

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 9 December 1986

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

No (1) CONIF input 162 contracts and 106 amendments during this past week. This appears to be about an average number of contracts and an above-average number of amendments for this time of year.

No (2) A meeting was held between Chief, CONIF and Chief, Security Staff, Office of Logistics (OL), to review the FOCI data available in the CONIF system.

STAT No (3) [] continues to work on the AM/INIT menu and the OBLGRD procedure. Mr. Conrow appears to have a promising approach to applying funding on a contract which is one of the more complex procedures in CONIF.

b. Training:

No (1) Procurement Management Staff (OL/PMS) gave a presentation on the structure of procurement within OL to the Logistics Orientation Course.

No (2) Continued progress is being made toward the presentation of an in-house training course by an independent contractor during the 5-30 January 1987 time frame. Eagan, McAllister Associates has been identified to give the course entitled "Management of Defense Acquisitions Contracts (Basic)"; this course is considered to be a core course for contract officers. OL/PMS is concerned about getting a sufficient number of Contract Officer Interns (COIs) to attend this course without seriously impacting the contract teams. staff notes

c. Briefings:

No (1) The Agency Contract Review Board convened on 2 December to review three dockets, one of which was a walk-on presentation. All three dockets were recommended for approval by the Director of Logistics, two with caveats. Due to the approaching holidays, the Board will not meet again until 6 January.

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yes (2) On ~~5 December~~, the Chief, PMS/OL briefed the Director of Finance (OF) on the Agency's implementation of the Coopers and Lybrand (C&L) report on ~~Other senior representatives of OF~~ *and other senior representatives* were also in attendance. ~~The significant impact on the finance personnel resources of this office was noted and the subject of several questions.~~ *The presentation was favorably received.*

No (3) On 9 December, the Chief, PMS/OL briefed the Director of Security on the C&L report. *was also briefed*

No (4) On 2 December, the Chief, PMS/OL briefed senior Directorate of Science and Technology contract officers on recent initiatives to accommodate the heavy training requirements for procurement personnel. Among these new approaches are greater reliance on onsite training provided by commercial organizations. These efforts will provide more timely and cost-effective training for our new Intern Program.

No (5) On 8 December, the Chief, PMS/OL briefed the Logistics Career Service Training and Awards Panel on new training efforts by OL/PMS for procurement personnel.

d. Procurement Notes (PN):

e. Meetings

No (1) [] and two members of the Information and Management Support Staff, OL, met with representatives of the General Services Administration's Information Resources Management Service in Washington, D.C., to view a demonstration of its electronic bulletin board system in order to evaluate its potential utility to Agency contract officers and to evaluate the feasibility of connecting to their system by modem over Agency telephone lines.

No (2) OL/PMS has drafted a glossary of terms frequently used by procurement personnel for the purpose of handing them out to new personnel entering into the procurement field. This glossary of terms will be incorporated with other material prepared for the COIs passing through OL/PMS.

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f. Federal Acquisition Regulations (FAR) Correspondence

No A review of several proposed changes to the FAR was prepared and draft comments given to the Chief, PMS/OL. The changes involve the use of letter requests for proposal, evaluation of options in solicitations, and subcontract competition.

3. Upcoming Events:

No A meeting of all senior contract officers will be held on 15-17 December at the Sheraton-Fredericksburg Resort and Conference Center for the purpose of reviewing the FAR implementation guide prepared by Sterling Institute.

staff
notes

4. Management Activities and Concerns:

None of a significant nature.

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