

Approved For Release 2008/06/26 : CIA-RDP86-00735R000100140003-6
S E C R E T

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

6 December 1983 - 1330 hours



25X1

Presenter

Opening Remarks

Objectives:

Establish Procedures to Execute Payment in Accordance with the Prompt Pay Act

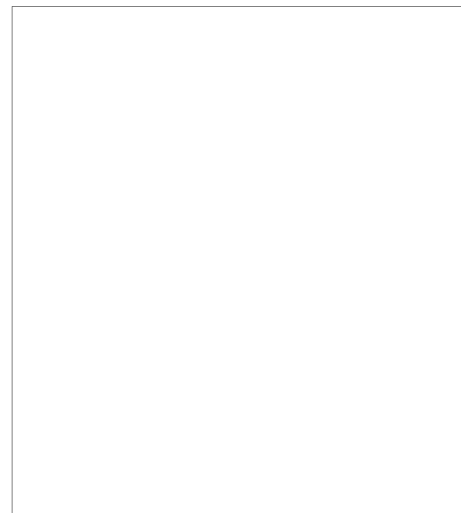
Implement the Digital Prepress System

Provide Support to SAFE, Phase II

Improve Methods of Recruitment, Personnel Evaluation, and Communications

Improve the Physical Environment and Quality of Food and Service in the Executive Dining Room

Review of OL Accomplishments in FY 1983



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FY 1983 DIRECTORATE-LEVEL OBJECTIVES

Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound

Conduct a Comprehensive Review of Personnel Management Functions

Improve Methods for Recruitment, Personnel Evaluation, and Communications in OL

Develop and Implement a Logistics Integrated Management System (LIMS)

Develop Policy and Resolve Key Issues Affecting Acquisition

Establish Procedures to Execute Payment in Accordance with PL 97-177, Prompt Pay Act

Develop and Implement an Effective Vehicle Dispatch Plan (new objective)

Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room

Continue to Work Closely with GSA to Improve Service to the Agency

Implement the Digital Prepress System

Conduct a Pilot Quality Circle Program

Improve Responsiveness to Politically Sensitive Requirements for Goods and Services

Provide Support to SAFE, Phase II

Construct 50,000 Net Square Feet of Space

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Continue to Work Closely with GSA to Improve Service to the Agency

Conduct Utilities Reliability Study, Power Plant

Provide Management Information on the Upgrade

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Office: OL/PMS and OL/SD
 Objective Statement: Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: 30 September 1983

O — Scheduled
 X — Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish contractual terms and conditions and internal procedures to ensure prompt payment of contractors' invoices (OL/PMS).												
a. Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	OX											
b. Develop internal instructions to contracting officers regarding the implementation of the joint OF-OL notice regarding prompt payment of invoices.	OX											
c. Develop new contract clauses regarding invoicing, receiving, and test and inspection.	OX											
d. Add enhancements to CONIF to ensure prompt payment of invoices and assist in monitoring the receipt of supplies and services, identifying the type of payments clause in each contract, adding the COTR's division and phone number to CONIF, interfacing with ICS, monitoring the issuance of inspection reports and withholding clauses of applicable contracts thru CONIF.	O-----X											
e. Review the effectiveness of the procedures for prompt pay and revise as necessary.				OX								

S E C R E T

Office: OL/PMS and OL/SD O — Scheduled
 Objective Statement: Establish Procedures to Execute Payments in Accordance with PL 97-177, X — Actual
 Responsible Officer: Prompt Pay Act
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: 30 September 1983

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2. Establish procedures for the expeditious processing of receiving reports to OF (OL/SD). a. Brief appropriate personnel on their responsibilities regarding the Prompt Pay Act (PL 97-177). b. Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete. c. Devise follow-up procedures for direct vendor contact via phone. d. Establish interface between ICS and CONIF data systems. e. Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.	OX											
				OX								
		OX										
					O-							-OX
					OX							

Office: OL/P&PD
 Objective Statement: P&PD Digital Prepress System (3-Year Project)
 Responsible Officer:
 Significant Funding Amount: FY 83
 Quarter Ending: September 1983

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initial testing, operation, and evaluation of the EOCOM laser platemaker.	O					X						
2. Order black and white electronic camera.	X											
3. Installation, testing, and evaluation of black and white electronic camera.		X										
4. Order and install CAMEX "test bed" pagination system.			O						O	X		
5. Prepare detailed specification for Interactive Area Composition and File Management System (IACFM).			X									
6. Visit vendors of page makeup systems to evaluate their performance in producing benchmark samples of typical publications.				X								
7. Prepare a final report on CAMEX test bed pagination system.					O				O		X	
8. Based on detailed specifications for IACFM and on results of pagination system test bed, conduct a market survey of available equipment and prepare a final report with recommendations.						X						

