

18 August 1982

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM :
Acting Chief,
Printing and Photography Division, OL

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SUBJECT : Office of Logistics Five-Year Plan
and FY-83 MBO's

REFERENCE : Multi-addressee memorandum from C/P&PS/OL,
subj., Third Quarter Objective Review

1. Per your request, this memorandum will provide the Printing and Photography Division's (P&PD) input for updating the Office of Logistics (OL) Five-Year Plan. Additionally, the milestone charts are attached for each of the Management By Objectives (MBO) that P&PD plans to track in FY-83.

2. There are only two suggestions for revisions and/or changes to the OL Five-Year Plan. Those suggestions are outlined below.

a. Para II Assumptions, Section 1, Requirements

Under this section a paragraph should be added to read, 'In order to provide rapid response with limited resources, OL must develop a greater utilization of automated data processing (ADP) systems. To obtain full utilization of these systems, OL personnel/management must develop a greater expertise and/or background in ADP. This will require the retraining of some personnel in some of the existing OL disciplines.'

OL - 2- 3944

b. Para II Assumptions, Section 9, Information Handling

Under this section a possible addition to the existing paragraph should read, "Cost efficiencies for the production of information must be realized through automation and joint ODP/OL initiatives in consolidated output media facilities." The paragraph heading should be changed to read "Information Handling/Production."

3. If there are any questions concerning the information contained in this memorandum or the attached MBO's, please contact

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O - Scheduled
X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Implementation of P&PD Digital Prepress System (3 Year Project)
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83
 DATE SUBMITTED: 01 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initial testing, operation and evaluation of the EOCOM laser platemaker.	0											
2. Order Black and White Electronic Camera.	0											
3. Installation, testing and evaluation of Black and White Electronic Camera.		0										
4. Order and install CAMEX "testbed" pagination system.			0									
5. Prepare detailed specification for Interactive Area Composition and File Management System (IACFM).			0									
6. Prepare a final report on testbed pagination system					0							
7. Based on detailed specifications for IACFM and on results of pagination system testbed conduct a market survey of available equipment and prepare a final report with recommendations									0			

O - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Implementation of P&PD Digital Prepress System (3 year Project) (CONTINUED)

RESPONSIBLE OFFICER: [Redacted]

SIGNIFICANT FUNDING AMOUNT: \$ [Redacted]

FY 83

DATE SUBMITTED: 01 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8. Based on results of items 5-7 either: a. Prepare and release a Request for Proposal (RFP) for an IACFM b. Order recommended IACFM												0

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1

O - Scheduled
X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Develop a Specially Defined Requirements Package for Low Volume Copiers and Extend those Requirements into a Competative Bid and Contract Aw
 RESPONSIBLE OFFICER: STAT
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83 for Copier Rentals STAT
 DATE SUBMITTED: 01 September 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop Requirements and work statements			0									
2. Obtain contracting concept approval			0									
3. Complete Contractor source selection				0								
4. Prepare Request for Procurement						0						
5. Release Request for Procurement							0					
6. Contractor response deadline								0				
7. Evaluation of Responses									0			
8. Complete contractor selection									0			
9. Contractor Debriefing										0		
10. Contract Award											0	

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop requirements for P&PD's support to the FBIS MIDAS Project

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 01 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop production support and production backup capabilities for Phase I of MIDAS	0											
2. Implement Phase 1 MIDAS production support		0										
3. Determine MIDAS to P&PD communications requirements			0									
4. Participate in MIDAS Phase II System Definition requirements						0						
5. Install and test MIDAS to P&PD communications facility												0

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1 heduled
 X - Actual

OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: ETECS Support for Users of Wang Word Processors
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ _____ FY 83
 DATE SUBMITTED: 1 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Order Communicating WANG Word Processor (GJ-56)	0											
2. Install WANG to ATEX Interface (Direct) Hardware/Software on ATEX 8000			0									
3. Install WANG Word Processor in GJ-56		0										
4. Test WANG to ATEX Interface (Direct)			0									
5. Develop WANG to VM/370 Interface (ODP/SPD)											0	
6. Test WANG to ATEX Interface via Bi-Sync Data Link												0
7. Publish Tech Note Announcing Interface Capabilities												0

