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### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Update of Office of Logistics Briefing Book

**FROM:**

C/IMSS/OL

EXTENSION

NO.

DATE

31 October 1985

**TO:** (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DC/IMSS/OL

2.

C/DAS/IMSS/OL

3.

IMSS Planning Officer

4.

C/Regulations/IMSS

5.

HQ Claims Review Officer

6.

7.

C/IMSS/OL

8.

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15.

Attached is a memo from the AEO/OL requesting updating of each component's portion of the Office of Logistics Briefing Book.

Please update your portion of the attached IMSS section of the Briefing Book to reflect FY-85 information.

May I please have your response by 22 November in order to allow sufficient time for the Staff's package submission to the AEO/OL by the stated deadline.



Attachments  
As stated

Unclassified when separated from attachment

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30 October 1985

MEMORANDUM FOR: Chief, Budget and Fiscal Branch  
 Chief, Headquarters Operations, Maintenance  
 and Engineering Division  
 Chief, Information Management and Support Staff  
 Chief, New Building Project Office  
 Chief, Personnel and Training Staff  
 Chief, Printing and Photography Division  
 Chief, Procurement Division  
 Chief, Procurement Management Staff  
 Chief, Real Estate and Construction Division  
 Chief, Security Staff  
 Chief, Supply Division

25X1 FROM:   
 Assistant Executive Officer

SUBJECT: Update of the Office of Logistics Briefing Book

1. As you are aware, the Office of Logistics Briefing Book is an important tool used for preparing employees to give oral presentations concerning the operation of the Office. In order to update the Briefing Book in an expeditious manner, it is requested that each division/staff review his portion, including the statistical data, to reflect FY-85 information. Personnel and organizational data should also be updated to reflect changes in the internal organization of the division/staff, along with the personal data on yourself and your deputy. If your division/staff has not undergone a senior management rotation and you are satisfied with the pictures and personal data, please state that you desire no changes. Those division/staff chiefs and deputy chiefs who wish to have a new photograph made can contact the undersigned  and I will make the arrangements.

2. A copy of your portion of the current Briefing Book is attached. Please submit your updated information to me by 5 December 1985.

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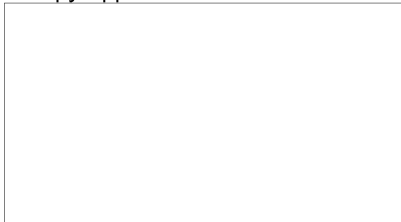
Attachment

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 WHEN SEPARATED FROM ATTACHMENT

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### Information and Management Support Staff

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#### Responsibilities (LI 1-14-7)

The OL Information and Management Support Staff (IMSS) is responsive to and acts as an advisory body to the Director of Logistics on matters concerning OL support missions, responsibilities, and capabilities. Through reviews, surveys, evaluations, audits, analyses, studies, reports, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies, this staff provides support to the OL mission, functions, projects, and programs. It ensures that applicable policies, procedures, regulations, and statutes are established, published, and disseminated. This staff is also responsible for the management of the Data Administration Service (DAS) function—a facility that centralizes control of automated data processing applications within the Office of Logistics and for representing OL interests in and overseeing the overall development of LIMS.

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The Chief, IMSS, functions as the Chairman, Headquarters Claims Review Board; Chairman, Headquarters Survey Review Board; Chairman, MLD Panel; DDA representative on the CIA Emergency Planning Committee; Agency representative on the Inter-agency Committee on Metric Policy; and as the OL coordinator for the Suggestion and Achievement Awards Committee.

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#### Significant Activities and Accomplishments—FY 1984 1985

##### CLAS (Annually) Logistics Integrated Management System

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1. The IMSS has continued to serve as the focal point in the development of a major OL initiative—the creation of a Logistics Integrated Management System (LIMS)—an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency.

2. As a result of continued slippage in delivery schedules, cost growth, poor performance of delivered software during testing, and in view of the Office of Information Technology's decision to replace the GIMS data base on which LIMS was being designed, a decision was reached in April 1985 to re-direct the project. All development activity by the development and quality control contractors was stopped on 30 June and termination notice was sent to the contractors in August.

