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Notes & Quotes

27 May 1988

NEWEST OL EMPLOYEES:

25X1 We welcome back [redacted] a student trainee returning to duty in ACG/OC/Contracts Staff. We also extend a warm welcome to the following "Summer-Only" employees:

[Redacted box for names of newest OL employees]

PROMOTIONS

25X1 Congratulations are in order for the following individuals who were promoted, effective 22 May 1988:

[Redacted box for names of promoted individuals]

OL REASSIGNMENTS

The following OL reassignments were announced:

[Redacted box for OL reassignment details]

SUSTAINED SUPERIOR PERFORMANCE AWARDS

On 19 May 1988, the following OL careerists were presented with Sustained Superior Performance Awards for their fine performances while assigned to the Travel Processing Branch/Central Travel Services (CTS), from 1 January through 31 December 1987:

[Redacted box for names of award recipients]

These individuals were responsible for a full range of TDY and PCS travel services for all Agency employees which included arranging

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travel itineraries; shipment and storage of household goods; obtaining passports, visas and cover documentation; liaison with transportation personnel from other government agencies and commercial companies under contract with the Agency; and support to component personnel offices on travel. Throughout 1987, these employees provided outstanding support to the Agency. [redacted]

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On 25 May 1988, a Sustained Superior Performance Award was presented to Ms. [redacted] Chief, Contracts Staff/ORD, for her significant accomplishments during the period January 1987 through March 1988. Micheline was responsible for supervising the execution of over 340 contract actions totaling over \$80 million. She took the lead in developing a highly successful ORD contracting process seminar for Contracting Officer's Technical Representatives. In addition, Micheline developed the Contracts Staff into a smoothly working team, drawing on the skills and experience of her seasoned contracts officers and providing guidance and assistance to the junior members of the team. In summary, Micheline has significantly improved the performance of the ORD Contracts Staff. [redacted]

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PHASE I—CAFETERIA EXPANSION

On 16 May, Doyle, Incorporated, began work on the cafeteria expansion—Phase I. This Phase will provide a new serving line, 200 additional seats, new locker rooms for the kitchen staff, and expansion of the Credit Union loan offices. The completion date for this Phase is 30 November 1988. [redacted]

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SHARING NETWORKS FOR INTELLIGENCE ANALYSTS

On 16 May, the Agency Contracts Group, on behalf of the Intelligence Community Staff (ICS), [redacted] contract to provide the ICS with access to a broad range of information through two sharing networks available to intelligence analysts. Both systems will result in a compartmented mode intelligence analyst workstation. [redacted]

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UPDATE ON NEW HEADQUARTERS BUILDING

[redacted] installed furniture and partitions on the northeast and northwest sides of the 6th floor of the New Headquarters Building during the past week. The Integrated Logistics Support Program Staff has turned over the 6th floor to the Office of Information Technology for the placement of secure and nonsecure telephones. [redacted]

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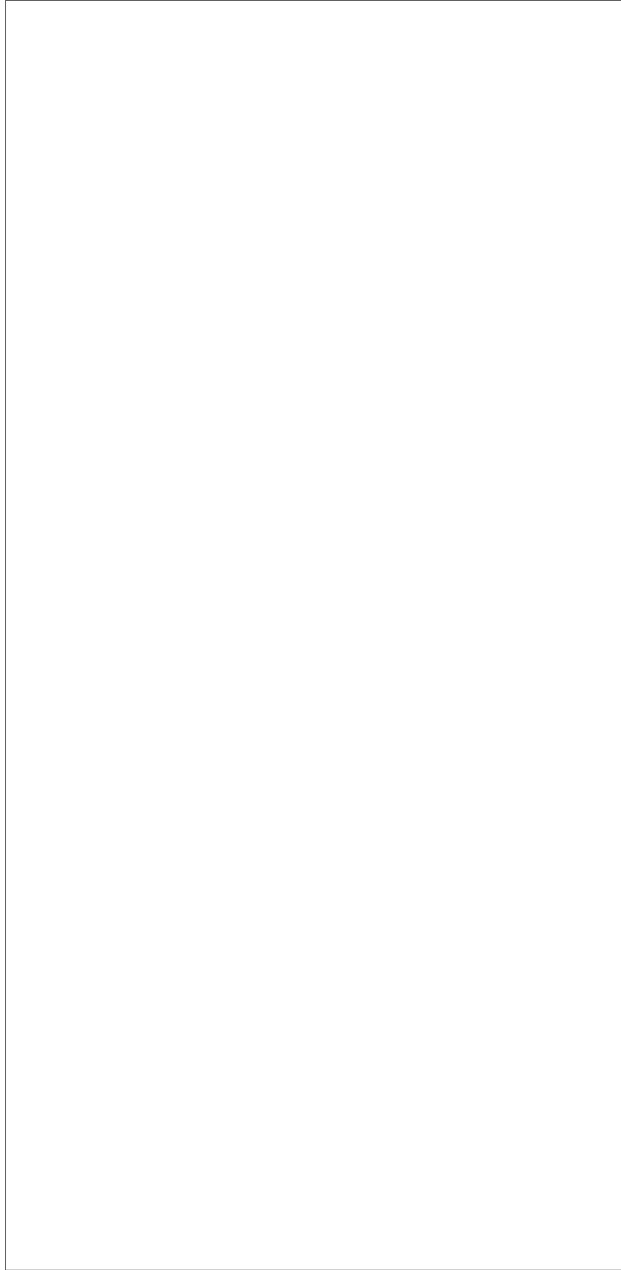
VIDEOTAPES AVAILABLE

