

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Brochure for Kickoff of OL Conference

STAT
STAT

FROM: <input style="width: 80%;" type="text"/>	EXTENSION
C/IMSS/OL	
<input style="width: 100%;" type="text"/>	

NO. OL 4035-87
DATE 13 March 1987

STAT
STAT
STAT
STAT
STAT
STAT
STAT
STAT
STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. C/NBPO/OL 1J45 Headquarters			
2. C/P&TS/OL <input style="width: 80%;" type="text"/>			
3. C/PMS/OL <input style="width: 80%;" type="text"/>			
4. C/SS/OL <input style="width: 80%;" type="text"/>			
5. C/FMD/OL 3E14 Headquarters			
6. C/P&PD/OL 158 P&P Building			
7. C/PD/OL <input style="width: 80%;" type="text"/>			
8. C/RECD/OL <input style="width: 80%;" type="text"/>			
9. C/SD/OL <input style="width: 80%;" type="text"/>			
10.			
11.			
12.			
13.			
14.			
15.			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

OL/IMSS Officers

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

25X1

FROM:
Chief, Information & Management Support Staff, OL

SUBJECT: Brochure for Kickoff of OL Conference

REFERENCE: Mtpl Adse Memo from C/IMSS/OL, dated 9 Mar 87,
Subject: Reminder of Current and Upcoming
Planning Requirements

1. With regard to referent memorandum, please disregard instructions in paragraph 3 to forward your significant activities for the 2nd Quarter FY 87 to IMSS by 20 March 1987 and, instead, forward them by 10 April 1987. This will allow you sufficient time following the end of the 2nd Quarter to include activities for the entire month of March, and the information will be used in the next OL Quarterly in May.

2. With regard to other information required by 20 March, these items will be included in a brochure, "OL in Review - April 1986-March 1987," to be handed out at the kickoff to the OL Conference on 1 May 1987. wants pictures and very little narrative used to tell OL's story. We'll need each division/staff's input, and I've attached a copy of last year's brochure as a guide to content and format.

25X1

3. Therefore, please send to IMSS information on those division/staff accomplishments since April 1986 that you would like to have included in your section of the brochure. This information should be in the form of two- or three-line statements for items without pictures and short captions for items to be represented with pictures, as shown in last year's brochure. Suggested pictures are the latest interior and exterior views of the New Headquarters Building, etc.; progress on construction; and other activities. Please submit slides or photos to us to be duplicated for use in the brochure. We'll return the pictures or slides to you as soon as possible.

25X1

ADMINISTRATIVE - INTERNAL USE ONLY
when separated from SECRET attachment

OL 4035-87

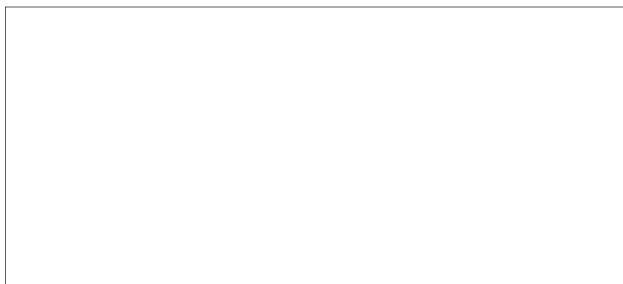
~~SECRET~~

SUBJECT: Brochure for Kickoff of OL Conference

4. To help you in selecting items you may wish included in the brochure, also attached is a list of your division/staff's activities that were discussed in the overviews at the last three quarterlies. Please choose from these, add any you wish, and include activities from 1 January 1987 to date, along with pictures or slides, if any.

5. Not all components were included in last year's brochure because of the very short time frame for getting it assembled and published. We plan to give broader coverage this year and appreciate your cooperation in getting the necessary information and pictures/slides to us.