S E C R E T

Office: OL/P&PD
 Objective Statement: DEPD Digital Prepress System (3-Year Project) (page 2)
 Responsible Officer:
 Significant Funding Amount: FY 83
 Quarter Ending: September 1985

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
9. Based on results of items 5-7, either:												
a. Prepare and release a Request for Proposal (RFP) for an IACFM							O-----X					
b. Order recommended IACFM												O---
10. Investigate color scanners for inclusion in Digital Prepress System and other P&PD color printing applications.						X						
11. Order color scanner.							O-----X					

S E C R E T

SECRET

Office: OL/RECD
 Objective Statement: Site Construction, Phase II, Project SAFE
 Responsible Officer:
 Significant Funding Amount: FY 83
 Quarter Ending: 30 September 1983

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Advertise contract.			OX									
2. Open bids.				O								
3. Award contract.					O	X						
4. Site construction.							O					
5. Receive and install UPS.										O		

SECRET

S E C R E T

Office: OL/P&TS O — Scheduled
 Objective Statement: Improve Methods of Recruitment, Personnel Evaluation, and Communication X — Actual
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Recruitment												
a. Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											OX	
b. Utilize outcome of preceding objective in current recruitment effort.											OX	
2. Personnel Evaluation												
Review OL personnel evaluation criteria and revise as appropriate.												OX
3. Communications												
a. Develop content of and procedures for interviews with new ML careerists.										OX		
Initiate interview program.										OX		
b. Develop concept of a quarterly newsletter on personnel topics for OL employees.										OX		
Publish first issue of the newsletter.												0---Oct. X

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



NEWS FROM
THE PERSONNEL & TRAINING STAFF

October 1983

This initial publication of News from the Personnel & Training Staff continues our efforts to keep you informed of developments in personnel that may affect you. It is our hope that this quarterly newsletter will be a means to clarify and discuss policies, procedures, and issues of current interest. Our ultimate goal is to keep you in touch with the Personnel and Training Staff and the career management process. With that in mind, I invite you to let us know how the newsletter can be of most service to you. If you have particular subjects you would like to have addressed, please let me know and every effort will be made to give a thorough response in the next issue.



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Personnel/Administrative Problems?

While we do not profess to be experts, we do have members of the staff who have an above-average knowledge in the areas listed below. Most questions that arise on a routine/daily basis can probably be answered immediately; others may require some research.

Performance Appraisal Reports
Life Insurance/Hospitalization

Central Emergency Locator Information
Time & Attendance Inquiries

Training Information



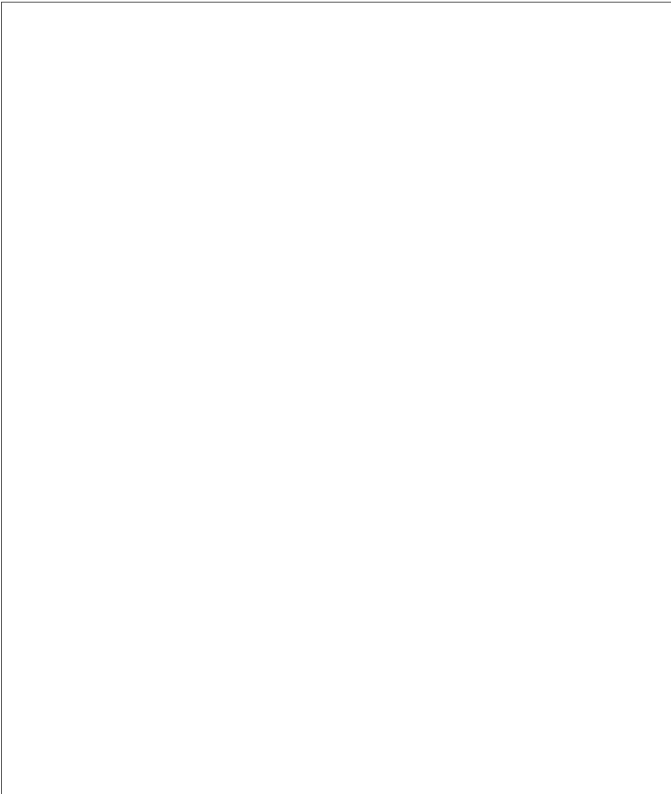
Travel



Personnel Actions

Retirement

Federal Employees Compensation
(Job-related injury or illness)



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Personnel Changes

Personnel and Training Staff has two new staff members we would like to introduce.

