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Approved For Release 2000/09/03 : CIA-RDP84-00933R000400040021-3

ODP # 1456/77

22 JUL 1977

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller

STATINTL

FROM : [REDACTED]
Chief, Regulations Control Branch
Information Systems Analysis Staff

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SUBJECT : Proposed Revision of [REDACTED] Office of Logistics
(Job #8238)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposal was initiated by the Office of Logistics to revise and update the regulation on its mission and functions.

2. Please submit your concurrence or comments by 11 August 1977. If you have any questions regarding the proposal please call [REDACTED] extension 3796.

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[REDACTED]

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Attachments

- 1. Proposed revision of [REDACTED]
- ~~2. Concurrence Sheet~~

cc: OL
OF
OMS
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OS
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C/ISAS

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HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	61&62	1/30/75 1/30/75				<p>[REDACTED] has been revised to update the regulation.</p> <p>Figure 20 is revised to update the Office of Logistics chart.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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e. OFFICE OF LOGISTICS

(1) MISSION. The Director of Logistics is responsible for ~~the~~ development ^{ing} of logistical policy and ~~the~~ planning for and ^{providing} implementation of logistical support to all Agency activities; ~~for the~~ establishment and maintenance of a procurement and supply system; ~~for~~ the administration of a real estate and construction program; ~~for the~~ printing, photography, mail, courier, transportation, and other appropriate logistical services.

(2) FUNCTIONS. The Director of Logistics will:

(a) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.

(b) Ensure compliance with statutory provisions affecting logistical policy and procedure except where specific exemption has been or may be authorized.

(c) Develop logistics data for and provide technical assistance to other components in the preparation of Agency plans, programs, and projects and in the conduct of logistics activities.

(d) Monitor and control logistical support provided other governmental activities in accordance with the provisions of [REDACTED]

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(e) Conduct liaison with other governmental departments and agencies and negotiate support arrangements for their providing logistical assistance wherever and whenever required.

(f) Support the Office of Legislative Counsel in liaison with the Joint Committee on Printing, Congress of the United States.

(g) Formulate, implement, and administer a printing and photographic capability as necessary in support of Agency operations. Conduct liaison as required with the Government Printing Office and other governmental agencies on printing matters.

(h) Provide professional and technical

guidance to Agency components in the fields of printing and photography.

(i) Formulate, implement, and administer an Agency-wide copier management program including approval of acquisition of all copying equipment.

(j) ^{/the/} Plan, develop, and execute all Agency procurement programs for equipment, supplies, and nonpersonal services.

(k) Maintain liaison with the Office of Federal Procurement Policy on all matters affecting the procurement function of the Agency.

(l) Not used.

(m) In cooperation with the Director of Finance, monitor accommodation property transactions.

(n) Develop, establish, and administer a worldwide supply system responsive to the requirements of Agency operations.

(o) Develop and manage an accurate and reliable system of inventory controls and accountability for property resources under the control of the Office of

Logistics.

(p) Establish and/or approve supply management systems for maintenance of decentralized accountable records and their adaptations to automated processes where necessary and cost effective.

(q) Execute and/or redelegate obligation authority of DCI for real property, equipment, supplies, ^{/the/} and nonpersonal services as delegated.

(r) Provide technical and professional support and guidance to all Agency ~~elements~~ in the field of ^{/components/} design, acquisition, construction, alteration, renovation, maintenance, and disposal of real property.

(s) Determine requirements for office and special-purpose space in the metropolitan area; and develop plans for acquisition, alteration, construction, and assignment to Agency components.

(t) Provide logistical services to Agency components in the Metropolitan Washington Area in the ^{/a/} fields of transportation, building services, and supply, and mail and courier services.

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(u) Monitor all food service and vending operations in CIA buildings; maintain liaison with organizations providing such services; and coordinate with the Office of Medical Services on matters relating to sanitation.

(v) Provide for the collection, storage, and destruction of classified waste.

(w) Develop and maintain computer application programs uniquely tailored to support the logistics mission subject to the technical review and approval of the Office of Data Processing.

(x) Provide for the secure functioning of all logistical responsibilities as may be assigned or delegated by the DCI.

(y) Implement and ensure adherence to the security policy and standards for industrial contractual arrangements ~~published~~ by the Director of Security.

/established/
(z) Administer an effective personnel management program within the Office of Logistics.

(aa) Provide trained logistics personnel for
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assignment to other Agency components.

(b) Administer Agency consolidated Table of
/b/
Vehicular Allowances.

(3) ORGANIZATION. See organization chart,
figure 20.

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e. OFFICE OF LOGISTICS

- (1) **MISSION.** The Director of Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment; and supplies; and for printing, mail, and courier services.
- (2) **FUNCTIONS.** The Director of Logistics will:
 - (a) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
 - (b) Develop logistics data for and provide technical assistance to other components in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
 - (c) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
 - (d) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development, maintenance, and distribution of a Supply Catalog, development of supply programs, stock levels, production capacity requirements, and controlled-materials programs requirements; and determine initial procurement quantities.
 - (e) Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.
 - (f) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services necessary for Agency activities.
 - (g) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
 - (h) Determine space requirements and plan, acquire, and allocate space to meet Agency needs within the Metropolitan area of Washington, D.C., and provide alterations, maintenance, moving, and other related office services.
 - (i) Provide domestic facilities and technical guidance, in support of activities within and outside the continental limits of the United States, for the receipt, inspection, preservation, storage, issue, packing, maintenance, repair, redistribution, and disposal of equipment and supplies.
 - (j) Approve transfers and loans of Agency materiel to other U.S. Government agencies. Transfers may be on a reimbursable or nonreimbursable basis in accordance with the terms and conditions of the Federal Property and Administrative Services Act of 1949, as amended.
 - (k) Develop and administer an integrated property accounting system and designate those headquarters [REDACTED] activities responsible for maintaining formal accountability for materiel.
 - (l) Not Used
 - (m) Appoint accountable officers or authorize chiefs of components to make such appointments.

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Revised: 30 January 1975 (855)

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- (n) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
 - (o) Arrange for the transportation of Agency property and, as required, provide staff support and participate in the development of policy in connection with travel and the transportation and storage of employee's effects.
 - (p) Provide vehicular support in the Metropolitan area of Washington, D.C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
 - (q) Provide trained logistics personnel to other Agency components.
 - (r) Maintain the headquarters mail and courier service.
 - (s) Monitor all food service and vending operations in CIA buildings; maintain liaison with organizations providing such services; and coordinate with the Office of Medical Services on matters relating to sanitation.
 - (t) Implement and ensure adherence to the security policy and standards for industrial contractual arrangements published by the Director of Security.
- (3) ORGANIZATION. See organization chart, figure 20.

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Remarks:					
<p><i>ODP concurs in the proposed revision of [redacted] Editorial comments for paragraph e (1) are in red.</i></p>					
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