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10 4 JAN 1988

MEMORANDUM FOR: Director of Logistics

FROM:

[Redacted Name]

Procurement Executive, OL

SUBJECT: OL Reorganization - First Quarter Implementation

This memorandum summarizes progress made on the Office of Logistics Reorganization First Quarter Objectives.

1. Objective: Establish Procurement Executive Position

A draft position description was prepared and is currently being reviewed by Chief, Personnel & Training Staff, OL (C/P&TS/OL). Upon completion of the P&TS review, the position description will be forwarded to the Office of Personnel for its review and approval.

2. Objective: Revise the Executive Officer Position

A draft position description was prepared and is currently being reviewed by C/P&TS/OL. Upon completion of the P&TS/OL review, the position description will be forwarded to the Office of Personnel for its review and approval.

3. Objective: Transfer Small Purchases Section, GPB/PD/OL to Supply Division/OL (SD/OL)

I reviewed the mission and functions of Small Purchases Section, General Procurement Branch, Procurement Division, OL (SPS/GPB/PD/OL) and held discussions with appropriate PD/OL and SD/OL managers concerning the makeup and operation of SPS. There was agreement that a Procurement Officer should continue to be assigned to the new SPB/SD to ensure that there will be no problem in understanding and following the Federal Acquisition Regulation Small Purchase Procedures.

The current Table of Organization for SPS/GPB consists of the following:

ALL PORTIONS CONFIDENTIAL



[Redacted Content]

[Redacted Content]

~~CONFIDENTIAL~~

SUBJECT: OL Reorganization - First Quarter Implementation

Pos No.	Title	Career Service	Incumbent	Grade	Date of Assgmt.	Career Service
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25X1

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25X1

[redacted] have

decided to remain in their current Career Service Subgroup.

25X1

[redacted] has, as yet, not signified a preference. She was expected to provide her preference no later than 5 January 1988, however, she went on leave without communicating her decision. I will ask C/P&TS/OL to follow up on this.

25X1

A revised Logistics Instruction [redacted] - Small Purchases Branch, Logistics Operations Center, Supply Division, Office of Logistics appears as Attachment A. As directed, language has been incorporated in paragraph 3a concerning the use of the [redacted] "quick reaction" procurement channel.

25X1

An "Item of Interest" for inclusion in the OL Staff Notes appears as Attachment B. A proposed Memorandum from the Director of Logistics to Chief, Procurement Division and Chief, Supply Division appears as Attachment C.

25X1

[redacted]

ATT: a/s

STAT PE/OL (5/6 Jan 88)

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Next 2 Page(s) In Document Denied

C O N F I D E N T I A L

ITEM OF INTEREST

Transfer of Small Purchases Section, GPB/PD/OL

As part of the ongoing reorganization of the Office of Logistics, the Small Purchases Section, GPB/PD/OL will be transferred to the Supply Division/OL and will be renamed the Small Purchases Branch/LOC/SD/OL. The effective date of the transfer is 8 January 1988.

25X1



25X1
25X1



C O N F I D E N T I A L

6 JAN 1988

MEMORANDUM FOR: Chief, Procurement Division, OL
Chief, Supply Division, OL

FROM: John M. Ray
Director of Logistics

SUBJECT: Transfer of Small Purchases Section,
GPB/PD/OL to Supply Division/OL

1. Effective 8 January 1988, the Small Purchases Section, General Procurement Branch, Procurement Division, OL, is transferred to Logistics Operations Center, Supply Division, OL. The unit will be renamed Small Purchases Branch/LOC/SD/OL.

2. The staffing of the Small Purchases Branch (SPB) will be the responsibility of C/SD/OL. However, at least one procurement officer will always be assigned to the unit. That officer will ensure that the unit adheres to the Federal Acquisition Regulation System (FARS), Subchapter C, Part 13 - Small Purchase and Other Simplified Purchase Procedures.

25X1 3. The attached [redacted] sets forth the Mission and
25X1 Functions of the Small Purchases Branch/LOC/SD/OL. As you are
aware, it is intended that the type of purchasing conducted by
this unit will ultimately be transferred to [redacted]
Services Group when that unit becomes fully operational.

25X1 4. Chief, PD/OL will work out a satisfactory rotational
schedule for those MLM personnel who are presently staffing
the unit. Chief, SD/OL will see to the staffing of vacant
positions within the unit.

[Redacted signature box]

John M. Ray

Attachment

25X1 ALL PORTIONS CONFIDENTIAL

[Redacted box]

25X1 [Redacted box]

C O N F I D E N T I A L

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PE/OL (6 Jan 88)

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