

29 SEP 1975

MEMORANDUM FOR: [redacted] Office of the Executive Officer, OL 25X1
SUBJECT : Update of DD/A Almanac
REFERENCE : Memo to OL Division Chiefs fr [redacted] dtd 25X1
15 Sept. 75; Same Subject

Attached is the updated information which you requested in the referent memorandum. If any further information is required, please contact [redacted]

25X1

[redacted]
Chief
Logistics Services Division, OL

25X1

Att

OL 5 10,210

SIGNIFICANT ACHIEVEMENTS - FY 1975

1. As part of our continuing responsibility to meet space requirements, a large-scale relocation and renovation project was completed during FY 1975. This project, known as POSEIDON, was accomplished by consolidating various DDO activities. The net effect of this effort was the recovery of 3,500 square feet of space, which was subsequently reassigned to meet existing space requirements.

2. A fireproof storage facility was constructed in the Headquarters Garage into which combustible construction materials were relocated from the basement of the Headquarters Building. Additionally, a fireproof wall was constructed in the DCI Garage to enclose an area in which an Uninterruptible Power System (UPS) will be located for the Office of Joint Computer Services (OJCS). Construction in this area was completed 1 year prior to the required date and was, therefore, made available to OJCS for the critically needed storage of consumable paper products.

3. During FY 1975, and continuing into FY 1976, several modifications are being effected to aid handicapped employees. This includes the widening of selected restroom doors and modification of restroom facilities, the construction of a ramp at the Northeast entrance and the auditorium to facilitate access to those employees who are confined to a wheelchair, and the installation of a guardrail along the auditorium ramp. Similar projects are being considered in other Agency buildings.

4. In an effort to streamline operations and increase productivity, two areas were identified for improvement during FY 1975.

a. First, the several courier systems which formerly operated independently of each other were combined into the Mail and Courier Branch. At this time, the courier responsibilities are being achieved with nine personnel and seven vehicles, fewer than were previously required. The final results of this consolidation are not yet known.

b. The pneumatic tube carrier system has been modified in order to eliminate the necessity of manning one monitoring station, thereby eliminating one personnel position.

EXPECTATIONS FOR FY 1976

1. With the acquisition of the [redacted] and the subsequent relocation of several components, some space will become available

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EXPECTATIONS FOR FY 1976

in the Headquarters, Ames, and Key Buildings for reassignment. These areas are currently being surveyed and redesigned to ensure maximum utilization of space. In addition to these areas, all other space holdings in the Washington metropolitan area which have not been surveyed and audited recently will be examined closely during FY's 1976 and 1977 in an effort to acquire the space to meet current and future requirements.

2. Office landscaping techniques have been incorporated into the renovation project currently in progress for the Office of Scientific Intelligence. The part-height, acoustical partitions utilized in this design are expected to lower noise level, improve space utilization, and lower future renovation expenses. The results of this experiment will determine the extent to which this technique will be used in the future.

3. The gray metal furniture, which has been a Government standard for several years, is being rehabilitated in the "Office Excellence" mode. This process consists of painting the metal parts parchment or satin black, replacement of desk tops with wood-grained formica, and upholstering chairs in the Fine Arts Commission's (FAC's) four primary coordinated colors. The introduction of this new concept, together with office landscaping techniques and decorative wall hangings provided by the FAC, is expected to yield a more colorful and comfortable working environment and, hopefully, increase productivity.

4. The space formerly used by Government Services Incorporated as a locker room has been acquired from General Services Administration. This area, which totals 1,100 square feet, is being converted to office space for the DDI, and renovations are scheduled to be completed by 3 October 1975.

5. This Division is currently working with the Office of Security on plans to repair and improve the perimeter fence. This project is being undertaken in connection with DCI-level Objective A57103, which calls for improved security measures to prevent penetration.

6. The salt and sand shed located at the entrance of the West parking lot has become an eyesore and a potential safety hazard. A study is now underway to determine costs to relocate this facility to the Headquarters Garage area or some other suitable location.

LOGISTICS SERVICES DIVISION

SIGNIFICANT ACHIEVEMENTS - FY 1975 —> (CENTER)

1. Project POSEIDON

~~As part of our continuing responsibility to meet space requirements, a large-scale relocation and renovation project was completed during FY 1975. This project, known as POSEIDON, was accomplished by consolidating various DDO activities. The net effect of this effort was the recovery of 3,500 square feet of space, which was subsequently reassigned to meet existing space requirements.~~

2. GARAGE MODIFICATIONS

~~A fireproof storage facility was constructed in the Headquarters Garage into which combustible construction materials were relocated from the basement of the Headquarters Building. Additionally, a fireproof wall was constructed in the DCI Garage to enclose an area in which an Uninterruptible Power System (UPS) will be located for the Office of Joint Computer Services (OJCS). Construction in this area was completed 1 year prior to the required date and was, therefore, made available to OJCS for the critically needed storage of consumable paper products.~~

3. AID FOR THE HANDICAPPED

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4. COURIER AND PNEUMATIC TUBE SYSTEM CHANGES

~~In an effort to streamline operations and increase productivity, two areas were identified for improvement during FY 1975.~~

we must rewrite this portion. (as a result of a savings of) First, the several courier systems which formerly operated independently of each other, were combined into the Mail and Courier Branch. At this time, the courier responsibilities are being achieved with nine personnel and seven vehicles, ~~fewer than were previously required. The final results of this consolidation are not yet known.~~ *Secondly,*

~~The pneumatic tube carrier system has been modified in order to eliminate the necessity of manning one monitoring station, thereby eliminating one personnel position.~~

EXPECTATIONS FOR FY 1976

> (CENTER)

1. BUILDING SPACE

~~With the acquisition of the [redacted] and the subsequent relocation of several components, some space will become available~~

EXPECTATIONS FOR FY 1976

in the Headquarters, Ames, and Key Buildings for reassignment. These areas are currently being surveyed and redesigned to ensure maximum utilization of space. In addition to these areas, all other space holdings in the Washington metropolitan area which have not been surveyed and audited recently will be examined closely during FY's 1976 and 1977 in an effort to acquire the space to meet current and future requirements.

2. EXPERIMENT IN SPACE RENOVATION

Office landscaping techniques have been incorporated into the renovation project currently in progress for the Office of Scientific Intelligence. The part-height, acoustical partitions utilized in this design are expected to lower noise level, improve space utilization, and lower future renovation expenses. The results of this experiment will determine the extent to which this technique will be used in the future.

3. FURNITURE CHANGES

The gray metal furniture, which has been a Government standard for several years, is being rehabilitated in the "Office Excellence" mode. This process consists of painting the metal parts parchment or satin black, replacement of desk tops with wood-grained formica, and upholstering chairs in the Fine Arts Commission's (FAC's) four primary coordinated colors. The introduction of this new concept, together with office landscaping techniques and decorative wall hangings provided by the FAC, is expected to yield a more colorful and comfortable working environment, and, hopefully, increase productivity.

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4. PHYSICAL SECURITY *Headquarters*

LSD This Division is currently working with the Office of Security on plans to repair and improve the perimeter fence. This project is being undertaken ~~in connection with DCI-level Objective A57103, which calls for so as~~ *to achieve* improved security measures ~~to prevent penetration, and~~ *reduce the potential of perimeter penetration*

OUT { 6. The salt and sand shed located at the entrance of the West parking lot has become an eyesore and a potential safety hazard. A study is now underway to determine costs to relocate this facility to the Headquarters Garage area or some other suitable location.

