

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional) Printing & Photography Division, Office of Logistics  
Fiscal Year 1983 Management Objectives

<b>FROM:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Chief, Printing & Photography Division 158 P&P Bldg.	<b>EXTENSION</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>	<b>NO.</b> OL 2-5184 <hr/> <b>DATE</b> 12 November 1982	STAT <hr/> STAT
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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		

1. C/P&PS <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>			<i>DM</i>	
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12 November 1982

MEMORANDUM FOR: Chief, Plans & Programs Staff/OL  
FROM:   
Chief, Printing & Photography Division  
SUBJECT: Printing & Photography Division,  
Office of Logistics, Fiscal Year 1983  
Management Objectives

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At the Annual Office of Logistics Planning Conference, it was agreed that P&PD/OL would undertake a pilot Quality Circle Program as one of its Fiscal Year 1983 MBO's. The attached Goal and Objective Statement and Milestone Schedule has been reviewed and approved by the Director of Logistics.

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Attachments:  
As stated

OL 2-5184

PRINTING AND PHOTOGRAPHY DIVISION, OL

Title: Quality Circle Program

Goal: To improve the Division's quality of worklife by:

- promoting team building and communications
- increasing employee involvement in identification and resolution of work related problems
- increase employee job satisfaction
- improve product quality and reduce errors

Objective: P&PD/OL will initiate a pilot Quality Circle Program to determine the efficiency of this participatory management philosophy in the operational environment found in P&PD.

Benefit: Successful completion of this objective will create a work environment that will maximize the utilization of the creativity of all employees. It will increase employee motivation by reinforcing a sense of unity of purpose and teamwork.

Environment: The success of the objective is contingent on the cooperation and support of all management levels in the Division, the development of accurate performance measurement tools, and the active and continuing involvement of the Division Steering Committee and Facilitators. The cost of the pilot program is estimated at [REDACTED]

[REDACTED]

Performance Measurement: The successful completion of this objective will be measured by an improvement in employee morale and motivation, evidenced in a follow-up survey; by a decrease in absenteeism among circle members, and by an increase in quality and productivity.

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Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040007-3 Scheduled  
 X - Actual

OFFICE: Logistics  
 OBJECTIVE STATEMENT: Conduct a Pilot Quality Circle Program in P&PD/OL  
 RESPONSIBLE OFFICER:   
 SIGNIFICANT FUNDING AMOUNT:  FY 1983  
 DATE SUBMITTED: 12 November 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	<input checked="" type="checkbox"/> JAN	FEB	MAR	<input checked="" type="checkbox"/> APR	MAY	JUN	<input checked="" type="checkbox"/> JUL	AUG	SEP
1. Conduct Research		X										
2. Define Requirement		X										
3. Build Management Support		X										
4. Organize Steering Committee/Select Administrative Coordinator(s)		X										
5. Contract for a Consultant		0										
6. Conduct a Quality of Worklife Survey		0										
7. Develop Implementation Plan			0									
8. Publicize Program and Solicit Volunteers			0									
9. Conduct Training			0									
10. Initiate Pilot Program			0									
11. Consultant Assessment Survey						0			0			
12. Facilitator-Steering Committee Status Review				0	0	0	0	0	0	0	0	0
13. Pilot Program Final Report												0