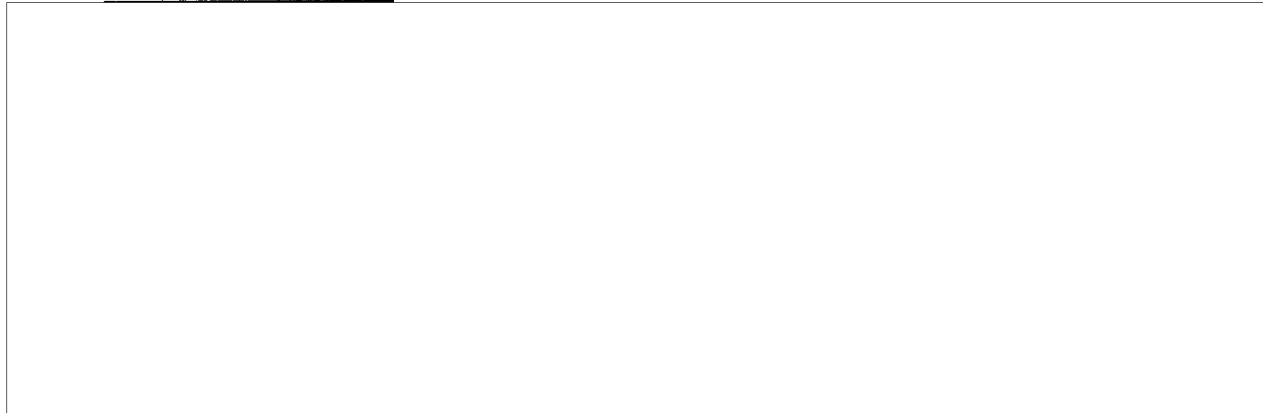


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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 26 JANUARY 1988

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. TECHNICAL GROUP



(2) CONIF (Contract Information System).

[redacted] retired over 1300 data records on the CONIF database through FY80 and moved them to the off-line database. [redacted]

(3) EXDINR (Executive Dining Room System). Plans to deploy the final phase of the Restaurant Management Point-of-Sale (POS) system are on schedule and will be installed on 29-30 January. [redacted] (POS contractor) was onsite 22 January to perform minor modifications on the Member Entry/Billing (CCM200) and the General Ledger software packages which currently reside on the Restaurant Management system. Also [redacted] has several enhancements to the Point-of-Sale software he is currently tailoring to Executive Dining Room (EDR) requirements. These enhancements have been discussed and approved by EDR management staff. [redacted] has produced a barcode listing depicting the Winter Menu 87-88 served in the Executive Dining Room. These barcodes will be the primary source of daily input (keyless) to the Point-of-Sale workstation. [redacted] will test the barcodes for scanning ability on 22 January.



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(4) FARS (Federal Automated Requisitioning System).

25X1 [redacted]
25X1 met with [redacted]
25X1 [redacted] on 19 January
concerning the conversion of the Federal Automated
Requisitioning System (FARS) from the Data General (DG)
mini-computer to the mainframe using Integrated Database
Management System/Relational. [redacted] briefed
25X1 [redacted] on the progress made. [redacted] asked if
25X1 anything could be done to have IDMS/R FARS production sooner
and was told that [redacted] had been hindered
by DG FARS downtime.

(5) [redacted] met with
[redacted] (C/IDSB/SD/OL) concerning a service fee which

25X1 will be added to all GSA requisitions which are ordered
25X1 through FARS. The service fee will be effective
25X1 1 February. [redacted] asked [redacted] to contact GSA to
ensure that the service fee will be included in the price.
25X1 [redacted] also asked [redacted] to contact General Counsel
to ensure that it is legal for the Agency to pay the service
fee.

(6) [redacted] met with

25X1 [redacted] liaisons from the
25X1 Department of Army to CIA for FARS. During the meeting it
was resolved that the 80 card format is a DOD standard which
will not likely change. The Form 2216 can be printed on cut
paper and there is the possibility of using floppy disks to
25X1 transmit the data. [redacted] also mentioned that there
are two files, AMDF and LIF, which could provide stock
information and status information, respectively. A letter
of agreement is being drafted by [redacted] to allow
25X1 IDSB/SD/OL to have passwords to those two files and to send
requisition information through floppy disks. Security for
these issues will be researched.

(7) FCS (Field Computer System). [redacted]

25X1 has been assigned to Technical Group/IMSS/OL from
25X1 Development Group/OIT. [redacted] is currently developing
several COBOL programs on the Micro VAX II mini-computer to
enhance the FCS.