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OK

~~12 August 1975~~

METROPOLITAN AREA SPACE BY COMPONENT

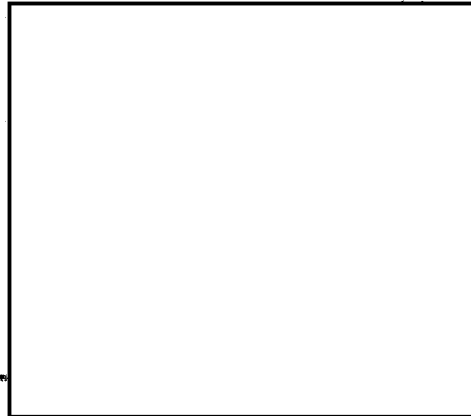
DCI

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DDA

DDS&T

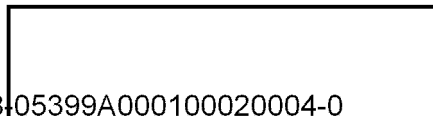


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NOTE: The above figures reflect gross square footage assignments by components as reflected in the 1 July 1975 CRAMS Report.

~~Add similar data
furnished by RECD
on this subject,
as applicable.~~

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OFFICE OF LOGISTICS
PRINTING & PHOTOGRAPHY DIVISION

9/30/75

1. The Printing & Photography Division is responsible for:

a. The operation and maintenance of a centralized printing, reproduction and photographic imagery facility and related processing and visual aid services. Agency requirements for expeditious, sophisticated and technical intelligence production include: intelligence publications (Foreign Intelligence Reports, National Intelligence Estimates, President's Daily Brief, National Intelligence Daily, intelligence memoranda, intelligence reports, handbooks, periodicals, special reports, bulletins, reviews and summaries); multicolor maps and charts; forms and administrative publications; booklets and pamphlets; atlases; cartographic aids; and copying machine or multilith products.

b. The provision of photographic services that include:

(1) Microimagery (computer-output-microfilm, microfiche, cartridge microfilm and roll microfilm).

(2) Black-and-white and color imagery.

(3) Motion picture services.

(4) Original photography.

c. Maintaining coordination with Agency publishing components, GPO, other Government agencies, and the private sector.

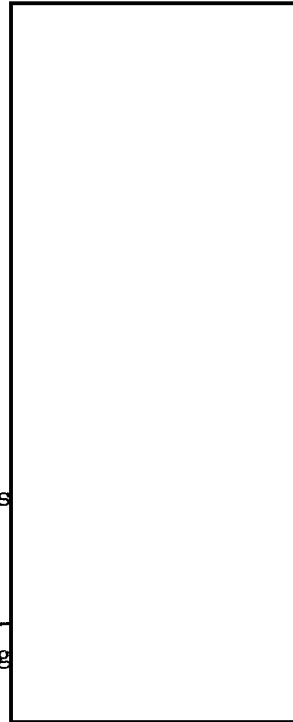
d. The provision of technical guidance to all Agency components on printing and photographic concerns.

e. The provision of artistic support to Agency components through the use of graphics and visual aids.

f. Improving (maximizing) productivity and efficiency consistent with customer requirements through the application of new technologies available to the graphic arts industry.

2. General Statistics

- a. Personnel (FY 76 T/O)
- b. Skills (Trades)
- c. Personnel Costs (FY 75)
- d. Usable Area (sq. ft.)
- e. Equipment value (sum of original purchase price).
- f. Main plant value (original construction cost).
- g. Operating cost (FY 75 materials travel, and contracts--paper, film, chemicals, ink, etc.).
- h. Estimated average yearly equipment replacement/supplement cost through FY 79.



25X1

3. Production Statistics

a. Printing

	<u>FY 74</u>	<u>FY 75</u>
Main Plant Average Impressions/Month	1,800,000	1,700,000
Main Plant Average Jobs/Month	499	507

The increasing number of jobs and the corresponding decreasing impressions are indicative of the trend for jobs to be more complex, requiring more prepress work, but manufactured in smaller production runs; i.e., the new publication, the Intelligence Checklist, is sophisticated and complex, requiring considerable prepress work, but represents few impressions, for the production run is short. Only 35 copies are presently published.

b. Photography

	<u>FY 74</u>	<u>FY 75</u>
Motion Picture Film (ft.)	1,212,231	1,509,857
Black-and-White Photo Items	674,721	538,503
Color Photo Items	119,413	136,446
Microimagery Exposures		
Planetary/Fiche	3,148,483	3,753,956
COM	--	3,400,774
Requisition Transactions	11,653	11,407

4. Trends

Agency requirements are dynamic. Customers routinely demand fast response for the production of publications of increasing complexity and sophistication. P&PD continues to exploit new technologies and continues to adjust the organizational structure to remain responsive to the Agency's needs. Recent new innovations include:

a. Procurement and installation of an Electronic Text Editing and Composition System. The equipment delivery date is 5 January 1976. The system will electronically link the publisher and the printer for text processing. The benefits of the system are gargantuan in terms of source data automation, on-line real-time editing and composition, speed, versatility, paper savings and total responsiveness to increasingly fast turnaround printing requirements.

b. COM (Computer-Output-Microfilm). Our existing COM equipment will be uprated in FY 76 to provide a faster, more responsive method of outputting computer-generated reports and data using microfiche (4"x6" sheets of microfilm) instead of paper.

c. Xerox 1200 Computer Printer. The Xerox 1200 was installed in FY 75 and offers an alternative to computer line printers. Compared to conventional line printers, a Xerox provides a faster, more economical and high quality method of providing hard copy computer-generated printouts.

d. New Roll Fed Perfector Offset Printing Presses. These presses, installed in FY 75, make possible an annual cost avoidance in paper of \$116,000.

e. Management Information System. P&PD continues to coordinate with OJCS on the integration of a computer-based system which will ultimately provide management with real-time data to enable more effective means for job control, allocation of resources, inventory control and production reporting. The initial stage of inventory control through a GIMS-type data base is actively underway.

f. P&PD is a service organization responsive to Agency requirements. P&PD is committed to meeting customer requirements as efficiently as possible through the application of new operating procedures and the integration of automated equipment and new technologies. It is anticipated that management will continue to be inundated with the plethora of new and automated systems commercially available to the graphic arts and photography industries. The automation of procedures and processes will enable customer throughput, quality and quantity requirements to be met. The challenge is to best balance the selection of new equipment against the dynamics of Agency requirements.

1. The providing, operating and maintenance of a centralized general purpose printing facility, ~~for~~ responsive to all Agency document publication requirements. Examples include:

~~OFFICE OF LOGISTICS~~

PRINTING & PHOTOGRAPHY DIVISION *Responsibilities*

~~9/30/75~~

1. ~~The Printing & Photography Division is responsible for:~~

use my version
Examples

1. ~~The operation and maintenance of a centralized, printing, reproduction and photographic imagery facility, and related processing and visual aid services.~~ *general* *responsive to*
Agency requirements for expeditious, sophisticated and technical intelligence production include: intelligence publications (Foreign Intelligence Reports, National Intelligence Estimates, President's Daily Brief, National Intelligence Daily), intelligence memoranda, intelligence reports, handbooks, periodicals, special reports, bulletins, reviews and summaries; multicolor maps and charts; forms and administrative publications; booklets and pamphlets; atlases; cartographic aids; and copying machine or multilith products.

2. ~~The provision of photographic services that includes~~ *ding* *the general*

categories of:

~~Microimagery (computer-output-microfilm, microfiche, cartridge microfilm and roll microfilm).~~

~~Black-and-white and color imagery products.~~

~~Motion picture services.~~

~~Original photography throughout the Agency.~~

put these together in sentence form, as in the above para.