25X1



Attachments:

- A. Brochure
- B. List

Distribution:

- 1 - Each Addressee, w/atts
- 1 - OL/IMSS Official, w/atts
- 6 - OL/IMSS, w/atts
- 1 - OL/IMSS Chrono, w/atts
- 1 - OL Reader, w/atts

25X1

OL/IMSS: (12 Mar 87)

Information Management and Support Staff (IMSS), OL

- 25X1
1. The Data Administration Service/IMSS established data links [redacted] - permits us to communicate by Delta Data and Wang and have on-line inventory control.
 2. IMSS created a visual display of OL's seven master units and 224 peripheral devices [redacted]
 3. The Logistics Overtime Tracking System, implemented to record and track overtime, is gradually evolving into a time and attendance system.
 4. DAS made progress in obtaining access to the State Department's Transportation Records and Control System monitoring overseas shipment of materiel.
 5. OL, OF, and OIT are working on the Commercial Logistics Application System (CLAS) with Cullinet to automate and replace the Inventory Control System (ICS) and the Contract Information System (CONIF) -- and to automate the creation of procurement documents by using "packaged" software. We hope to achieve initial operating capability by October 1987.
 6. IMSS wrote the OL "Yellow Pages," giving the who, what, when, where, why, and how to get things done through the Office of Logistics.
 7. DAS contracted with GE to survey OL divisions and staffs for potential OL-wide barcode applications. After completing the survey, GE will provide an OL Master Plan concept of barcode applications and a prioritized order of implementation in order to maximize OL support in the timeliest manner.
- 25X1

CONFIDENTIAL

SECRET

ATTACHMENT

OFFICE OF LOGISTICS IN REVIEW

People, Purposes and Projects
April 1985-1986

SECRET

Page Denied

Next 19 Page(s) In Document Denied

New Building Project Office (NBPO), OL

1. New Building - aerial shot of Old Headquarters Building, New Building, parking garage, P&P Building, and the Powerhouse. Latest shots of exterior and interior of NHB and Powerhouse.

Wiring for telephones, ADP equipment, and telecommunications is to begin in early September 1987.

2. The Agency received the "Building of Excellence Award" for 1986 from the Institute of the Ironworking Industry for the high quality of design of the NHB.
3. NBPO monitored the \$7 million Bid Package 4 for two new Visitor Control Centers (at the Route 123 and George Washington Memorial Parkway entrances to the Headquarters complex) and associated roadway, curbing, and lighting work.

The old guardhouse at the Route 123 entrance has been demolished, and the new Visitor Control Center there is partially operational.

South Parking Lot was reopened after repaving, etc., and 206 more spaces were added by restriping and by eliminating traffic islands. North Parking Lot was reopened after repaving and restriping, with spaces increased from 1,500 to 1,900 including the North entrance road area, which was completed at the same time. This project included reconfiguring the lots, new curbing and lighting.

4. The contract totaling over \$1 million for 94,600 square yards of carpeting for the NHB was awarded in July 1986. This is enough to carpet 13 football fields! The carpeting has been delivered and is being stored in a temporary, weather-resistant facility on the ground level of the parking deck until installation in the NHB.
5. The National Capital Planning Commission unanimously approved the Agency's submission for offsite road improvements to Routes 123 and 193, and work began on the Route 123 portion in March(?). We expect completion of the contract by November 1987.

ADMINISTRATIVE - INTERNAL USE ONLY

6. The George Washington Memorial Parkway 1,000-foot Acceleration Lane Project has been completed. The major objective, to provide a safe means for employees to merge with north-bound traffic, has been accomplished.
7. Progress was made on the Powerhouse modifications project (Bid Package #3). Two boilers were successfully operated in the automatic mode on natural gas during FY 86. These are the first of four reconfigured boilers which have the dual-fuel capacity to run on either natural gas or No. 2 fuel oil.

In June the 15KV switchgear was energized. This equipment will eventually provide power to the entire Headquarters Compound.

The new cooling tower system was completed and put into operation. The old towers were removed, and the Powerhouse space addition and retaining wall, enclosing the cooling towers and pumping station, were completed.

The new chilled water piping and pumping system was placed in service.

The old emergency generator system was partially demolished and replaced by seven new gas-turbine generators.