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3. A decision was made to explore the feasibility of using commercial packaged software to meet LIMS requirements. IMSS, working with OIT personnel, performed functional and technical evaluations of products. A proposal on software acquisition was made and is being reviewed by OIT

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**Data Administration Service**

1. As planned, IMSS implemented a subset organization known as the Data Administration Service (DAS). This entity provides a focal point and management of virtually all automated data processing activities (including word processing) within the Office of Logistics.
2. Six key objectives are:
  - a. To effectively develop and manage OL ADP resources in support of OL needs.
  - b. To review ADP projects, establish their priorities, allocate ADP resources, propose associated budgets, coordinate planning activities; relate and integrate information collecting and data processing needs on a timely basis.
  - c. To assure an effective implementation and use of operational LIMS system upon its receipt.
  - d. To provide for the training of systems users, using a specific and timely curriculum.
  - e. To assure that ODP technical support is provided to the data administration function and is shared throughout OL.
  - f. To provide a rewarding career path for those OL personnel having a special aptitude for and interest in automated data processing.
3. The DAS contains six functional groups: the Office of the Chief (wherein the deputy serves as Data Base Manager for LIMS); the Support Group, that exercises a variety of responsibilities such as ADP quality assurance practices, training, Wang System Administration and specified tasks within the LIMS project; the Technical Group, composed of ODP careerists that perform new systems development, computer programming and ADP systems maintenance. The DAS also includes three decentralized DAS staffs dis-

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persed in P & PD/HOME, PMS and the Supply Division. Approximately 47 positions throughout the OL are under DAS control. A DAS career panel (MLD Panel) provides and controls a career ladder for personnel within its cognizance that fosters and encourages the development of expertise and service on behalf of OL's ADP initiatives, projects, and programs.

4. The DAS has been in existence (one) year and is moving forward in meeting its objectives. It has successfully met the challenge of assimilating and placing into effective use some \$985,000 of Wang word processing equipment throughout the Staffs and Divisions of the Office. At least seven DAS staffers are dedicated to the LIMS project on a full-time basis which serves as an indication of its close relationship with the developing LIMS system. DAS personnel control and operate 54 separate data base systems.

5. The Technical Group has expanded its horizons into the world of personal computers (PCs) with the advent of the Logistics Overseas Computer Systems (LOCS) endeavors. PC programs have been developed to assist logistics officers with the tracking of inventory items and accountable property. Two PC systems have been developed and deployed to locations outside the metropolitan area. The next systems are destined for European locations.

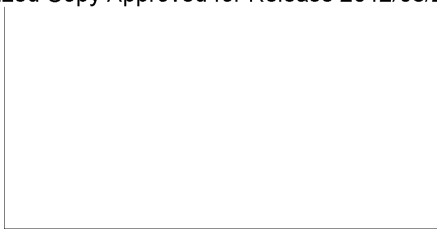
#### *Plans and Projects*

The IMSS Planning Officer routinely handles the preparation and the evaluation of reports and studies; audits; coordination; liaison with OL and agency components and other government agencies; long-range planning; management and reporting of the objective program; planning and follow-up of the OL Planning Conference; review and coordination of inter-agency and interdepartmental agreements and memorandums of understanding; annual reports to Senior Agency Management; support requirements and the preparation of special reports and studies. These routine actions were expanded in FY 1984 to include coordination of and response to the Grace Commission Study, reports to the DCI on OL efforts toward achieving excellence, development and publication of an OL Emergency Plan, update and publication of the MPA/PRA booklet and increased activity in the review and evaluation of Administrative Plans. All of these actions were in fulfillment of IMSS' advisory and management support role to the D/L.