3. ~~Maintaining coordination with Agency publishing components, GPO, other Government agencies, and the private sector.~~

Government Printing Office

4. ~~The provision of technical guidance to all Agency components on printing and photographic concerns.~~ *and planning*

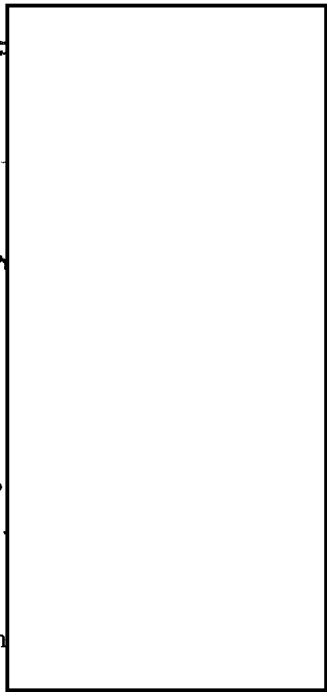
5. ~~The provision of artistic support to Agency components through the use of graphics and visual aids.~~ *preparation*

6. ~~Improving productivity and efficiency consistent with customer requirements, through the application of new technologies available to the graphic arts industry and photographic industries.~~ *M*

STATISTICAL DATA

1. General Statistics

- ~~a. Personnel (FY 76-77)~~
- ~~a. ^{Personnel} Skills (Trades)~~
- ~~c. Personnel Costs (FY 75)~~
- ~~b. ^{d.} Usable Area (sq. ft.)~~
- ~~c. ^{Facility locations (Headquarters)}~~
- ~~d. ^x Equipment value (sum of original purchase price).~~
- ~~e. ^x Main plant value (original construction cost).~~
- ~~f. ^x Operating cost (FY 75 materials, travel, and contracts--paper, film, chemicals, ink, etc.).~~
- ~~g. ^x Estimated average yearly equipment replacement/supplement cost through FY 79.~~



25X1

2. Production Statistics

a. Printing

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NOTE:
 The increasing number of jobs and the corresponding decreasing impressions are indicative of the trend for jobs to be more complex, requiring more prepress work, but manufactured in smaller production runs; i.e., the new publication, the Intelligence Checklist, is sophisticated and complex, requiring considerable prepress work, but represents few impressions, for the production run is short. Only 35 copies are presently published.

Examples of photographic production

b. Photography

	<u>FY 74</u>	<u>FY 75</u>
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NEW PAGE

ACHIEVEMENTS ~~4. Trends~~ Printing and Photography Division Accomplishments, FY-75

Agency ^{printing} requirements are dynamic. Customers routinely demand fast response for the production of publications of increasing complexity and sophistication. P&PD ^{has} continued to exploit new technologies and ~~continues~~ ^{to} adjust the organizational structure to remain responsive to the Agency's needs. Recent ^{accomplishments} ~~new innovations~~ include:

Evaluation and planning for acquisition

1. ~~Procurement and installation~~ ^(ETECS) of an Electronic Text Editing and Composition System. The equipment delivery date is 5 January 1976. The system will electronically link the publisher and the printer for text processing. The benefits of the system are ^{significant} ~~gargantuan~~ in terms of source data automation, on-line real-time editing and composition, speed, versatility, paper savings and total responsiveness to increasingly fast turnaround printing requirements.

2. ~~COM~~ (Computer-Output-Microfilm). ^{After exhaustive study during FY-75} Existing COM equipment will be uprated in FY 76 to provide a faster, more responsive method of outputting computer-generated reports and data using microfiche (4"x6" sheets of microfilm) instead of paper. ^{This new equipment will provide greater format versatility, thus}

last year

3. ~~Xerox 1200 Computer Printer~~ ^{accommodating new customer requirements and increasing the paper saving potential.} The Xerox 1200 was installed ~~in FY 75~~ and offers an alternative to computer line printers. Compared to conventional line printers, a Xerox provides a faster, more economical and high quality method of providing hard copy. ^{It is} ~~computer-generated printouts.~~ ^{also a paper-saving device.}

4. New Roll Fed Perfector Offset Printing Presses. These presses, installed in FY 75, make possible an annual cost avoidance in paper of \$116,000.

5. ~~Management Information System.~~ ^{has} P&PD₁ continued to coordinate with OJCS on the integration of a computer-based system which will ultimately provide management with real-time data ~~to enable more an~~ ^{on} ~~effective means for~~ job control, allocation of resources, inventory control and production reporting. The initial stage of inventory control through a GIMS-type data base is actively underway.

~~6. P&PD is a service organization responsive to Agency requirements. P&PD is committed to meeting customer requirements as efficiently as possible through the application of new operating procedures and the integration of automated equipment and new technologies. It is anticipated that management will continue to be inundated with the plethora of new and automated systems commercially available to the graphic arts and photography industries. The automation of procedures and processes will enable customer throughput, quality and quantity requirements to be met. The challenge is to best balance the selection of new equipment against the dynamics of Agency requirements.~~

7. ~~Computer Based Graphics.~~ The division initiated an ~~examination of depth~~ ^{has examined in depth} the potential Agency applications for a computer based graphics and visual aids methodology known as Genographics. The technique employs the use of a stored artist's "morque" of graphic data, subject to ~~revision~~ immediate recall, ~~and~~ revision, updating and pictorial alteration. This system, still undergoing evaluation, represents a means for automating the preparation of briefing aids and other standardized illustrations.

8. Division name change
~~The~~ The division was renamed Printing and Photography Division vice Printing Services Division, in view of the significant growth in photographic production, especially in the ^{category} ~~area~~ of microimagery products.

original copy

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22 AUG 1975

MEMORANDUM FOR: Chief, Printing and Photography Division, OL
SUBJECT : Management Objectives - FY 1976 and FY 1977
REFERENCE : Memo dtd 31 Jan 75 to C/P&PS by C/PSD, Subj: FY 1976 and FY 1977 Objectives

~~Printing and Photography Division Objectives~~
EXPECTATIONS *Expectations for FY-76*

1. After a review of your objective statements by the Director of Logistics (D/L), and a later review by the DD/A Plans Staff and the DD/A, the following have been selected for tracking by, and bimonthly reporting to, the DD/A. The statements, as they appear below, are in the language approved as a result of those reviews.

a. ~~OL-A-02-76~~ - Devise systems and procedures to develop and establish a series of positive indicators against which program missions (functions) can be judged.

→ 1. ~~OL-A-02-76~~ ⁷⁰ - Continue with the review, begun in FY 1974, of automated text processing systems and techniques and implement those which are approved. This review will continue through FY 1976 and FY 1977 and will involve technical reports and recommendations of consultants, equipment procurement approvals, and extensive coordination with other using components.

The objective in paragraph a above is one recommended by the DD/A and assigned to our line divisions for action. As you were advised informally on 19 August, your July/August 1975 status report on those two objectives is due in Plans and Programs Staff on 27 August in the form of action plans, milestones, and target dates.

2. The remaining objectives set out in the reference are to be tracked at the division level. They are restated below and numbered for internal reporting purposes. While they are not to be included in your regular bimonthly report in accordance with paragraph 1 above, they should be established with action plans and milestones and be available for D/L review should he ask for them.