ADMINISTRATIVE - INTERNAL USE ONLY

CONFIDENTIAL

Information Management and Support Staff (IMSS), OL

- 25X1 1. The Data Administration Service/IMSS established data links [redacted] - permits us to communicate by Delta Data and Wang and have on-line inventory control.
- 25X1 2. IMSS created a visual display of OL's seven master units and 224 peripheral devices [redacted]
3. The Logistics Overtime Tracking System, implemented to record and track overtime, is gradually evolving into a time and attendance system.
4. DAS made progress in obtaining access to the State Department's Transportation Records and Control System monitoring overseas shipment of materiel.
5. OL, OF, and OIT are working on the Commercial Logistics Application System (CLAS) with Cullinet to automate and replace the Inventory Control System (ICS) and the Contract Information System (CONIF) -- and to automate the creation of procurement documents by using "packaged" software. We hope to achieve initial operating capability by October 1987.
6. IMSS wrote the OL "Yellow Pages," giving the who, what, when, where, why, and how to get things done through the Office of Logistics.
7. DAS contracted with GE to survey OL divisions and staffs for potential OL-wide barcode applications. After completing the survey, GE will provide an OL Master Plan concept of barcode applications and a prioritized order of implementation in order to maximize OL support in the timeliest manner.

CONFIDENTIAL

CONFIDENTIAL

Personnel and Training Staff (P&TS), OL.

1. OL believes that people are our most important resource. We think Logs people are among the Agency's best, and we're grateful for the fine job our Personnel Staff does.
2. Competitive promotions are OL's primary way of recognizing and rewarding our employees who are paid on the GS pay scale.

25X1 Statistics show a total [] promotions for OL in FY 86, or 39 percent of all OL employees promoted.

For the period April 1986 to April 1987, we've given out ___ promotions, or ___ percent of all OL employees promoted.

3. OL also gave [] QSIs and awards totaling [] in FY 86; and from April 1986 to April 1987, we've given ___ QSIs and awards totaling \$ _____. 25X1

4. We spent over [] on training for OL employees last year and have spent _____ from April 1986 to April 1987. 25X1

5. OL has an in-house recruitment program. In FY 1986 P&TS reviewed [] applicant files/resumes, scheduled 493 interviews, placed [] applicants in process, and had [] applicants--about 7 percent--who entered on duty. OL once again finished over ceiling in '86. 25X1
25X1

From April 1986 to April 1987, P&TS reviewed ___ applicant files/resumes, scheduled ___ interviews, placed ___ applicants in process, and entered ___ applicants on duty.

7. OL officers traveled to Penn State and Michigan State Universities in 1st Qtr 87 in regard to the co-op program and to recruit possible staff employees -- with good responses from the students.
8. A trip to Boston for interviewing resulted in placing several candidates in process, including one OL-sponsored CT candidate.

CONFIDENTIAL

CONFIDENTIAL

25X1

9. In FY 86 P&TS and over OL careerists in 31 working groups completed a review of all training courses conducted by OL or attended by OL careerists. They recommended 112 courses for inclusion in the OL Catalog of Courses. Several additional new courses are now under way. We expect to distribute the new OL Training Catalog soon.
10. In conjunction with P&TS, the Technical Group, DAS/IMSS developed a VM-based computer system called the Logistics Employees Training and Tracking System (LETTS). It provides complete profiles of all training scheduled for and taken by OL employees, as well as information about language skills, travel, and conference attendance. It also contains the training budgets for each OL staff and division. Upon request, P&TS will provide OL employees with a printout of their training record for the past five years.
11. The first OL Mid-Career Course for Wage-Grade Employees was held in April 1986 and was attended by 12 students; the second course in September 1986 and the third course in March 1987 were each attended by 14 students.

CONFIDENTIAL

Procurement Management Staff (PMS), OL

1. The Coopers and Lybrand study, completed last summer, is the first look at the Agency's procurement system by an outside group in about 10 years. Of the 39 recommendations made by the consulting firm, 24 were recommended for implementation and six have already been implemented. (Get more info from)
2. PMS initiated the Contracting Officer Intern Program, hiring inexperienced people and training them through a combination of Agency courses and on-the-job training during the intern period.
3. PMS reviewed procurement training courses available at various facilities, completed a manual specifically identifying core courses and their availability, and awarded a contract for the first procurement course to be given in-house by a contractor ("Management of Defense Acquisition Contracts (Basic)").
4. From April 1986 to April 1987, the Agency Contract Review Board reviewed cases with a value of over \$.

5.
6.

7. The first edition of a "Procurement Newsletter" was printed, with technical procurement articles and personal news stories.
8. The criteria by which a team from PMS will review all Agency contracting teams was developed and approved, and the review process is now under way.

