

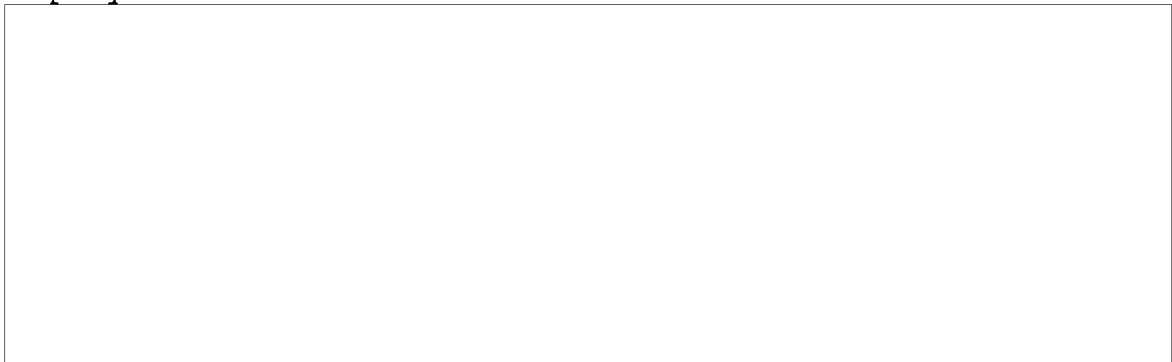
**Office of Logistics**  
**Staff Meeting**  
**n o t e s**

Listed below are the topics that were discussed at the D/L Staff Meeting on 06 Apr 1988. 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.

8 April 1988

1. The Office of Logistics (OL) wishes to welcome its newest employees:

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2. [redacted] DCI Logistics Officer, was presented with a Sustained Superior Performance award on 5 April 1988, for his support in providing safes, space and furniture arrangements required for the development and assembly of document data base for use by the Congressional Select Committees. The document data base was critical in logging and tracking thousands of documents. Bob's contribution in this effort enabled the Agency to respond in a timely manner to the Senate and House inquiries. [redacted]

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3. [redacted] Logistics Officers assigned to Office of Information Resources, were each presented with Sustained Superior Performance awards on 29 March 1988, for their performance in the relocation of the Map Services Center during the period 21 December 1987 through 22 January 1988. Jack was instrumental in taking action to contact the appropriate components of OL to identify space for employees.

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Jack's flexibility, determination and attention to detail justly earned him recognition for this award. Bill's major contribution was in handling the overall OIT logistical requirements. He was involved in the final stages of the renovation and worked closely with OL, OIT, and OIR employees to bring the project to a satisfying conclusion. Bill's dedication and hard work is most deserving of this award.

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4. We are pleased to announce the most recent OL reassignments:

<u>Name</u>	<u>Reassigned to</u>
<input type="text"/>	

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5. This week's Item of Interest from Procurement Management Staff features, "Procurement Management Reviews." (Attachment B)

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6. On 30 and 31 March, the Parking Office, Facilities Management Division, conducted a third traffic-flow count at all entrances to the Headquarters Compound.

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7. During the month of April, 350 photographs for the Employees Photographic Exhibit are on display in the Exhibit Hall, 1 D corridor, Headquarters. The Employee Activity Association office has arranged for professional judges to award ribbons in the categories of still life, architecture, portraits, photojournalism, nature, landscape/seascape and miscellaneous.

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8. On 31 March, a Virginia Department of Transportation (VDOT) subcontractor began work on the reinstallation of three street lights at the Route 123 main entrance road to the Headquarters Compound. These lights were originally installed as part of the Route 123 Visitor Control Center project but had to be removed when the VDOT began work on the main entrance road. The VDOT anticipates that the lights will be operational by mid-April.

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9. The Information & Management Support Staff successfully installed the Field Computer System (FCS) in the Office of Communications' European Area Headquarters (EUCA), completing another major milestone in the FCS project. The FCS is designed to monitor expendable inventory from requisition to disposition. In addition to the installation of the software and the hardware, approximately 3,400 expendable stock items

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were entered into the FCS, making it fully operational. EUCA personnel were very receptive to the system and began using it as soon as the data was loaded. [redacted]

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[redacted]

11. On 8 April, the Acting Director of Logistics accompanied the Deputy Director of Central Intelligence on an orientation tour [redacted]

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12. Following are upcoming dates of importance to all OL employees:

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
21 April	OL Quarterly	1000	Headquarters Auditorium
22 April	OL Quarterly	1000	[redacted]
11 May	Kickoff to Logs Conference	0900	Headquarters Auditorium
16 May	Logs Conference		[redacted]
17 May	Logs Conference		[redacted]

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Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from PMS

\*\*\*\*\* 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 letter of appreciation, from [redacted]  
25X1 M.D., Chief, VIP Medical Division, LDA, dated 28 March 1988,  
25X1 [redacted], Logistics Officer, LDA, was commended for her  
25X1 support in the procurement of several items for the Medical  
25X1 Division, LDA. [redacted] stated that because of Ella's fine  
25X1 and helpful attitude all of these items were procured in record  
25X1 time making the Medical Division a more comfortable and  
25X1 efficient working place. [redacted]

25X1 Mr. Robert E. Fitzgerald, Director, Equal Employment  
25X1 Opportunity, recognized the **Manager, Executive Dining Room,**  
25X1 **FMD, and Staff,** in a letter of appreciation, dated 7 March  
25X1 1988, for preparing the luncheon for the Black History Month  
25X1 Program on 18 February. Mr. Fitzgerald stated that the  
25X1 luncheon was a fitting finale for a completely successful day.