→ 2. ~~PPD-01-76~~ ⁷⁰ *in the* ^{of} - Continue reporting on the costs of services provided by P&PD for Agency offices and for other Government agencies.

b. ~~PPD-02-76~~ - Continue to test, adjust, and improve the recently installed silver recovery equipment. The objective is to improve system efficiency and reduce labor used in the recovery process (Ref C67819).

OL 5 4319

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SUBJECT: Management Objectives - FY 1976 and FY 1977

c. PPD-03-76 - Acquire an automated Ektachrome continuous film processor, standardize the processing of all Ektachrome processing, improve service, and reduce personnel costs (Ref D67808).

d. PPD-04-76 - Replace an existing nine station gathering machine with a 12 station machine to eliminate the present manual marriage of gathered sets (Ref D67809).

→ 3. ~~PPD-05-76~~ ³⁰ Reduce overall paper consumption and costs through implementation of the following actions:

STATSPEC

a. ~~PPD-05-76~~ Concurrent with implementation of FBIS automated system implement the APS-4 (high speed photocomposition machine) to reduce paper consumption by 30% on those projects run on the APS-4. Continue use of roll fed presses (~~acquire third press in July 1975 and fourth press in FY 1976~~) to print at 20% savings of paper over non-roll method, (Ref D67811 (a)).

b. ~~PPD-05-76~~ Further ~~unspecified increase in~~ the use of COM as a substitute for printing, (Ref D67811 (c)).

c. ~~PPD-05-76~~ Further ^{the} conversion of line printing and computer forms printing to the Xerox 1200 (Ref D67811 (d)).

d. ~~PPD-05-76~~ ^{continue in the} Substitution of microfiche ^{products} distribution for printed products, ^{where applicable.}

f. PPD-06-76 - Investigate feasibility of converting the present systems of binding (side stitch, tape, saddle) to two methods, perfect binding and saddle stitch. All publications over 1/4" thick (but not over 1-3/4") could be perfect bound and all those with lesser pages could be saddle stitched. For clarification perfect binding is the glued spine and the wrap-around cover. Advantages for P&PD include the elimination of hand stitching, book taping, and the elimination of the necessity to use six or seven people at a time to operate the gang stitcher.

g. PPD-07-76 - Study the cost effectiveness and manpower savings of procuring and installing a one-man operation, two-color 19x25 offset press.

→ 4. ~~PPD-08-76~~ Prepare user specifications for a computer data base that will allow partial automation of forms planning. Objective is to ^{as to} reduce forms planning to a clerical function.

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SUBJECT: Management Objectives - FY 1976 and FY 1977

i. ~~PPD-09-76 - Educate customers to provide standard typewritten manuscript for reproductions and thus reduce overall reproduction costs. Components continue to provide P&PD with multilith mats for reproduction. This method is inefficient and our equipment has rendered the process obsolete.~~

j. ~~PPD-10-76 - Study the feasibility of procuring and installing a color enlarging system to produce direct screened separations. This equipment may enable the Offset Photography Branch to increase quality and reduce costs and improve throughput time by eliminating the requirement for duplicate transparency generation. Procure and install the equipment if feasible.~~

k. ~~PPD-11-76 - Reduce P&PD administrative records to microfilm.~~

→

5.

~~l. PPD-12-76 - Implement a division-wide quality control program in P&PD. Objective is to maximize quality consistent with costs and techniques. Program will include standardization of chemistry and processes, analyses of new methods and materials, increased instrumentation and feedback loops and analyze environmental requirements, including the benefits of a clean room for microforms production.~~

~~m. PPD-13-76 - Participate in the Agency's ultrafiche program.~~

n. ~~PPD-14-76 - Train section supervisors and other select personnel to perform the duties of the Planner/Scheduler of the Photography Branch. Objective is to backstop Planner/Scheduler when absent and to provide the supervisors with an overview of the total branch workload.~~

→

6.

~~o. PPD-15-76 - On a periodic basis, issue data on P&PD photographic capabilities and limitations. A requirement exists to educate many customers on the inherent capabilities and limitations of the photographic processes available through P&PD.~~

If you should wish to cancel or suspend tracking on any of the objectives in this paragraph, please advise this office in writing of the reasons and circumstances.

3. Your September/October report for paragraph 1 objectives will be due in this office on 29 October. Our due dates are governed by the dates established for the bimonthly management conferences with the DD/A. As soon as we receive a complete schedule of those conferences, you will be advised of future reporting dates.

[Redacted signature area]

Chief
Plans and Programs Staff, OL

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22 AUG 1976

MEMORANDUM FOR: Chief, Procurement Division, OL
SUBJECT : Management Objectives - FY 1976 and FY 1977
REFERENCE : Memo dtd 31 Jan 75 to C/P&PS fr C/PD, Subj: FY 1976 -
FY 1977 Objective Statements

1. After a review of your objective statements by the Director of Logistics (D/L), and a later review by the DD/A Plans Staff, the following have been selected for tracking at the division level. They are restated below and numbered for internal reporting purposes. While they will not require a formal bimonthly report, they should be established with action plans and milestones and be available for D/L review should he ask for them.

a. PD-01-76 - Issue annual service contracts with an option to renew annually (2-years maximum). Of approximately 700 such contracts, we plan to issue 50 percent with options in FY 1976 and 50 percent in FY 1977. The object is to reduce negotiation, typing, and paper flow.

b. PD-02-76 - To streamline procedures for writing, renewing, amending, and administering delivery orders written under GSA schedules and separate Agency contracts for the procurement of or maintenance of ADP equipment.

c. PD-03-76 - Maintain a continuing 3-year closeout concept of contract settlement actions.

2. It was determined that the objective statements contained in paragraphs 1.a. and 2.a. of the reference should be treated as normal administrative and management functions and not as objectives to be formally tracked. The costing-back objective statement in paragraph 1.b. of the reference has been suspended as an objective under authority of the Director of Central Intelligence. The objective statement in paragraph 1.c. regarding terminals for the independent contracting teams is a part of the CONIF III implementation plan.

3. The following is the only objective on which you will be asked to report formally during FY 1976. It was recommended by the DD/A and is being applied in each office of the directorate. Within this office, line divisions are asked to identify one or two functions which are measurable from a production standpoint. The DD/A does not expect that all of the functions of an

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Procurement (Cont'd)

Explanation and Justification of Changes in Resource Levels (Cont'd)

of summer-help employees in the Logistics Management Resource Package are partially offset by \$10 for annualization of the pay raises granted general schedule personnel in October 1974, \$8 for periodic within-grade promotions, and \$3 for pay in excess of the 52-week base.

An increase of \$11 is required for non-personal services. Nine dollars is required for domestic TDY travel for on-site contract negotiation, monitoring, inspection, and review of major contractors installations to enhance GFE property accounting and control capabilities, \$1 for replacing aging office equipment, and \$1 for miscellaneous supplies.

FY 77 compared with FY 76

Fund requirements for FY 77 reflect an increase of \$34. Of this amount, \$26 will be required for personal services. An increase of \$19 is caused by an increase in average employment of 2.0 a.e. for the services of four part-time clerical employees to meet seasonal and other peak workload periods. An additional \$7 is required for periodic within-grade promotions, and a \$3 saving for pay in excess of 52-week base is offset by a \$3 increase attributable to a change in the staffing mix. Non-personal services reflect an increase of \$8 with \$5 required for upgrading leased equipment to improve man-machine interface and \$3 for capital equipment replacement.

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(Separates page)

Procurement Management Staff

and

Procurement Division

(Note: Both of these components are closely ^{inter-related.} ~~associated~~ in terms of functions and activities and are ~~therefore~~ combined in this section. Their individual identities are retained where relevant.)

