



### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional) Update of the Office of Logistics Briefing Book

**FROM:**   
C/IMSS/OL

EXTENSION NO

DATE 22 November 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.)

	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. AEO/OL <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Attached is the OL/IMSS portion of the Update of the Office of Logistics Briefing Book.

As discussed with you by  the OL/IMSS portion is presented in a different format from previous versions since we feel that it is more appropriate as briefing material regarding IMSS than as given in the past.

Tony

**Page Denied**

## Information and Management Support Staff

The OL Information and Management Support Staff (IMSS) acts as an advisory body for and is directly responsive to the Director of Logistics (D/L). Its interaction with other OL staffs and divisions affords IMSS a broad overview of logistics activities and requires IMSS members to keep abreast of OL's many and varied support projects. Included in its wide range of responsibilities are to --

- o Support OL projects and programs through reviews, surveys, evaluations, analyses, studies, reports, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies.
- o Ensure that applicable policies, procedures, regulations, and statutes are established, published, and disseminated.
- o Manage a facility that centralizes control of automated data processing applications within OL.
- o Oversee the overall development of the Commercial Logistical Applications System (CLAS).
- o Afford records management support to OL components.
- o Review and process to adjudication all claims submitted by Agency employees for loss of or damage to their personal property; and review and adjudicate Reports of Survey on the loss, damage, or destruction of government-owned and/or government-controlled property.

25X1

In addition to managing his Staff's day-to-day activities, the Chief, IMSS serves as --

- o Chairman, Headquarters Claims Review Board.
- o Chairman, Headquarters Survey Review Board.
- o Chairman, MLD Panel.
- o Agency representative on the Interagency Committee on Metric Policy.
- o OL coordinator for the Suggestion and Achievement Awards Committee.

25X1

~~SECRET~~

Detailed responsibilities of IMSS are listed in LI 1-14-7 and LI 1-14-17. They are described briefly in the functional sections that follow.

### Plans and Special Projects

As a part of its role as the D/L's advisory and management staff, IMSS oversees a variety of formal planning activities encompassing all OL staffs and divisions. These enable OL to project not only its major projects but also its resources for achieving them. Through presentations and reports, IMSS also helps to communicate some of the numerous and complex Agency-wide services OL provides.

The IMSS Planning Officer serves as the primary planning officer for OL and is actively involved in developing, reviewing, coordinating, or reporting on --

- o Staff and Division objectives, at both Directorate (DA) level and Office (OL) level, for each fiscal year (tracked quarterly).
- o OL Five-Year Plan (based on DA and OL Assumptions and Goals for the next five fiscal years).
- o OL Significant Accomplishments (for the DDA's Annual Report to the DCI).
- o "Excellence" efforts by OL employees, both individually and collectively (reported to the DDA).
- o OL's Emergency Plan for the continuation of logistics operations and services in emergency situations.
- o Responses to audit or IG reports involving OL components.
- o Quarterly OL Presentations to the DDA on general OL activities as well as on specific topics of interest.
- o Annual Planning Conferences with the D/L and staff and division chiefs.
- o Memoranda of Understanding or Agreement with other CIA components or Government agencies.
- o Administrative Plans for operational activities.

S E C R E T

A major project which IMSS undertook in FY-85 is the overall coordination of a multitude of actions for enhancing OL's service image. These efforts, involving all OL components and employees, offer far-reaching and challenging opportunities and reflect the importance OL's top management places on its support mission.

The Field Guide for Logistics Personnel, published by IMSS in April 1985, provides a concise, easy-to-read, but comprehensive aid to help logistics officers and others who perform logistics tasks overseas.

### Commercial Logistical Applications System

IMSS has continued to serve as the focal point in the development of a major OL initiative--the creation of the Commercial Logistical Applications System (CLAS), formerly the Logistics Integrated Management System (LIMS). CLAS is an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency.

A decision was made to explore the feasibility of using commercial packaged software to meet CLAS requirements. IMSS, working with Office of Information Technology (OIT) personnel, performed functional and technical evaluations of products. A proposal on software acquisition was made and is being evaluated by OIT.