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### HEADQUARTERS CLAIMS REVIEW BOARD

1. The Headquarters Claims Review Board (HCRB) reviews and processes to adjudication all claims for loss of or damage to personal property submitted by Agency employees in accordance with the eligibility criteria stated [redacted]

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[redacted] Members of the HCRB include the following: Administrative Officer, \*DCI; Special Support Assistant to the Deputy Director for Administration; representative, Office of the Deputy Director for Intelligence; representative, Office of the Deputy Director for Operations; representative, Office of the Deputy Director for Science and Technology; and Legal Advisor from the Office of General Counsel. Chief, Information and Management Support Staff (C/IMSS), is the Chairman of the HCRB, and the Claims Reviewing Officer (CRO) is a member of the IMS Staff. The CRO reviews and recommends action on claims to the HCRB. This committee reviews and adjudicates personal property claims in accordance with the enabling legislation, and consistent with Agency regulations, following precedent, guidelines, past experience, and the procedures of other government entities. Each member of this committee reflects the interest or uniqueness of his office or directorate in assisting the HCRB to identify areas of concern and the possible need for modification of policy and Agency regulations. ^

(C)

2. Most claims result from loss/damage incurred during PCS movement of household effects and air freight. Other types of losses are due to theft of personal property while on TDY as well as theft of property from government-assigned quarters; damage to or loss of property in long-term storage; damage to privately owned vehicles occurring in transit, as authorized under Agency travel regulations; and, loss and destruction of property caused by fire or flood in government-assigned quarters. [redacted]

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3. The CRO briefs PCS overseas and domestic departees attending the OTE Overseas Orientation Course, the Office of Communications Overseas Orientation Program [redacted] and the Field Administration Course held at their [redacted]. An unclassified pamphlet entitled "Government Liability for Personal Property Claims" was prepared to better acquaint people with [redacted] the claims processing procedures, maximum amount payable for a valid claim, and category limits on certain items. The pamphlet is periodically updated and

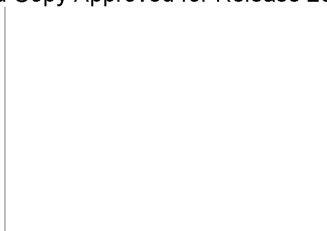
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\* Pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964 (31-U.S.C. 3721), as amended by Public Law 97-258, 13 September 1982.

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distributed through area support offices, Central Processing Branch, the Family and Employee Liaison Office, the claims office, and used as a handout at the above-mentioned courses. All individuals anticipating TDY or PCS assignments (overseas or domestic) are being encouraged (by Central Processing Branch, Office of Personnel) to seek guidance from the HCRB on what should be done by each individual to protect their personal property during transit or assignment.

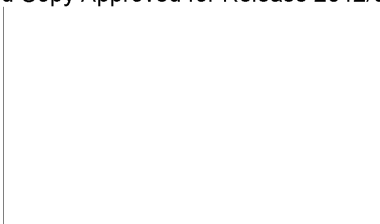
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### HEADQUARTERS SURVEY REVIEW BOARD

1. The Headquarters Survey Review Board (HSRB) reviews and adjudicates Reports of Survey on the loss, damage or destruction of government-owned and government-controlled property. Membership on the HSRB is the same as the HCRB. The HSRB Surveying Officer is a member of IMSS and is responsible for initial review and evaluation of Reports of Survey and developing a recommendation for the Board's concurrence.

2. Most Reports of Survey involve damage to government-owned or government-controlled (rented) vehicles that are involved in automobile accidents. Others involve the loss of government property in the possession of Agency employees for the purpose of executing work functions.

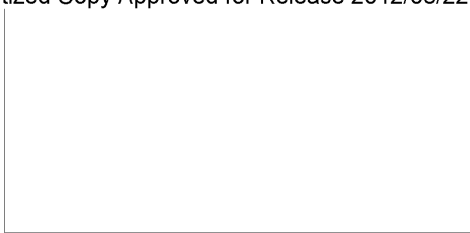
3. The Surveying Officer must apply the principles and policies  the governing regulation, make an impartial investigation, scrutinize all evidence, interview and secure statements from those involved and compile evidence that substantiates or refutes the statements obtained. This information results in a recommendation of absolution or to hold an individual pecuniarily liable.

4. A total of twelve Reports of Survey were adjudicated in FY 1984 and one appeal was submitted for HSRB review.

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**Goals for FY 85**

~~Complete a space assignment plan and interior layout for the New Building.~~

~~Monitor the management plan to control schedules and budgets associated with communications, ADP, and security systems for the New Building.~~

~~Complete a draft integrated logistics support plan for operation and maintenance of the New Building.~~

~~Lead Agency efforts to formulate new working hours and parking management strategies necessary to operation of the expanded Headquarters.~~

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