~~Note:~~

PMS oversees Agency procurement in a monitoring/advisory capacity, whereas Procurement Division acts a "buyer" of designated requirements within the purview of The Office of Logistics.

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PMS

RESPONSIBILITIES

~~FUNCTIONS:~~

- 1 A.^{TO} Keep informed of developments and changes in Government procurement policies and procedures.
- 2 B. Develop^s and implement^s procedures for effecting those changes and developments which affect the Agency's procurement function.
- 3 C. Monitor^s and coordinate^s the performance of the contracting function throughout the Agency in terms of policies and procedures.
- 4 D. Develop^s and maintain^s a procurement management information system.
- 5 E. Provide^s direction and administrative support to the Chief, Procurement Office.
- 6 F. Perform^s the contracting function for special programs or projects as directed.
- 7 G. Develop^s and implement^s a career management and training program for contracting personnel at the professional level.
- 8 H. Provide^s functional support Agency-wide in matters pertaining to: Patents, DO-ratings under the Ratings and Priorities System, and requests from business firms for bidders list information and for access to the ASTIA (DOD) system.

PROCUREMENT DIVISION
RESPONSIBILITIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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Identification

Package Name
Directorate

Procurement
DD/A

Division Responsibilities

Package Number: OL 4
Component: Office of Logistics

Organizational Unit: Procurement Division

Program Category: Program Wide Support Services

Purpose and Description of the Package

*set up
retype in
standard format*

General

1. Manage and execute all Agency procurements assigned. Accomplish such procurements in conformance with applicable statutes and regulations and sound business practices. 2. Develop and maintain a professional procurement and contracting staff. Approve field procurements of materiel. Accomplishment of this function involves management and administration of four specific specialized areas of procurement effort.

Covert Procurement

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3. Provide rapid response to Agency requirements for [redacted] including non-U.S. items, for overseas installations.

Engineering and ADP Contracts

4. Negotiate, award, administer, settle, and close out Agency contracts for ADP equipment and related supplies and services, and for engineering development for the DD/A, DDI, DDO, and DD/S&T where Agency funds are used for ADP equipment or software, or where GSA review is required.

Production and Services Contracts

5. Negotiate, award, administer, settle, and close out all Agency contracts for production and services, except those specifically assigned to other procurement elements.

Small Purchase Program

6. On an Agency centralized basis, negotiate, award, administer, settle, and close out open market purchase orders and contracts for supplies and services of limited dollar value.

Outputs and Customers/Recipients

The outputs of this resource consist of procurement services, with customers/recipients comprising all Agency directorates.

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~~Accomplishments~~ *Sig.* Achievements - FY 1975

III. SIGNIFICANT ACCOMPLISHMENTS (FY-1975):

1. A. Contract Information System (CONIF)

A plan for converting from CONIF IIA to CONIF III was developed; and implementation of the plan was started. Improvements include: Validation of contract obligation data; on-line updating capability instead of batch processing; interface with the General Accounting System; capability of retiring contract actions from the on-line data base; streamlining of the file structures; and inclusion of security data.

2. B. Interface with the Committee on Government Procurement and the Office of Federal Management Policy, GSA

The research, coordination, and drafting of 28 formal papers setting forth the Agency's position in response to proposals and recommendations from the Committee affecting procurement were accomplished.

3. C. Solicitation and Inquiries from Contractors

Formal responses to 38 inquiries from contractors interested in obtaining business from the Agency were written after appropriate coordination within the Agency.

4. D. Rehabilitation Act of 1973

The impact of complying with the provisions of the act was researched, and appropriate clauses were developed for inclusion in Agency contracts. A channel for coordination and consultation on this matter with the Department of Labor (the action agency) was established.

E. Special Contract Actions

a. ~~E.~~ Settlement of Contract No. 4497 on the basis of "Termination for Convenience of the Government" was negotiated, ~~as directed by the court's ruling which overturned the Armed Services Board of Contract Appeals' ruling for "Termination by Default."~~

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B. 2. Ampex - ~~The problem arising from~~ A major overrun and delivery slippage on a contract for a mass storage system ~~to be installed as a part of Project ORACLE~~ was resolved by the negotiation of a million dollar amendment to the contract. + 7/1'

3. Inforex, Inc. - The protest of this unsuccessful offeror, which had been lodged with the General Accounting Office, was answered satisfactorily through informal coordination with that Office, ~~after thorough investigation and consultation with all parties concerned within the Agency.~~

4. Project SKIPPER - ^{negotiating} ~~This Staff~~ ^{PMS} assumed responsibility for ~~monitoring~~ ^{negotiating} and administering all procurement activity required to support the Project. In FY-1975, ~~four purchase actions and 10 contracts were processed.~~

F. Agency Contract Review Board Meetings

Planning and complete administrative support were provided for 18 meetings.

G. Procurement Policy Panel

Four seminars were planned and conducted.

H. Career Management

Eleven procurement officers were reassigned in accordance with a career plan for their professional development. Four new procurement officers were hired.

I. Procurement Notes

Five new Procurement Notes were written and published on the following subjects:

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1. Simplified Small Purchasing Procedures
2. Redlegation of Procurement Authority
3. The Freedom of Information Act
4. Management, Acquisition, and Utilization of Automatic Data Processing
5. Transitional Quarter

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Accomplishments

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Procurement (Cont'd)

Evaluation

The criteria for resource evaluation are based on efficient, timely, and cost effective procurement coupled with appropriate consolidation of similar customer requirements within combined contracts and purchase order agreements.

Accomplishments

Procurement demands have undergone significant changes during FY 1975 as compared with FY 1974. Requirements for ADP equipment procurement increased by 63 percent due, in part, to centralization of this procurement program within the Procurement Division. Conversely, requirements for general and covert procurement have decreased. Requirements for production and services contracts increased slightly.

The primary accomplishment during this period has been to keep abreast of these rapidly changing trends, and to concentrate effort in building up competence in the highly specialized field of ADP procurement.

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Procurement (Cont'd)

Projection - FY 1976 (Operating Plan) and FY 1977 (Program Plan) (Cont'd)

3. Contracts reduction PD
To reduce the number of contracts which have to be negotiated and written, we plan to work with customers during FY 1976 and FY 1977 in combining their requirements within consolidated contracts in lieu of separate, individual contracts. The same principle will be applied in the Small Purchase Program through implementation of Blanket Purchase Agreements in lieu of separate purchase orders for each requirement.

EXPECTATIONS (PROCUREMENT DIVISION)

~~Projection - FY 1976 (Operating Plan) and FY 1977 (Program Plan)~~

1. ADP Contract Activity

Substantial increases are expected in ADP contract activity, ~~due to the over-increasing demand for additional computer capacity.~~ Procurement effort will also become more complex due to the proliferation of laws and regulations which must be complied with in this field of procurement. As a result ~~we~~^{PD} intends to take the following actions to increase ~~our~~ efficiency in this area, and to ensure that annual audits of ~~our~~ ADP procurement are satisfactory:

~~Establish a terminal within the Division with access to Agency computer support so as to derive improved administration of the multitude of present and forthcoming ADP contracts.~~

2. Services Contracts Control

To increase efficiency and reduce negotiation workload, ~~we~~^{PD} expects to continue to issue ~~our~~ service contracts with an option to renew for an additional year. ~~Those~~^{PD} contracts were previously negotiated only on an annual basis. Of approximately 700 such contracts, ~~we~~^{PD} plan to negotiate 50 percent with the renewal option in FY 1976 and the remainder of FY 1977.