### Regulatory Policy

As one of its many functions, IMSS has the responsibility within OL for originating and/or reviewing regulatory issuances. Activities during FY 1985 included the following:

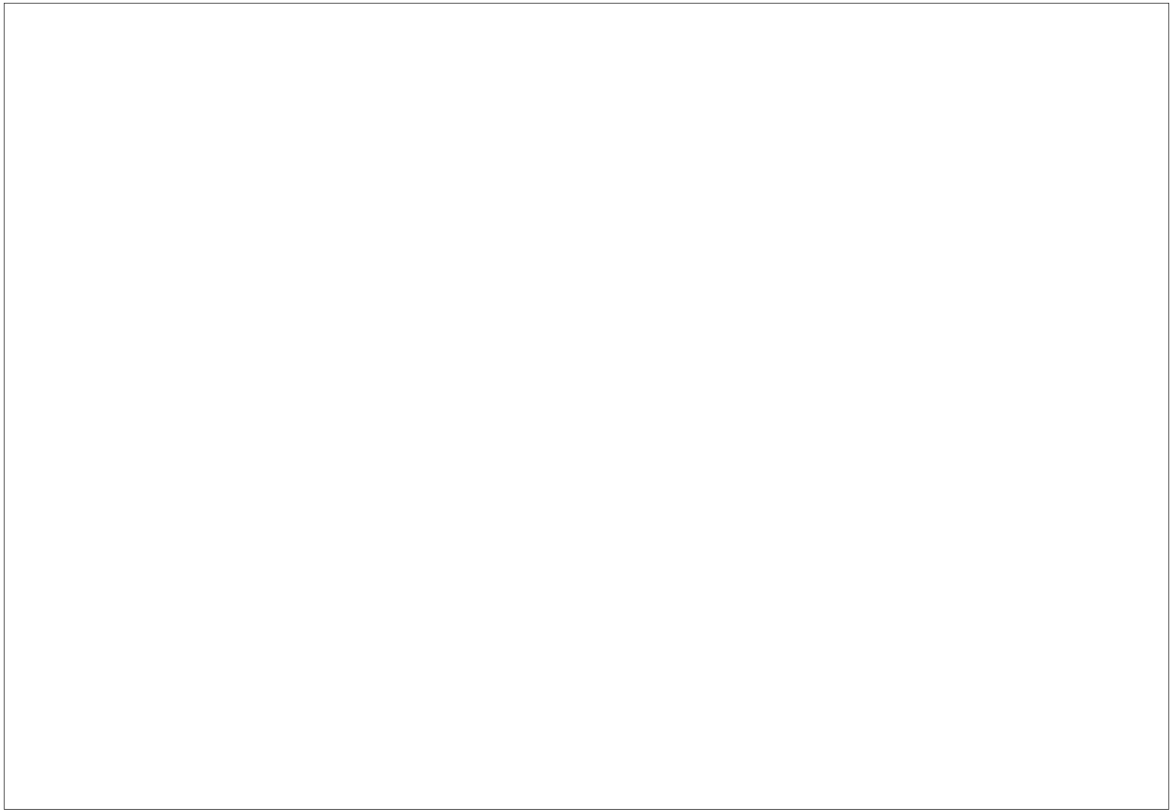
- o Originated published revisions of --



25X1

S E C R E T

- o Originated revisions (still in the coordination process)  
of --



25X1

- o Reviewed, coordinated within OL, and forwarded for OIS publication the following OL-originated regulatory issuances --

- 20 Headquarters Notices

- 14 Employee Bulletins

- o Published for distribution to all OL careerists in the Headquarters area --

- 13 Logistics Instructions

- 9 Logistics Notices

- 2 Logistics Advisory Notices

The dynamic nature of OL's regulatory program is evidenced by the large numbers of Logistics issuances noted in the above categories.

S E C R E T

In addition, IMSS reviewed, on behalf of the D/L, 41 proposed revisions to Agency regulatory issuances originated by other Agency components. (This figure does not include the numerous proposed revisions and new issuances that IMSS reviewed without submitting formal comments/concurrence.)

### Data Administration Service

The Data Administration Service (DAS), now in its second year of serving OL word and data processing needs, continued in its focal point role of improving automated information management throughout the Office. The Chief, DAS, who also serves as a Deputy Chief of IMSS, is supported by a centralized staff of 17 and a decentralized staff of 30.

Highlights of FY 1985 included the following:

- o Inventoried and documented approximately 581 word and data processing equipment items.
- o Continued expansion of Wang word processing equipment facilities to provide improved communication links and a broader range of capabilities.
- o Rebuilt the Agency Standard Automated Property System (ASAPS), which was accepted by 35 Agencywide users. Now that its enhanced features are known, new users are in queue to acquire the system.
- o Implemented the new management information system in the Printing and Photography Division. Additional features and enhancements will continue to be added.
- o Installed logistics-oriented personal computers at two major bases of the Office of Communications on a test basis.
- o Modified the operating software within the Contract Information System (CONIF) to permit electronic funds transfer (EFT) for vendor payment via the Office of Finance and the Treasury Department.
- o Filled most DAS vacancies by placing special emphasis on acquiring qualified part-time computer assistants who could support data input requirements resulting especially from CONIF's increasingly heavier workload and end-of-year closeout activities.