(8) FCS (Field Computer System). [redacted] is

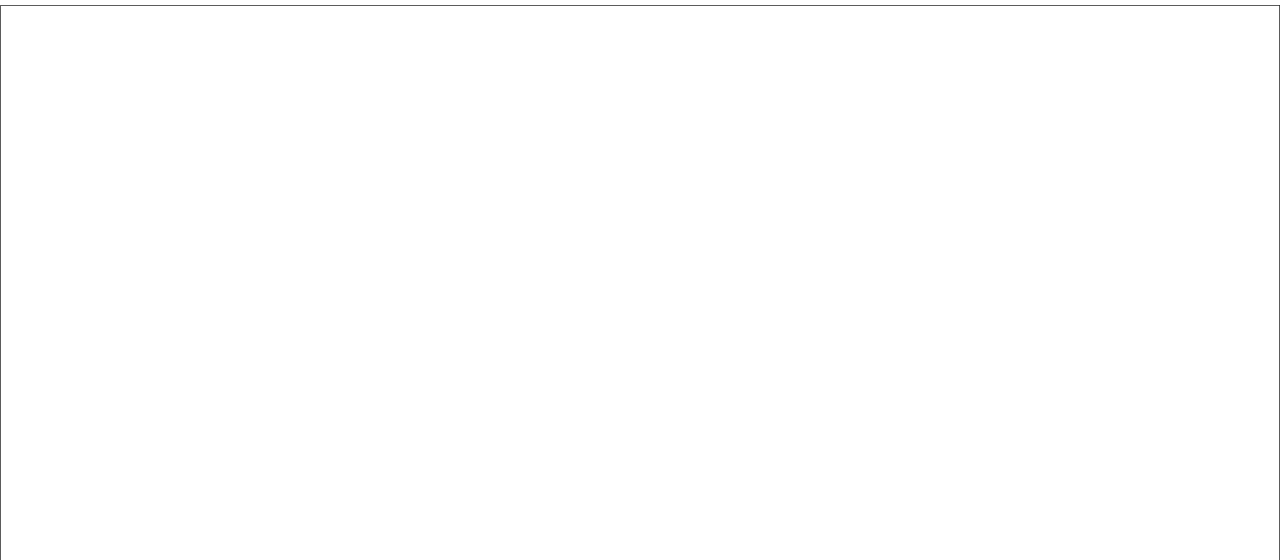
25X1 currently writing a COBOL program that will create the
BYCEPA report on the Logistics Automated Data System
(LADS III). This report will list Office of Communications'
accountable property by site.

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25X1 (9) INFO (INFO Applications). [redacted] is currently
working on the OL/Personnel Awards Tracking and the
25X1 OL/Personnel Applicant Tracking systems in an effort to
finalize the conversion from INFO to NOMAD. [redacted] is
concentrating efforts to load the INFO data files into the
respective NOMAD DATA BASES.

(10) MISCELLANEOUS. The Wang/CRAFT-based Accountable
Property System (APS) User's Manual is undergoing final
revisions along with an approval memorandum for Operations
Support Branch OSB/SD/OL. Upon final approval, the User's
Manual, will be forwarded to Printing and Photography
Division for an initial printing and a Logistics Notice
prepared and forwarded to Logistics Officers at Headquarters
and field stations.



B. PLANNING

25X1 (1) IMSS prepared a memorandum for the DDA from the
D/L forwarding OL's input for the DCI's Annual Report to
Congress. [redacted]

25X1 (2) The first draft of the OL Five-Year Plan FY
1988-1992 was forwarded to the D/L for review and has been
returned to IMSS for revision. [redacted]

25X1 (3) IMSS prepared the narrative for the Chief, IMSS's
Update on OL Activities for the 1st Quarter FY 88 and is
working with the Design and Presentations Center (D&PC),
OL/P&PD, to have slides made. Upon approval of the agenda
for the Quarterly, IMSS notified speakers and suggested that
they meet with D&PC/P&PD as soon as possible regarding
slides, if necessary. [redacted]

