are easily accessible by others during his absence. In addition, he processed a total of 275 requisitions with a value of over \$5,000,000, which represented a 50 percent increase over prior years. Patrick has made a major contribution to the success of OS's mission. [redacted]

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OVERFLOW PARKING FOR WEST LOT 3

OVERFLOW PARKING

West Lot 3 (adjacent to the Parking Deck) is now open as an overflow lot for the West Lot parking. See map above.

AGENCY CONTRACT REVIEW BOARD

A total of 16 contractual actions were reviewed by the Agency Contract Review Board during the month of May. The Directorate of Administration presented six cases, half of which were competitive actions. The Directorate of Science and Technology presented ten cases; four of which were competitive actions. The seven competitive actions had a total dollar value of about \$60,000,000; the nine noncompetitive actions were valued at approximately \$50,000,000.

OL CABLE RESPONSE POLICY

Effective immediately, OL and all of its subordinate components will respond to precedence cable traffic as indicated below.

When a cable reply is required by an OL component, the following response schedule applies to each of the precedence designation indicators:

IMMEDIATE—Response must be within 8 hours.

PRIORITY—Response must be within 24 hours.

ROUTINE—Response must be within 48 hours.

In the event that a complete response to any message from the field is not possible within the time specified above, an interim cable must be forwarded to the originator advising that OL is actively engaged in resolving the issue, and what progress has been made.

Please consult Logistics Instruction dated June 1988, for additional details.

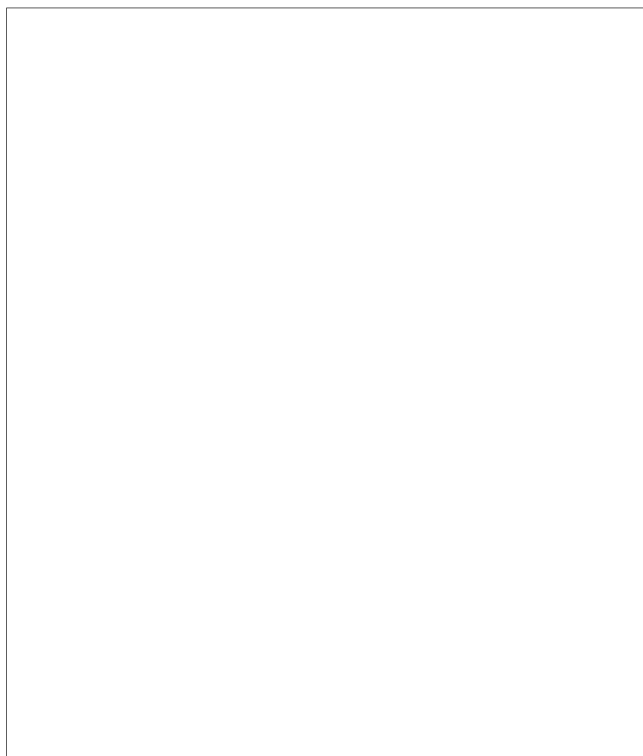
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WORKSHOP ON ETHICS IN GOVERNMENT CONTRACTING

25X1 The "Ethics in Government Contracting" workshop was organized by [redacted]

25X1 There were 62 attendees representing OL components and contract teams. Featured was a 20-minute videotape on ethics in the Agency, followed by a presentation by [redacted] of the Office of General Counsel on general behavior standards for all Government employees. [redacted] then gave a talk on ethical consideration peculiar to Agency contracting, followed by a question-and-answer session. In addition to the video, there were vugraphs to illustrate important points and a 10-page handout entitled "Staying Out of Trouble: Ethics in Government."

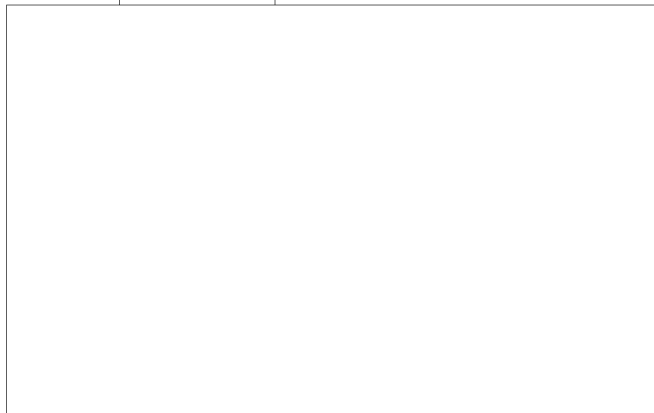


WORLD FACTBOOK

The Printing and Photography Group, completed printing the Agency's unclassified version of the World Factbook. This version had 300 pages of text, 13 full-color maps, and required 25,102 copies which used 36 rolls of 35-inch paper. This is roughly 189 miles, enough to stretch from Washington, D.C. to Newark, New Jersey. [redacted]

DAY CARE CENTER UPDATE

On 10 June, Facilities Management Division (FMD) representatives met with the National Capital Planning Commission (NCPC) to review the Headquarters Compound master plan as it relates to the Day Care Center. FMD returned the master plan to the Architectural-Engineering contractor, SAIC Architects, Incorporated, for revisions which will be formally resubmitted to the NCPC prior to 1 July. NCPC anticipates that the formal review process will take up to 60 days. [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 A letter of appreciation from [redacted] Chairman, DCI Secretarial/Clerical Management Advisory Group (MAG), dated 27 May 1988, commended the **Motor Pool** for their fine service in providing transportation for the MAG conference held in May 1988.