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Follow-up Interviews (a glimpse of things to come!)

Personnel Staff will be contacting new employees approximately 6 months following their assignment to the Logistics Career Service. We want to make ourselves available to answer questions or clarify possible misconceptions employees may have regarding problem or potential problem areas; regulations, policies, procedures, benefits, the Career Panel System, etc. We are also interested in hearing suggestions on improving EOD processing, particularly that portion involved with helping the employee settle into his or her job. How could P&TS have made it easier; what didn't we tell you that you wish you'd known; what were the surprises -- good and/or bad; and disappointments? These interviews will be confidential; however, the results will serve as a basis for initiating or modifying existing programs/procedures to better serve employees in the future and to alert management to areas that should be reviewed.

Minority Recruitment

P&TS has initiated a recruiting effort this fall. OL officials have met with representatives of George Mason University regarding a Cooperative Education Program for their undergraduate students who are interested in the Logistics field. Mr. [redacted] Agency Co-op Coordinator, is scheduled to discuss the Logistics Management Program on 21 and 22 November 1983 at George Mason University. While this has not been advertised as a "minority" recruitment program, we have advised school administrators that we are particularly interested in attracting minority students through this means. Interested students will be processed for fall 1984 EOD classes.

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[redacted] accompanied by a representative of P&TS, have visited with officials of four area high schools to set up a special program for recruiting minority students interested in such jobs as warehouse assistant, motor vehicle operator and courier. They have arranged to meet with administrators of a fifth school in October. School officials have agreed to identify hard-working students who have demonstrated integrity, dependability, and conscientiousness as opposed to only those with high academic standing. Once identified, interested students will be interviewed and given applications forms (mid-October target date). Their processing will be expedited through special handling procedures already agreed upon by the Offices of Security and Personnel. New applicants should enter on duty in late 1983 and early 1984.

Retirements

The following retirements occurred in the Office of Logistics between 1 January and 2 September 1983.

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[redacted]

02 January
03 January
03 January
20 January
28 January
29 April
29 April
29 April
29 April
31 May
03 June
03 June
30 June
30 June
01 July
01 July
01 July
28 July
02 September
02 September
02 September

Training Completions

Just a reminder to those who are sponsored for external training: Within ONE WEEK after your course ends, you must turn in completion evidence to your Division/Staff training representative or the OL Training Office (TO). Completion evidence may be any one of the following:

1. Two copies of the certificate from the training facility.
2. If no certificate is given, Copy 6 of the Form 136, signed and dated at the bottom in the "Certificate of Attendance" section. You or your Training Representative should have detached and retained this copy before submitting the remaining copies of the Form 136 to the OL/TO.
3. If no certificate is given and you do not have the Copy 6, you can write a statement to the effect that you attended the course but did not receive a certificate. This statement must be signed and dated by you.

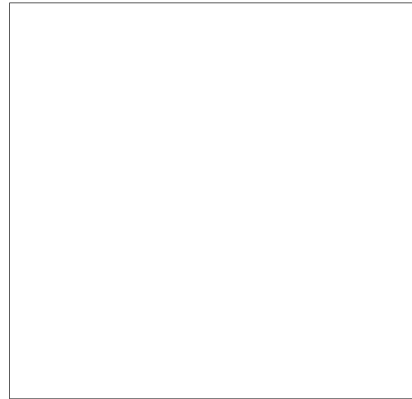
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- 4. For all academic courses, in addition to either Number 2 or Number 3 above, you must also submit two copies of the grade report when you receive it from the school.

Two copies of the completion evidence are needed as one copy is put into your OL soft file and one is sent through the Office of Personnel for your Official Personnel Folder.

For those who may not know their Division/Staff training representatives, a list of the names and divisions follows:

- Supply Division
- Procurement Division
- Real Estate & Construction Division
- Printing and Photography Division
- Logistics Services Division
- Plans and Programs Staff
- Procurement Management Staff
- Any other Staff employees (Security Staff, Budget Fiscal Branch, Personnel and Training Staff, New Building Project Office)



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LOT Committee Selected: To Begin Work Soon

The committee to Study Proposed Logistics Officer Trainee (LOT) Program has been selected and will begin its work soon. The members of the Committee and the offices they represent are:

Chairman:
Vice Chairman:



- New Building Project Office
- Logistics Services Division
- Supply Division
- Supply Division
- Procurement Division
- Procurement Division
- Printing and Photography Division
- Real Estate and Construction Division
- Plans and Programs Staff
- Personnel and Training Staff

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The committee's goal is to develop a Logistics Officer Trainee Program or alternatives. The LOT Program will prepare high-potential logistics officers for future management assignments.