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PMS
EXPECTATIONS FOR FY-1976

- IV. SIGNIFICANT GOALS (FY-1976):
- 1 A. TO "no bid" Responses to RFPs
Analyze competitive procurement actions in the Agency to determine the causes for "no-bid" responses from firms to which Requests for Proposals were sent.
 - 2 B. TO Conversion to Conif III
Complete the implementation of the plan for converting CONIF IIA to CONIF III.
 - 3 C. TO Procurement Regulations Review
Review all Agency regulating publications on procurement and revise them as necessary to make them consistent with applicable Federal Procurement Regulations.
 - 4 D. TO Patent Application Procedures
Review, revise as necessary, and publish procedures within the Agency for dealing with patent matters originating both with employees and with Agency contractors.
 - 5 E. TO Training
Develop and arrange for the presentation on a regular basis of seminars on Evaluating Requests for Proposals and on Writing the Statement of Work.

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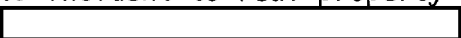
RESPONSIBILITIES

~~Real Estate and Construction Division is the focal point for:~~

1. C/RECD is the principal advisor to the Director of Logistics (D/L) on all matters relating to real estate, construction, and maintenance of Agency facilities.
2. Conduct appropriate liaison with other Government agencies and commercial firms in support of Agency sponsored requirements.
3. Provide qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities on a world-wide basis.
4. Furnish architectural and engineering services, including contract negotiations for real estate, construction, maintenance, and architect-engineering services in support of Agency requirements.
5. Provide the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Agency's Headquarters establishment.
6. Provide plans, budgetary estimates, and schedules for design and construction of Agency facilities through direct support, other Government agencies, or commercial firms.



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9. Maintain records of all Agency real property, construction, and maintenance activities.
10. Coordinate legal, cover, and security aspects incident to real property transactions with the Office of General Counsel, , and the Director of Security or their designees.
11. Monitor design, engineering, and construction activity within the Headquarters establishment.
12. Develop updated resources consisting of Agency organizational information and space data; and develop professional planning expertise and techniques which will provide a quick reaction response instrument for defining and implementing major conceptual building programs and studies, as directed for short, medium, and long-range time frames.

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SECRET4. Headquarters Engineering Branch

During fiscal year 1975 and continuing into fiscal year 1976, the Headquarters Engineering Branch recently added, modified, or has underway at the Headquarters compound the following projects:

a.	P&PD Building Sprinkler Installation (GSA)	\$ 115,000 complete
b.	Powerhouse Mimic Bus	172,000 complete
c.	Expansion of Transformer Vault B	845,000 ongoing
d.	Third Chiller for Carrier Room	450,000 ongoing
e.	Hqs. HVAC Study and Modification	1,271,000 ongoing
f.	Hqs. Garage	1,304,000 complete
g.	 Classified Waste Disposal	415,000 ongoing
h.	CDS Renovations	260,000 ongoing
i.	Hqs. Powerhouse Electrostatic Precipitators (GSA)	495,000 ongoing
j.	Security Access Control System	40,000 ongoing
k.	Waste Energy Recovery Study (CIA)	40,800 ongoing

Major Projects (CIA Design and Planning)

a.	OJCS Expansion (3,000 sq. ft.)	480,000 ongoing
b.	OJCS 60 Hz Uninterruptible Power System (UPS)	860,000
c.	OJCS 400 Hz UPS	308,000
d.	OC 60 Hz UPS	632,000
e.	Expansion of Transformer Vault C	700,000
f.	Second 2500 kW Generator	780,000
g.	Hqs. Electrical Substation Modification (Vepeco)	8500,000
h.	SAFE Computer Center and Utilities	2,200,000

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6. During fiscal year 1976, the Division will continue its efforts in evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. Two research and development projects are underway to improve, environmentally, the destruction of film micro-products. A Logistics Instruction (LI 45-16) on "Implementation Procedures of the National Environmental Policy Act" was issued 22 January 1974 and was published in final form in the Federal Register, Vol. 39 No. 19, on 28 January 1974.

7. Fiscal Year 1976 (Expectations - Résumé of Significant Plans That Will Be Initiated and/or Achieved This Year)

In view of increasing national emphasis on energy conservation and environmental pollution, systems efficiency and systems reliability have become key factors in the missions and objectives of the Agency and the Federal establishment in general. Agency efforts will be directed in the area of continual upgrading of our utility support systems and to provide reliable, efficient, adequate, and uninterrupted utilities support to Agency personnel, technical functions, operations, and missions.

8. Real Estate Branch

a. During the past fiscal year, the accuracy of the Standard Level User Charges (SLUC) data provided by GSA has improved markedly. As a result, the Division is now in a position to include this data in

[REDACTED], and this is indeed one of our objectives during fiscal year 1976. Once complete, we will have a computer-based Real Property Summary which provides square footages, acquisition costs, [REDACTED]

SLUC costs, addresses, types of space, etc., in a wide variety of formats.

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OFFICE OF LOGISTICS
REAL ESTATE AND CONSTRUCTION DIVISION

A. GENERAL

25X1 1. The Division provides technical guidance and support in the (a) acquisition of real property by construction, purchase, lease, or assignment; and (b) maintenance, modification, and disposal of real property [REDACTED]. The Division's scope of activities includes long-range planning for new facilities and utilities, liaison with National Capital Planning Commission, Environmental Protection Agency, the General Services Administration (GSA), etc.

2. Engineers, architects, and realty officers are trained under the project officer concept. They have a key responsibility to ensure that projects are executed economically and on a timely schedule consistent with operational needs of the user and in conformance with regulations and pertinent procurement policies.

3. The Division is prepared to provide professional direction and support to execute customer requirements through in-house capabilities,

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[REDACTED]

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RECD

RESPONSIBILITIES

~~Real Estate and Construction Division is the focal point for:~~

1. C/RECD ~~is the principal advisor~~ ^{advises} to the Director of Logistics (D/L) on all matters relating to real estate, construction, and maintenance of Agency facilities.
2. ~~Conduct appropriate liaison with other Government agencies and commercial firms in support of Agency sponsored requirements.~~ ^{Provides}
3. Provide^s qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities on a world-wide basis.
4. Furnish^s architectural and engineering services, including contract negotiations for real estate, construction, maintenance, and architect-engineering services in support of Agency requirements.
5. Provide^s the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Agency's Headquarters establishment.

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Leave this one in

6. Provide^s plans, budgetary estimates, and schedules for design and construction of Agency facilities through direct support, other Government agencies, or commercial firms.

7. Budget^s and arrange^s for the acquisition, maintenance, and disposal of

[Redacted]

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8. Provide^s guidance and management in the acquisition and disposal of

[Redacted]

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9. Maintain^s records of all Agency real property, construction, and maintenance activities.

10. Coordinate^s legal, cover, and security aspects incident to real property transactions with the Office of General Counsel, [Redacted] and the Director of Security or their designees.

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11. Monitor^s design, engineering, and construction activity within the Headquarters establishment.

12. Develop^s updated resources ^{In review} consisting of Agency organizational information and space data, ~~and~~ develop^s professional planning expertise and techniques which will provide a quick reaction response instrument for^m defining and implementing major conceptual building programs, ~~and~~ studies ^{and component relocations} as directed for short, medium, and long-range time frames.

