

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OL Quarterly Planning Conference

FROM: <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> OL/PMS	EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px 0;"></div>	NO. DATE <p style="text-align: center; font-size: 1.2em;">7 January 1983</p>
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

<div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> OL/P&PS				STAT
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Office: OL/PMS & SD

O — Scheduled

Objective Statement: Establish procedures to execute payments in accordance with PL 97-177, X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83 _____

Quarter Ending:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Establish contractual terms and conditions and internal procedures to ensure prompt payment of Contractors' invoices (OL/PMS).												
Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	X											
Develop internal instructions to Contracting Officers regarding the implementation of the joint OF and OL Notice regarding prompt payment of invoices.	X											
Develop new contract clauses regarding invoicing, receiving, and test and inspection.	X											
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.			X									
Review the effectiveness of the procedures for prompt pay and revise as necessary.				O								

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Office: OL/PMS & SD
 Objective Statement: Establish procedures to execute payments in accordance
 Responsible Officer: with DI 97-177 Prompt Pay Act
 Significant Funding Amount: _____ FY 83
 Quarter Ending: _____

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
II. Establish procedures for the expeditious processing of receiving reports to OF (OL/SD) Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act. (P.L. 97 77). Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete. Devise follow-up procedures for direct vendor contact via phone. Establish interface between ICS and CONIF data systems. Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.	0											

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