The committee has three objectives:

- (1) Define the content of the LOT (that is, what training and assignments will be utilized).

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- (2) Establish the length of the program.
- (3) Develop the selection criteria for participation in the program and determine how many will participate. The Committee will accomplish its objectives through five specific taskings:
 - (a) Review all existing OL programs (formal as well as ad hoc).
 - (b) Review all former Logistics Officer Trainee Programs.
 - (c) Review other CIA programs.
 - (d) Review other Government programs.
 - (e) Review private industry programs.

The Committee is scheduled to complete its work in six months. The first meeting will be held in mid-October.

Any OL employee who has information or suggestions for the Committee is invited to contact the Chairman or any Committee member.

Position Survey of The Office of Logistics for the Position Management and Compensation Division

The Office of Personnel (OP), is responsible by regulation for conducting periodic position surveys of Agency organizational units. These periodic surveys serve two purposes (1) to validate the grades assigned to each authorized ceiling position and (2) to offer Agency managers advice on a variety of organizational issues. The Position Management and Compensation Division (PMCD) assumes this survey responsibility for OP, and its representatives met with Office of Logistics management last fall to initiate the process for our office.

During its visit in October, a team of PMCD officers briefed Dan King and his front office staff on how the survey would be conducted and what materials would be needed before the survey would begin. Subsequent meetings were held with staff, division, and branch supervisors and managers on the same subject with special attention given to the proper preparation of position descriptions. A survey schedule was then created, which allowed each major unit of OL to know generally when to expect the survey team.

The audit phase of the survey began soon thereafter through a process involving numerous interviews of employees by the survey team. Since perhaps 80% of all office members were interviewed by the end of the audit phase, it is very likely that you participated in one of these sessions with a team member. Based on the feedback which my office has had, I believe that the vast majority of these interviews went quite well and were not at all unpleasant-perhaps a surprise to some of you who had heard intimidating stories of the difficulties which allegedly accompany visits by PMCD.

Only in late August 1983 was this audit phase of the survey completed. Oral feedback sessions to the affected division and staff chiefs had occurred as the interview portion of the process was completed in each unit of OL. When the last segment was surveyed, PMCD scheduled feedback sessions with the D/L and his senior managers. These took place during mid-September and resulted in the identification of "problem areas"; i.e., position calls which were in dispute. Fortunately, these disputes involved very few positions and were resolved at a subsequent feedback session.

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Besides surveying all of the positions in the main Office of Logistics, the PMCD survey team has also worked to produce a written job standard describing the positions (at various grade levels) of logistics officer, logistics assistant, supply officer, and supply assistant where they exist in components outside of OL. This project was undertaken to facilitate future position surveys affecting these positions.

In the immediate future, PMCD will produce an extensive written report of its survey of OL for management's review. A separate package addressing the position standards in the components will also be written. Before this package is accepted, it will have OL's approval and that of the Director of Personnel.

In conclusion, the Director of Logistics feels that the survey went well. A great deal of effort was expended by the Office and the PMCD representatives to make the survey process as free of misunderstanding and dispute as was possible. To a marked degree, this mutual effort was very successful. Mr. King believes that the survey, in spite of its length and great investment of our time, has been quite helpful, particularly the development of the position standards for our component officers. As I implied above, I hope your own personal contact with the survey was similarly positive.

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Office: OL/LSD
 Objective Statement: Improve the physical environment and quality
 Responsible Officer: of food and service in the EDR
 Significant Funding Amount: _____ FY '83
 Quarter Ending: First Quarter 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			N									
Present a proposal for improvement to management				0	-----	-----	-----	-----	0	-----	-----	0
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						N						

Office: OL/LSD
 Objective Statement: Improve the physical environment and quality of food and service in the EDR
 Responsible Officer:
 Significant Funding Amount: \$ FY '84
 Quarter Ending: First Quarter 1984

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a survey of EDR members to elicit opinions, comments, and suggestions		X										
Present a proposal for improvement to management			O									