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(2nd part of 1)

~~Continuing Pollution Abatement Efforts~~
This one is part of Pollution control and classified Waste Destruction - continue the paragraphs with the following:

1

6. ~~During fiscal year 1976,~~ The Division will continue its efforts in evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. Two research and development projects are underway to improve, environmentally, the destruction of film micro-products. A Logistics Instruction (LI 45-16) on "Implementation Procedures of the National Environmental Policy Act" was issued 22 January 1974 and was published in final form in the Federal Register, Vol. 39 No. 19, on 28 January 1974.

3

7. ~~Fiscal Year 1976 (Expectations - Resume of Significant Plans That Will Be Initiated and/or Achieved This Year)~~

Emergency Conservation and Utilities Reliability

In view of increasing national emphasis on energy conservation and environmental pollution, systems efficiency and systems reliability have become key factors in the missions and objectives of the Agency and the Federal establishment in general. Agency efforts will be directed in the area of continual upgrading of ~~the~~ utility support systems and to provide reliable, efficient, adequate, and uninterrupted utilities support to Agency personnel, technical functions, operations, and missions.

4

Real Estate Branch
Computerized Real Estate Data

2. During the past fiscal year, the accuracy of the Standard Level User Charges (SLUC) data provided by GSA has improved markedly.

As a result, The Division is now in a position to include this data in

[Redacted Box], and this is

~~indeed one of our~~ an RECD objectives during fiscal year 1976. Once complete, there will exist we will have a computer-based Real Property Summary which provides

square footages, acquisition costs, [Redacted Box]

SLUC costs, addresses, types of space, etc., in a wide variety of formats.

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Resumé of construction/renovation projects in which RECD provides planning, design, engineering, or other forms of significant support:

Major RECD projects completed during FY 1975

<u>Item</u>	<u>Location</u>	<u>Cost</u>
1. P&PD Building Sprinkler System	Headquarters	\$ 115,000
2. Powerhouse Mimic Bus	Headquarters	172,000
3. Headquarters Garage	Headquarters	1,304,000

Major RECD projects to be completed during FY 1976

1. Expansion Transformer Vault B	Headquarters	845,000
2. Third Chiller for Carrier Room	Headquarters	450,000
3. Headquarters HVAC Study and Modification	Headquarters	1,271,000

4.

5. CDS Renovations	Headquarters	260,000
6. Headquarters Powerhouse Electrostatic Precipitators (GSA)	Headquarters	495,000
7. Security Access Control System	Headquarters	40,000
8. Waste Energy Recovery Study	Headquarters	40,800

9.

10. Ops Building Extension 350,000

11. New Transmitter Building 549,000

12.

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Major Projects Design and Planning FY 1976

1. OJCS Expansion (3,000 sq. ft.)	\$ 480,000
a. OJCS 60 Hz Uninterruptible Power System (UPS)	860,000
b. OJCS 400 Hz UPS	308,000
c. OC 60 Hz UPS	632,000
d. Second 2500 kW Generator	780,000
2. Expansion of Transformer Vault C	700,000

Major RECD Active, long-term projects

1. VEPCO substation renovations
2. Optical Tracker
3. SAFE Computer Center and Utilities

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~~SECRET~~4. Headquarters Engineering Branch

During fiscal year 1975 and continuing into fiscal year 1976, the Headquarters Engineering Branch recently added, modified, or has under-way at the Headquarters compound the following projects:

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b.	Powerhouse Mimic Bus	172,000 complete ✓
c.	Expansion of Transformer Vault B	845,000 ongoing
d.	Third Chiller for Carrier Room	450,000 ongoing
e.	Hqs. HVAC Study and Modification	1,271,000 ongoing
f.	Hqs. Garage	1,304,000 complete ✓
g.		415,000 ongoing
h.	CDS Renovations	260,000 ongoing
i.	Hqs. Powerhouse Electrostatic Precipitators (GSA)	495,000 ongoing
j.	Security Access Control System	40,000 ongoing
k.	Waste Energy Recovery Study (CIA)	40,800 ongoing

Major Projects (CIA Design and Planning)

a.	OJCS Expansion (3,000 sq. ft.)	480,000 ongoing
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d.	OC 60 Hz UPS	632,000
e.	Expansion of Transformer Vault C	700,000
f.	Second 2500 kW Generator	780,000
g.	Hqs. Electrical Substation Modification (Vepeco)	8500,000
h.	SAFE Computer Center and Utilities	2,200,000

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AGENCY LOCATIONS IN
METROPOLITAN WASHINGTON
(9/29/75)

Responsibilities of Logistics Services Division

<u>Location</u>	<u>Assignable Sq. Ft. (gross)</u>	<u>Net Square Footage</u>	<u>Personnel</u>
1. Headquarters Building			25X9
2. Printing and Photography Building			
3. Headquarters Garage			
4. Ames Center Building, Rosslyn			
5. Key Building, Rosslyn			
6. Magazine Building, Rosslyn			
7. Chamber of Commerce, Arlington, VA.			
8. Central Building, 2430 E St. N.W.			
9. East Building, 2430 E St. N.W.			
10. South Building, 2430 E St. N.W.			
11. 			
12. 			
***13. 			
**14. 			

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OFFICE OF LOGISTICS
REAL ESTATE AND CONSTRUCTION DIVISION
SIGNIFICANT ACHIEVEMENTS - FY 1975

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[Redacted]

red

facilities

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2. Progress Reporting: The status reports system on design and construction has been modified to reduce costs by eliminating routine reports where little or no activity occurs.

[Redacted] are received quarterly. Reports from [Redacted]

and II are received monthly. [Redacted] reports are received weekly because of the present extensive construction programs that are underway. Other reports are received on an ad hoc basis.

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EXPECTATIONS FOR FY 1976

~~1. Continuing Pollution Abatement Efforts~~: The division will continue in its efforts of evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. Two research and development projects are underway to improve, environmentally, the destruction of film microproducts. A Logistics Instruction (LI 45-46) on "Implementation Procedures of the National Environmental Policy Act" was issued 22 January 1974 and was published in final form in the Federal Register, Volume 39, Number 19, on 28 January 1974.

[Redacted]

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2. 3. Energy Conservation and Utilities Reliability: In view of increasing national emphasis on energy conservation and environmental pollution, systems efficiency and systems reliability have become key factors in the missions and objectives of the Agency and the Federal establishment in general. Agency efforts will be directed in the area of continual upgrading of utility support systems and to provide reliable, efficient, adequate, and uninterrupted utilities support to Agency personnel, technical functions, operations, and missions.

remember 4, 5 to 3, 4.