SECRET

Security Staff, OL

1. From April 1986 to April 1987, OL/SS handled _____ security inspections at contractor facilities and _____ security clearance actions . (Compare with statistics for same period last year. This could be in graph form.)
2. A new policy for Foreign Ownership, Control or Influence (FOCI) has been established. The Chief, Security Staff, OL assumed chairmanship of the FOCI Review Panel from the Chief, PMS/OL and is the focal point for FOCI reviews and determinations.

The Chief, Technical Security Group, OS became a panel member to provide expertise on technical threats.

FOCI processing is facilitated and expedited through minimizing formal panel actions.

Of unclassified contracts, only sensitive ones like ADP procurements are subject to a FOCI review.

3. The Security Staff, OL, coordinated with the Security Education Group, OS, on topics to be presented at security awareness briefings scheduled for all OL staffs and divisions. The first briefing took place on 15 January.

SECRET

SECRET

Facilities Management Division (FMD), OL

1. One of FMD's biggest design and construction projects was the Counterterrorist Center. It took 7 1/2 months, required renovation of more than 25,000 square feet of space in seven corridors of the HQ Bldg and the relocation of [redacted] workstations from 11 different offices, at a cost of [redacted] -- and was finished three weeks ahead of schedule. 25X1
2. FMD implemented the Configuration Management System to provide a total systems approach to the planning, allocation, and construction of space in the New and Old HQ Buildings and all external Agency buildings.
3. The Configuration Management Staff provided assignment plans for backfilling [redacted] Key, and Ames Buildings and turned over to RECD requirements data and conceptual planning information [redacted] 25X1
25X1
4. FMD formed a "Tiger Team" comprised of 37 skilled craftsmen from Allied Maintenance Corporation, our HQ Building Maintenance and Operation contractor. Some members of the team worked on a number of Agency renovation projects overseas.
5. FMD completed the system requirements document for Phase I of the Central Plant Operations and Maintenance program. Allied's updated computerized Headquarters facility O&M procedures are to be available by May '87.
6. FMD's couriers are now qualified to go overseas.
7. Number of design/construction projects and dollar value for the period from April 1986 to April 1987 compared to April 1985-April 1986.
8. Number of work projects and dollar value; number handled in-house and number subcontracted (same periods as in 8).
9. Number of trouble calls and percent completed within 48-hours (same periods as in 8).
10. Motor Pool mileage, trips, passengers carried, and comparison with last year (same periods as in 8).

SECRET

11. Number of passengers in chartered buses and in motor coach trips (same periods as in 8).
12. Mail and Courier figures for incoming and outgoing mail and for internal courier mail -- plus comparison with last year (same periods as in 8).
13. Square yards of carpeting installed (same periods as in 8).
14. Statistics for classified trash disposal (same periods as in 8).
15. Line items weighing (?) handled at the Headquarters dock (same periods as in 8). Mention new North Dock and include pictures.
16. Executive Dining Room - number of meals and guests served at cocktail parties (same periods as in 8).
17. Info on exhibits, furniture, signs (same periods as in 8).
18. An FMD employee won the design contest for the fitness jogging tunnel.
19. Number of pneumatic tube carries (same periods as in 8).
20. In support of the Agency's "Operation Santa Claus," FMD personnel and more than 30 Agency volunteers from other Headquarters components [redacted] buildings helped collect, pack, and deliver seven bikes and 264 boxes of toys, clothing, food, books, etc., to 12 organizations in the Washington area.

25X1

SECRET

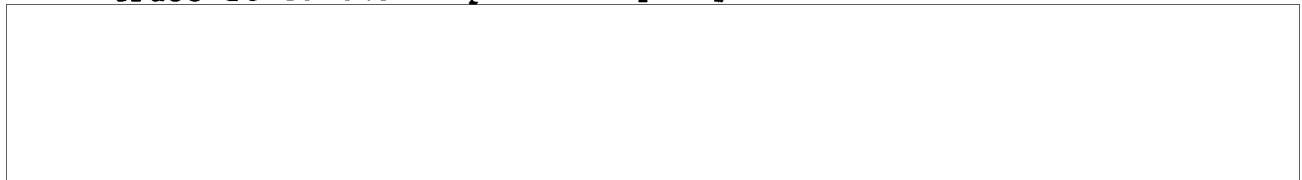
Printing and Photography Division (P&PD), OL

1. P&PD started the "Flying Squad," and PD later added members to what is now the "OL Flying Squad". Fifty employees have volunteered to go anywhere, anytime, to provide urgently required craftsman and logistics support to the Agency worldwide.