A videotape of the 1988 OL Conference will be shown on 8 June at 1300 hours [redacted]. If you were not able to attend the Conference, now is your chance to see some of the highlights that took place [redacted] on 16 and 17 May 1988. Also, a videotape of Dr. Elie Wiesel's speech, A Policy of Humanism, held at the Headquarters Auditorium on 11 May 1988 will be shown on 10 June at 1300 hours [redacted]. If you plan to attend either of these sessions, please contact [redacted]

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**ROOF REPAIRS/ORIGINAL
HEADQUARTERS BUILDING**

Repairs have begun on the first floor roof of the Original Headquarters Building. The work is being performed by the National Roofing Company and is scheduled to be completed by 31 December 1988.

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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 memorandum dated 20 May 1988, from [] OIR/Marketing Group Chief, Ann
25X1 [] of the Design and Presentation Center/P&PG, was recognized for her excellent design support to
25X1 OIT. [] stated that Ann is always eager to please and has the OL "*can-do*" attitude that puts
25X1 her customers at ease. []

25X1 In a letter of appreciation, dated 16 May 1988, from [] Deputy Director for
25X1 Employment, OP, [] Chief, Admin Products Services Section, ACG, was commended for
25X1 her expeditious handling of an OP request for services. [] stated that Sharon is truly a
25X1 professional in every sense of the word. []
25X1

[]

25X1 [] Chief, Maintenance Section, Motor Pool and his staff were commended
25X1 in a letter of appreciation, from [] Chief, Headquarters Systems Branch/SESD/OS,
25X1 dated 15 May 1988, for their assistance in the timely completion of the installation of hydraulic anti-
25X1 terrorist crash gates on the Headquarters Compound []
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ITEM OF INTEREST

FINANCE JARGON

The evolution of a specialized jargon recognized only by members of a particular professional organization is as sure as death and taxes. Just as deadly are the misunderstandings and confusion which inevitably result from the imprecise usage of these terms. The use of finance jargon by Budget and Fiscal officers presents a distinct problem as many financial expressions have generic meanings which differ slightly from the more restrictive definitions used by the Office of Finance. Following is a glossary of some financial terms that are commonly used in discussions of financial resources.

COMMITMENT: The setting aside of resources to cover a scheduled financial expenditure. A commitment arises once a decision is made to use U.S. Government funds to purchase goods or services. To put this in personal perspective, a commitment would arise if, after a long day of negotiating with a car dealer, you phoned him and agreed to purchase a vehicle at a specific price. You would not be legally required to purchase that vehicle but you have taken action which would likely result in that purchase.

OBLIGATION: A binding requirement to use U.S. Government funds to purchase goods or services. An obligation arises once the commitment has been agreed upon and recorded in a legally binding document. Returning to our analogy, an obligation would arise once you and the car dealer signed the legally binding contract.

EXPENDITURE: The disbursement of U.S. Government funds to purchase goods or services. An expenditure arises once funds are disbursed to liquidate an outstanding obligation. In our analogy, an expenditure would arise each time you made a car payment.

PRA: Property Requisitioning Authority (PRA) can be thought of as the Potential Right of Acquisition. Every component in the Agency has a need to procure supplies and equipment to support their operations. This is most frequently done by issuance of a Form 88 to the Office of Logistics. To understand this process the analogy of the "checking account" is most frequently used. Early in the fiscal year, each component estimates the dollar value of supplies and equipment to be procured through OL. Using the Comptroller as the broker, the component deposits these dollars with the "OL Bank", in effect, opening their checking accounts. The dollars that are deposited with OL are referred to as the Materiel Procurement Allotment (MPA) which can be thought of as Monies Payable for Acquisitions. As the component issues requisitions for supplies and equipment it is handled as if they had written checks against their accounts. Their PRA is ENCUMBERED (checking accounts reduced) by the amount of the requisitions. An ENCUMBRANCE is not unlike a commitment except that it is PRA that is set aside rather than funds. As OL procures the items, MPA is used to pay for the purchases. Consequently, when an item is purchased by OL in response to a requisition, the components PRA is reduced and the corresponding MPA is used to pay for the items.

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