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C. CLAS

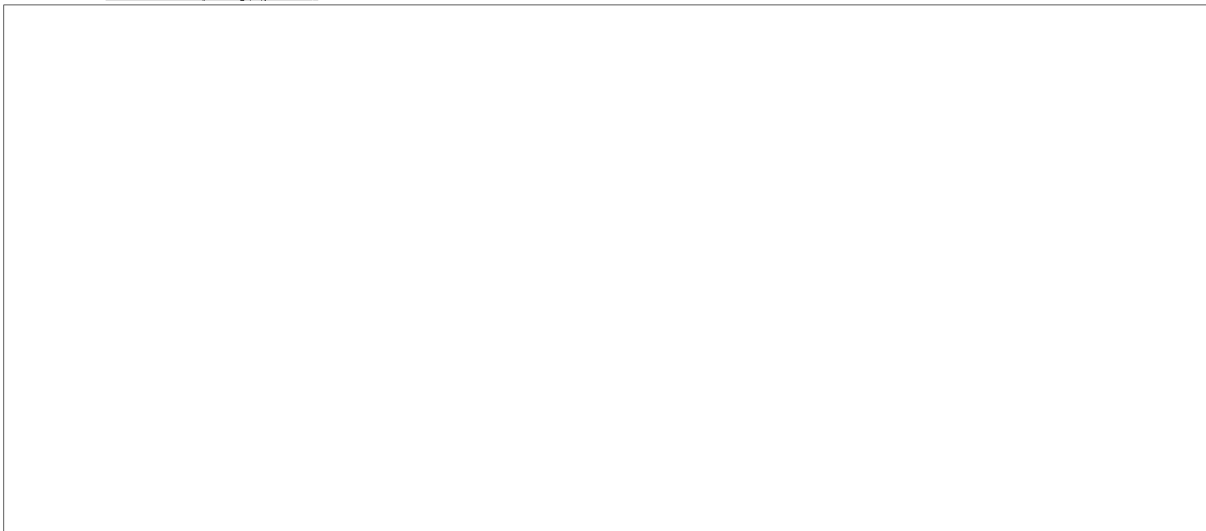
~~(1) Trip to Cullinet: On Thursday, 21 January, the Director of Logistics, Finance and Information Technology, with their respective Program Managers, traveled to Boston to meet with Cullinet Software, Inc. The meeting was held on Friday at Cullinet Corporate Headquarters in Westwood, MA. The purpose of the meeting was to establish Cullinet's commitment to the Agency's CLAS/BARS project, their commitment to the Federal Market, and their commitment to deliver their software packages on a time schedule to permit a partial IOC of 1 Oct. 1988 and full IOC on 1 Oct 1989. Cullinet's continued slippage in delivering release 1.3 with Funds Control (originally scheduled for this month) has had an adverse impact on the BARS/CLAS project. It was made clear to Cullinet, by the three Office Directors, that their performance, to date, is unacceptable in terms of fulfilling their promise. Cullinet acknowledged their slippages and proposed an implementation plan, that they will commit to, that calls for an initial IOC on 1 Oct. 1988 that consists of one package (Bill of Material) in production, Inventory Control in some phase of production during FY89, and all packages in production by 1 Oct. 1989 (FY90). The six Agency representatives agreed to this proposal on the proviso that firm delivery schedules for Release 1.3 are provided by Tuesday, 2 Feb. Cullinet will meet with us on 2 Feb. to present their schedules and to discuss an early delivery of Release 1.3 for the Manufacturing Packages (Inventory and Bill of Materials).~~

Commitments

delays

25X1

D. REGULATIONS



25X1

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(3) The following Agency regulations originating outside OL were coordinated within OL and concurred in:

- 25X1 [redacted] Accountability and Handling of Collateral
- 25X1 [redacted] Weather Emergencies
- 25X1 [redacted] Employment Assistance to
- 25X1 [redacted] Spouses of Agency Employees
- 25X1 [redacted] Information Review Committee

(4) A Logistics Advisory Notice, [redacted] Office of Logistics Yellow Pages was approved and submitted for distribution. [redacted]

E. RECORDS MANAGEMENT

25X1 (1) On 21 January, the RMO/OL met with [redacted]

25X1 [redacted] SD/OL and a representative from Information Management Staff, DO. The purpose of the meeting was to review the progress made by CLB/SD in converting their files to the DO Records system. CLB/SD is making good progress and soon will be ready to request the official folders from IMS/DO for their records. [redacted]

25X1

F. VISITATION

25X1 (1) On 22 January 1988, C/IMSS met with [redacted]

25X1 [redacted] Chief Support Staff, [redacted]

25X1 [redacted] and [redacted] Logistics Officer, [redacted]

[redacted]

25X1 (2) I provided an overview of OL initiatives and on-going efforts to provide the highest quality customer services. Frank was most pleased with OL services in general and highly complementary of RECD support in the design and construction of [redacted] Office Space [redacted]

25X1 [redacted] He mentioned a mutual agreement with C/RECD to

25X1 utilize two different layout designers for [redacted] space

25X1 design and coordination in order to achieve improved [redacted]

25X1 [redacted] office space.

25X1 (3) Frank was most complementary of [redacted] performance in general logistics support and more specifically in three diverse areas of support in accommodating newly established field offices. Frank also

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25X1 indicated that both he and [redacted] desired a year's extension in his present assignment which is an MG slot. I encouraged him to communicate his thoughts on the matter to C/SD so he could consider it in his on-going reassignment strategies.

25X1 (4) In discussions with [redacted] I advised that he take formal ASAPS training as soon as possible, to share several copies of his OL Yellow Pages with the secretaries so they could assist him in his duties, and to attend the OL Quarterlies.

3. Significant Events Anticipated During the Coming Week
4. Perspective of Staff Activities

25X1

[redacted]