OL has developed a 3-day course to certify members of the "OL Flying Squad" for all kinds of OL disciplines and skills that they would use overseas.

2. P&PD improved procedures for producing the Midday Intelligence Report. To get it to the Intelligence Community faster, articles are now originated on the Wang network, transmitted to VM, then linked to ETECS for publication.
3. P&PD installed a six-color press for faster turnaround and higher quality color printing. Jobs requiring more than two colors can now be printed in one pass rather than being run through the press in several passes as is done with conventional two-color presses.
4. P&PD installed the improved Electronic Page Controller, which will allow copy to go from computer to metal plate via laser. We're making progress on the necessary software.
5. P&PD implemented 100-percent electronic page makeup, by which all pages are assembled on a computer terminal.
6. P&PD enhanced their digital prepress capabilities, which enables them to combine text and graphics in page format on a computer system.
7. P&PD set up a new co-op program that brings college students in to work for 3 months at a time while they're completing their schooling. They're fully cleared and receive pay while here.
8. To help stem information leaks, P&PD implemented a system of secure printing -- overprinting page-sized copy control numbers on all pages of a controlled classified document to trace it to the responsible party.

25X1



SECRET

SECRET

10. P&PD is investigating the use of laser disk technology to replace or supplement current microform capabilities and to place its file of photographs on laser disk.

25X1

12. P&PD printed a great variety of publications, some of which are listed below:

25X1

_____ copies of Your Employee Benefits Statement, a synopsis of each Agency employee's compensation, insurance, retirement, voluntary investments, and leave status.

13 volumes, consisting of 2,245 pages, of the Congressional Budget Justification Books.

_____ copies of the "Factbook on Intelligence." (21-22 Aug) 25X1

_____ copies of "The World Factbook."

_____ copies of "A Professional Career in Intelligence."

_____ copies of "DDA Professional Careers"

25X1

13. From April 1986 to April 1987, some totals for jobs completed in P&PD's Printing Branch were _____ books bound and _____ documents copied; for the Photography Branch, _____ photo prints and _____ microform images.

14. P&PD helped prepare "The Fighting 69th" exhibit honoring General Donovan, the first Director of CIA's predecessor, the OSS, and took photos to be used in a booklet for the Historical Staff.

15. In connection with a new exhibit for the Smithsonian's Air and Space Museum, P&PD took motion picture footage of an interview of the first U-2 pilots and the designer of the camera that was used in the aircraft.

SECRET

Procurement Division (PD), OL

1. From April 1986 to April 1987, PD processed _____ actions with a dollar value of _____. This does not reflect any contracting team activities.

2. Some of PD's procurement actions are listed below:

_____ for additional deliveries and upgrades for the SAFE program.

25X1

_____ for workstation support services to provide technical services for terminals, workstations, and printers.

25X1

_____ in engineering services and equipment installations.

25X1

25X1

Automated Requirements Management System
maintenance service for IBM equipment.

25X1

Automated Printing and Reproduction Systems (APARS)

25X1

3.

4.

5.

SECRET

25X1

6.

7.

8. The A&E contract for the NHB was increased by almost [redacted] - to include cafeteria renovation and the feasibility plan for a Child Day Care Center.
9. The Cray computer is a research supercomputer PD is acquiring for the DI. Two of these systems are to be in the NHB and will provide far greater capabilities than we now have.
10. OL/PD issued a delivery order to Cullinet Software, Inc., for \$210,000 for five software packages. They were purchased on behalf of the Offices of Information Technology and Logistics in support of the Commercial Logistics Applications System (CLAS) initiative to improve the Agency's procurement, inventory, budget, and payment activities by replacing existing data processing systems and becoming an integral part of the Agency Corporate Data Base.
11. PD awarded a contract totaling \$100,000 to Cullinet Software, Inc., to provide education units for use by Agency personnel to attend courses offered by Cullinet on the new application software packages being purchased.
12. PD consolidated 130 Wang maintenance contracts into two major contracts, one classified and one unclassified, realizing almost \$1 million in savings.

25X1

Page Denied

Next 6 Page(s) In Document Denied