S E C R E T

Subsequent to a desk audit by the Position Management and Compensation Division, Office of Personnel, five DAS positions were upgraded. These higher entry-level positions considerably improve the ADP career ladder within OL.

### Headquarters Claims Review Board

An IMSS activity having Agency-wide impact is the review and adjudication of personal property claims submitted by Agency employees.

The Chief, IMSS chairs the Headquarters Claims Review Board (HCRB), whose members include the Administrative Officer, DCI; Special Support Assistant to the DDA; legal advisor from OGC; and representatives of the DDI, DDO, and DDS&T. Each HCRB member reflects the interest of his office both in resolving areas of concern in the claims review process and in identifying policy or regulatory modifications needed.

The Headquarters Claims Review Officer (CRO), located in IMSS, reviews and adjudicates personal property claims in accordance with the enabling legislation and Agency regulations, and guided by precedent, guidelines, past experiences, and the procedures of other Government entities.

Most of these claims result from losses or damages --

- o Incurred during PCS movements of household effects and airfreight, or to property in long-term storage, or to property in government-assigned quarters (caused by fire or flood, etc.).
- o Suffered due to theft of personal property while on TDY as well as theft of property from government-assigned quarters.
- o Sustained by privately owned vehicles occurring in transit, as authorized under Agency travel regulations.

The CRO briefs PCS and TDY overseas and domestic departees attending the following:

- o Office of Training and Education (OTE) Overseas Orientation Course.
- o Office of Communications Overseas Orientation Program at the

25X1

S E C R E T



- o Field Administration Course held at the OTE [redacted]

25X1

[redacted]

25X1

- o DS&T Career Trainee Course presented by OTE at the Chamber of Commerce Building.

The unclassified pamphlet, "Government Liability for Personal Property Claims," was updated during FY 1985 and distributed Agencywide. It can be obtained through area support offices, the Travel Processing Branch (TPB) and the Family and Employee Liaison Office, Office of Personnel (OP), and the HCRB; and it is used as a handout at the above-mentioned training courses.

The pamphlet offers valuable information on claims processing procedures [redacted] the maximum amount payable for a valid claim, and category limits on certain kinds of property. OP/TPB encourages individuals anticipating TDY or PCS assignments to seek guidance from the HCRB regarding protection of their personal property during transit or assignments.

25X1

Personal Property Claims Statistics for FY 1985 are as follows:

- o Claims Received - [redacted]

25X1

- o Claims Adjudicated [redacted] Of the Claims Adjudicated:

Amount claimed

Amount paid (after depreciation and disallowances)

Disallowed/Category Limits

Disallowed/Other (loss not covered under Claims Act)

[redacted]

25X1

- o Claims paid by third parties/no further reimbursement - [redacted]

25X1

[redacted]

25X1

- o Claims returned to originating office for settlement by Operating Official (\$300 or less) [redacted]

25X1

[redacted]

25X1

- o Claims denied (negligence, not incident to service, etc.) -

[redacted]

25X1

S E C R E T

- o Claims appealed - 2. Adjudication upheld/appeal denied by DDA -

--	--

25X1  
25X1

### Headquarters Survey Review Board

The Headquarters Survey Review Board (HSRB) reviews and adjudicates Reports of Survey on the loss, damage or destruction of government-owned and -controlled property in accordance with the principles and policies

25X1

Membership on the HSRB is the same as the HCRB.

The CRO serves as the HSRB Survey Officer and is responsible for initially reviewing and evaluating Reports of Survey and for developing a recommendation for the Board's concurrence.

Most Reports of Survey involve damage to government-owned or -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.

A total of five Reports of Survey were adjudicated in FY 1985.

### Records Management

IMSS is responsible for providing advice and guidance to OL managers and designated records custodians of various staffs and divisions within OL on all phases of records management from the creation of records, through their use and maintenance, to their final disposition.

The OL Records Management Officer --

- o Conducts and/or coordinates on annual inventories of OL record holdings, safes, and forms.
- o Approves and/or provides guidance on the acquisition of filing equipment and supplies, microfilm systems, applications, and copier equipment.
- o Develops and maintains control schedules for the disposition of OL machine readable and paper records, including vital records.

S E C R E T

- o Approves the restocking of all OL forms.
- o Makes recommendations regarding filing systems used in OL.
- o Reviews and coordinates on changes to the National Security Classification Guide as it impacts on OL requirements.
- o Processes requests received under the Freedom of Information and Privacy Acts as well as from the Justice Department.

S E C R E T