25X1 A letter of commendation, from [redacted] Law Librarian, Office of General Counsel (OGC),
25X1 dated 26 May 1988, acknowledged [redacted] of the Mail and
✓ Courier Branch/FMD, for their fine support in obtaining materials needed for the DCI and OGC on very short notice.

25X1 In a letter of appreciation from [redacted] Chief, Theater Forces Division, Office of Soviet
25X1 Analysis (SOVA), dated 3 June 1988, the **Motor Pool Branch**, FMD, was recognized for their support
✓ in providing transportation [redacted] SOVA during the week of 16 through 20 May 1988.
[redacted] stated that the drivers showed the utmost flexibility, were prompt, courteous, and these
services contributed greatly to the success of the visit. 25X1

25X1 In a letter of appreciation from [redacted] Chief, Safety Division, Office of Medical
25X1 Services, dated 7 June 1988, [redacted] was commended for his fine efforts in support of
25X1 ✓ the Safety Division. [redacted] stated that Jerome is very thorough in his reporting of motor vehicle
accidents.

25X1 Mr. Charles E. Allen, National Intelligence Officer for Warning, recognized [redacted]
25X1 and other individuals of the Motor Pool, in a letter of appreciation dated 6 June 1988, for providing the
25X1 transportation services to [redacted] Chiefs' Conference on 26 May 1988.

[redacted]

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ITEM OF INTEREST

INFORMATION AND MANAGEMENT SUPPORT STAFF
UPDATE ON CLAS

In February 1987 I (DC/IMSS) outlined a new strategy for the Commercial Logistics Applications System (CLAS), at an OL Quarterly. That strategy includes combining an Office of Finance Project, named Budget Accounting and Resources System (BARS), with CLAS, using Office of Information Technology resources as technical consultants and database managers, to create a tri-office project alliance. The goal of the project is to provide a totally integrated, on-line system that will replace and improve existing Office of Logistics (OL) and Office of Finance (OF) systems. The Database Management System (DBMS) and the "off-the-shelf" software packages have been developed by Cullinet Software, Inc., a Boston-based company that has long been an industry leader in DBM systems.

In the 16 months since I outlined this strategy the CLAS/BARS project has accomplished many milestones, overcome several hurdles and is now positioned to have an Initial Operating Capability (IOC) on 1 October 1988. To reach this point the project members have successfully designed an Agency Prototype Model that incorporates transactional test packets which simulate the process of procuring goods and services, receiving, stocking and issuing from inventory, payment and updating the ledger accounts. The prototype test packets encompass virtually every type and condition of transaction that OL and OF utilize in today's environment. The prototype has been tested on a version of software that is a predecessor of the final product. The final product will include a package called Funds Control which will provide real-time funds availability checks on account balances, on-line certification of funds and on-line approvals.

To facilitate the prototyping and to increase the efficiency of the project, we relocated all of the OIT, OF and contractor personnel bringing the total complement of the project to 42. This also resulted in better inter-Office cooperation and has greatly reduced Office parochialism.

We are presently testing final, production version software for the two packages which will IOC this October. The two packages are Bill of Materials (BOM) and Inventory Control (INV). These two packages were installed in late April and, following classroom training, the Supply Team began running their prototype test packets against the new software. In order to use these two packages they will be connected to the Inventory Control System (ICS) via interfaces, which will allow updates from the BOM package to cross over to the ICS. The BOM package incorporates cataloging, part masters and an excellent search capability. Initially, the 12,000 active inventory items from ICS will be converted to BOM, after which (1 October 1988) all new items will be added via BOM. The new items will be transferred automatically to ICS to keep both systems in balance. In addition, the ICS inventory balances will be updated daily to Cullinet's INV Package which will provide Supply Management Branch (SMB) analysts the capability to research requisitioned items on BOM, retrieve all pertinent data relative to the requested items, and then check the INV to determine stock levels. This capability will exist for area Log Officers, as well, although probably not at IOC. Another feature that BOM will utilize, that will provide the customer with more flexibility and ease in requisitioning, is the use of "part number" as the key identifier, not the Federal Stock Number (FSN). Actually, it will be the inventory managers' decision whether to use the FSN, or some other identifier because the BOM Package will allow research to occur on any number of identifiers, not just the primary. If a valid FSN exists for an item it would probably be used as the key identifier, however, where a valid FSN does not exist the inventory manager is free to assign any primary identifier (part number, model number, etc.) that is logical.

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Concurrent with the IOC effort for BOM and INV by 1 October, is the effort to run a parallel prototype on the Funds Control product which will be installed in late July. Funds Control which includes Purchasing, Accounts Payable and General Ledger, will be integrated with BOM and INV in the January to February 1989 timeframe, with the entire system in production by 1 October 1989.

Training and familiarization with the BOM and INV packages has already begun for SMB analysts and will continue through the summer. We invite anyone who is interested in hands-on experience with these two modules to stop by 2D11 or 2D55 for a demonstration. We welcome your interest.

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