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B

ACQUISITION OF EXCESS MATERIEL

	<u>FY 1973</u>	<u>FY 1974</u>	<u>FY 1975</u>
DOLLAR VALUE OF MATERIEL ACQUIRED	\$963,742	\$273,454	\$236,043
REIMBURSABLE COSTS	<u>45,473</u>	<u>16,556</u>	<u>15,457</u>
COST AVOIDANCE	\$918,269	\$256,898	\$220,586

EXAMPLES FY 1975

ITEM

BOOK VALUE

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[REDACTED]
TRUCK, HAND, SHELF

\$82,044
\$ 1,904

~~DO NOT USE THIS~~ATTACHMENT #1

<u>MONTH</u>	<u>REQUISITIONS</u>	<u>LINE ITEMS</u>	<u>\$ VALUE</u>
Sep. 74	468	2,209	34,827
Oct. 74	346	1,216	51,713
Nov. 74	430	1,605	86,926
Dec. 74	396	1,310	46,207
Jan. 75	459	1,848	70,272
Feb. 75	375	910	72,231
Mar. 75	409	1,277	67,880
Apr. 75	492	1,410	65,565
May 75	545	1,651	95,981
Jun 75	347	949	65,772
Jul 75	303	851	50,386
Aug 75	<u>464</u>	<u>1,337</u>	<u>66,548</u>
TOTALS	5,034	16,573	\$774,308
	÷ 12	÷ 12	÷ 12
AV	420	1381	# 64,526

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OF THE
RESPONSIBILITIES, SUPPLY DIVISION MISSION ARE:

1. Provides regular supply service, i.e., receiving, storage, issue, packing, and transportation.

2. Also provides quick reaction supply service, i.e., procure, pack, and ship (Small Purchases Branch).

3. Performs inventory management, i.e., stock levels, replenishment, disposals, new items, identification, and cataloging:

4. Maintains Agency accountable property records.

5. Conducts interdepartmental liaison, procurement, contracting.

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6. Provides technical guidance in transportation, [redacted]

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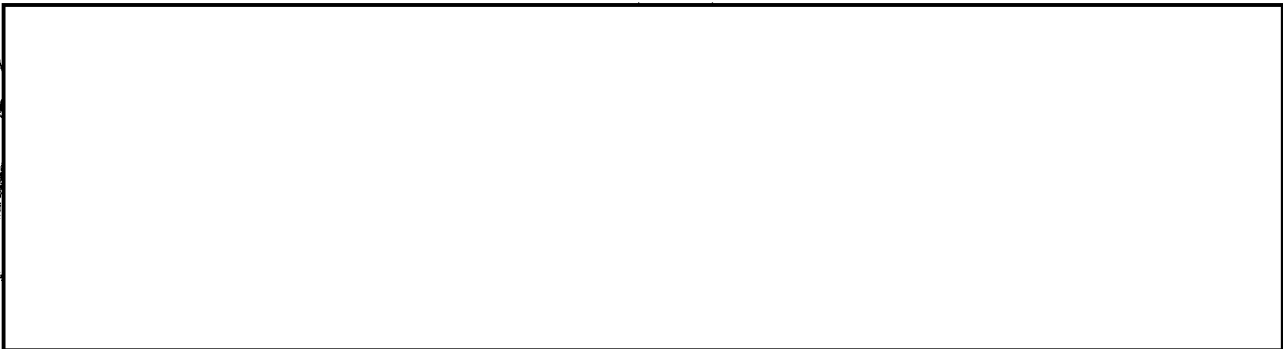
[redacted] vehicles.

7. Budgets for Agency administrative forms.

8. Provides domestic truck transport with in-house vehicle fleet.

9. Is responsible for the inspection, testing and maintenance

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of
list

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SUPPLY DIVISION

SIGNIFICANT ACHIEVEMENTS-FY-75

HEADQUARTERS:

a. Implemented the automated inventory control system.

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b. Reviewed the requirement for some 115 computer-generated, regularly scheduled supply management reports. As a result, 44 reports were either cancelled or reduced to an "as required basis".

c. Completed closure of the logistics [redacted]

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d. Developed a method for costing the services Supply Division provides to its Agency "customers".

e. Proved the feasibility of having the General Services Administration ship materiel procured through the FEDSTRIP System directly to overseas station vice costly receiving [redacted] and rehandling.

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f. Modified a flexowriter machine to automatically generate an important cross-reference for office finance ~~(\$3,750)~~. ANNUAL SAVINGS: \$3,750⁰⁰

g. Deleted approximately 60 items from the supply system as either slow moving or not required.

h. Redesigned and/or consolidated similar administrative paper products ~~(\$8,800)~~. ANNUAL SAVINGS: \$8,800⁰⁰.

[Large redacted block]

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k. Opened the Small Purchases Branch for quick-reaction response to low cost supply requirements. ~~No new positions were provided.~~ (See page - for details)

SIGNIFICANT ACHIEVEMENTS FY-75

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2. [Redacted]

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[Redacted]

b. Converted five steam boilers from gas to oil. ~~for substantial savings in fuel costs. (\$6K). ANNUAL SAVINGS: \$6,000~~

c. Acquired considerable quantities of "no cost" maintenance material as surplus from other U.S. Government Agencies. ~~(\$53K) BOOK VALUE: WAS \$53,000~~

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d. Extended the frequency of stock surveillance and [Redacted] deployment reaction for a reduction of 4 positions. ~~(\$50K) SAVED \$50,000 IN SALARIES & BENEFITS~~

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3. [Redacted]

a. Consolidated local delivery schedules for an ANNUAL 44,000 mile reduction in truck travel. ~~(\$7.5K) SAVED \$7,300 IN OPERATING COSTS~~

b. Fabricated some 250 reusable containers. Potential saving is ~~\$22,500~~ \$22,500

~~c. Modified an unused building for use as a heavy equipment maintenance facility to permit in-house maintenance. (\$10K).~~

C. ASSIGNED THREE WOMEN TO WHAT HAD TRADITIONALLY BEEN "MEN'S JOBS"

OUT → D. INCREASED UTILIZATION OF [Redacted] TO ELIMINATE DOUBLE HANDLING

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SUPPLY DIVISION FY-76 ~~NO~~ OBJECTIVES

OBJECTIVE

OL-A-02-76
OUT

Devise systems and procedures to develop and establish a series of positive indicators against which program missions (functions) can be judged.

OL-A-05-76

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OL-SD-01-76 2.

Interagency Liaison Procedures
In cooperation with the Office of Training, produce a video tape for orientation purposes on the subject of "Interagency Liaison Procedures" as they apply to OL. Production of the tape is to be completed by 30 June 1976.

SD-02-76

3. Continuing review of internal reports
Review 50 percent ~~in each of FY 75 and FY 76~~ of the computer reports received and/or generated by SD and revalidate the need for continued output. Consideration is to be given to consolidation, modification or cancellation of output. NOTE: ~~FY 76 effort to be continuation of FY-75 program objective.~~ The GIM II requisitioning module is scheduled to be in effect and the resultant change in computer capabilities, the effectiveness of data control center query capability, and the adaptability of microfiche to supplant and hardcopy reports still in production will be considered, evaluated.

SD-03-76

4. Vehicle Records report
Establish an automated vehicle records program by the end of FY-76, in conjunction with OJCS. (~~This objective formerly programmed during FY-73 through FY-75.~~)

SD-04-76

5. Orientation film
Remake the Supply Division orientation film "It Doesn't Just Happen"

SD-05-76

6. Excess or unserviceable property procedures
Review, update, and consolidate existing policies and procedures with regard to disposition of Agency excess or unserviceable property in order to accomplish disposition actions more expeditiously and ensure compatibility between levels of responsibility and delegations of authority.

SD-06-76

OUT Maintain and rehabilitate the buildings grounds and other facilities unless otherwise noted.

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OBJECTIVE

Stock Levels Modernization

~~SD-08-76~~

7.

By the end of FY-76, modernize procedures and formulas for determining reorder points (ROP) and economic order quantities (EOQ) for Agency stock materiel and add the necessary procedures and formulas for determining maximum levels, safety levels, and long supply.

~~SD-09-76~~

(M.O.'s) ~~OUT~~

Incorporate the [redacted] stock locator system into the automated supply record system by the end of FY-76.

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~~OUT~~

Convert an existing [redacted] storage building into a heavy equipment maintenance shop.

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~~OUT~~

Acquire a resident finance officer at [redacted] to handle financial transaction and manage imprest funds in support of Small Purchases Branch.

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~~OUT~~

Establish a job enrichment program for certain [redacted] production workers.

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