25X1 [redacted]  
25X1 [redacted] assigned to the Motor Pool Branch,  
25X1 FMD, was commended in a letter of appreciation, dated 4 April  
25X1 1988, [redacted]  
25X1 [redacted] for his transportation support to a Task Force  
25X1 asset. [redacted] said that Carl's professionalism and  
25X1 flexibility contributed significantly to the overall successful  
25X1 visit of this individual. [redacted]

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In a separate letter of appreciation, Mr. Robert E. Fitzgerald, Director, Equal Employment Opportunity, recognized the Chief, Motor Pool Branch, FMD, and Staff, for their fine support in the Black History Month Program on 18 February.

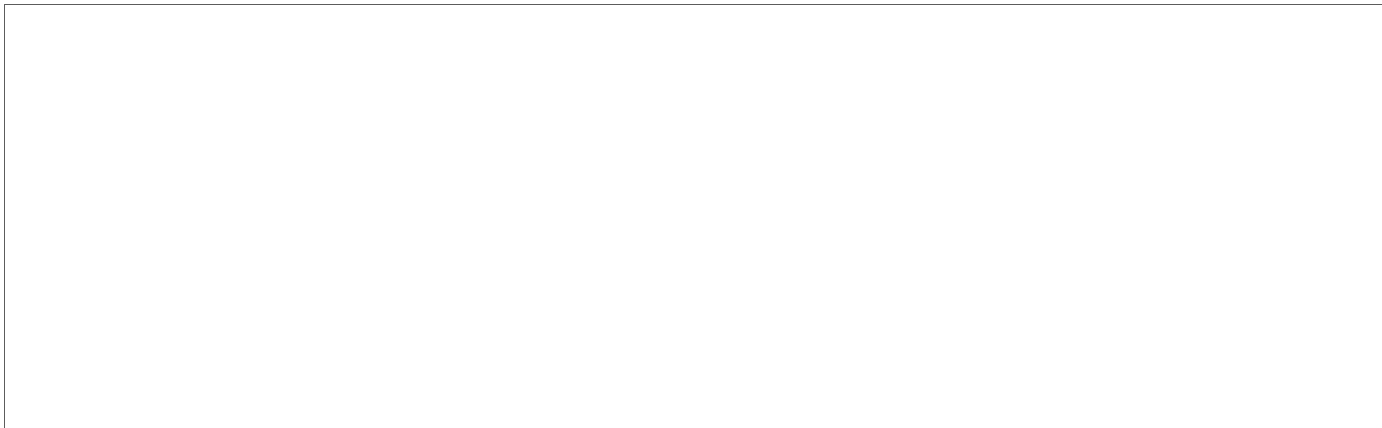
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PROCUREMENT MANAGEMENT STAFF, OL  
ITEM OF INTEREST

PROCUREMENT MANAGEMENT REVIEWS

One of the Coopers and Lybrand recommendations adopted by OL is a process for reviewing and monitoring the 22 procurement units situated throughout the Agency. The objectives of the Procurement Management Reviews (PMR) are to assess the extent to which procurement units are adhering to Agency procurement policies and procedures; assess the quality, effectiveness, and efficiency of the units; and to identify improvements that will help them better support their customers. In addition, the PMR provides the opportunity to observe improvements and techniques used by procurement units that can be applied throughout the Agency's procurement system.

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The general areas reviewed during a PMR are:

- Management of the Procurement Function
- Preaward Contract Activities
- Contract Award Activities
- Contract Administration
- Contract Settlement and Closeout

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Following the submission of a PMR report to the Procurement Executive (OL/PE) and the Chief, PMS/OL, a synopsis of the recommendations contained in the report will be given to the appropriate procurement group chief and the chief of the procurement

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unit reviewed. In addition, applicable recommendations will be sent to the head of the office supported by the procurement unit. Within six to nine months after the review, the PMR Team will perform a followup review and report to the OL/PE and the Chief, PMS/OL on the actions taken by the procurement unit in regard to the recommendations.

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These reviews are not intended to be an audit or inspection along the lines of the audits performed by the Office of Inspector General. Rather, their purpose is to work in a constructive manner with the procurement units to identify improvements and provide remedies for current difficulties that a procurement unit may be experiencing.

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The reviews conducted so far have brought to the attention of the components' management the advantages of submitting requests more evenly throughout a fiscal year, focused management's attention on the necessity of timely inspection reports from the contracting officer's technical representatives, fostered the standardization of the contract provisions that are incorporated by reference into contracts, and identified the need for formal training of contract support assistants in the procurement process. The PMRs have also brought to the attention of OL's procurement management the need for a more streamlined process for settling completed contracts.

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In the reviews completed to date, the PMR Team found that the procurement units reviewed were providing excellent support to the components served by them. They are responsive to the requirements of these components and performing their responsibilities effectively and professionally. The management and technical personnel of these components universally praised the performance of these procurement units.

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