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1 Scheduled
 X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community
 RESPONSIBLE OFFICER: [Redacted]
 SIGNIFICANT FUNDING AMOUNT: \$ [Redacted] FY 83
 DATE SUBMITTED: 1 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify current and potential video support capabilities					0							
2. Identify equipment needs to meet potential video support capabilities							0					
3. Identify space requirements to meet potential video support capabilities									0			
4. Identify skills and staffing requirements for potential video support capabilities										0		
5. Prepare a report for management on current and potential video support alternatives.												0

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: P&PD Bindery Automation Study

RESPONSIBLE OFFICER: [Redacted]

SIGNIFICANT FUNDING AMOUNT: \$ [Redacted]

DATE SUBMITTED: 01 September 1982

FY 83

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Compile data on the present Bindery requirements and equipment capabilities	0											
2. Survey P&PD management and customers as to projected future requirements		0										
3. Survey the printing industry for current initiatives in Bindery			0									
4. Prepare Bindery automation requirements paper					0							
5. Prepare a final report on Bindery Automation. The report will contain recommendation on equipment acquisition, work flow, personnel/equipment utilization and any other areas identified by management								0				

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop Formal Training and Development Program for Photography Branch

RESPONSIBLE OFFICER: []

SIGNIFICANT FUNDING AMOUNT: \$ []

FY 83

DATE SUBMITTED: 1 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop program outline based on results of recommendations in FY-82 study.		0										
2. Develop selection criteria.			0									
3. Develop training schedules, curriculum, administration, and evaluation mechanisms.					0							
4. Publish completed program and implement training.							0					

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040009-1
 O - Scheduled
 X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Purchase and Implement Whiz Automated Mailing System
 RESPONSIBLE OFFICER: [Redacted]
 SIGNIFICANT FUNDING AMOUNT: \$ [Redacted] FY 82
 DATE SUBMITTED:

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Purchase Whiz System		0										
2. System Installation				0								
3. Dissemination Personnel training					0							
4. Dissemination begins to convert mailing lists to new system					0							
5. Total conversion of mailing lists.						0						
6. Trial Period for system						0						
7. System Total Operational							0					

OFFICE: Logistics
 OBJECTIVE STATEMENT: Develop An Automated Maintenance Program System for P&PD
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83
 DATE SUBMITTED: 1 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define requirements for an automated database for logging of in-house, contractual or vendor-supplied remedial equipment repair and preventive maintenance scheduling.	0											
2. Design a functional specification detailing P&PD equipment maintenance requirements.	0											
3. Prepare a report to P&PD management recommending which computer system (i.e., MIS, VM GIMS) should be used to support the program.		0										
4. Either solicit in-house support for or contract for software development.				0								
5. Load software into system.										0		
6. Test & Evaluate new software.											0	

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop An Automated Maintenance Program System for P&PD

RESPONSIBLE OFFICER: [Redacted]

SIGNIFICANT FUNDING AMOUNT: \$ [Redacted]

FY 83

DATE SUBMITTED: 1 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7. Implement data entry by LSS/P&PD.												0
8. Implement Maintenance reporting.												0
9. System Performance Evaluation												0

0 - Scheduled
X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Implementation of P&PD/ODP Autofiche System
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83
 DATE SUBMITTED: 01 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Test and evaluate Autofiche software for alphanumeric micrographics production		0										
2. Develop procedures and publish an ODP Tech Note on AUTOFICHE utilization			0									
3. Begin full implementation of AUTOFICHE system for alphanumeric production				0								
4. Test and evaluate computer graphics (Dicomed) AUTOFICHE module						0						
5. Develop procedures and publish an ODP Tech Note on AUTOFICHE computer graphics module utilization							0					
6. Begin full implementation of AUTOFICHE system									0			

O - Scheduled
X - Actual

OFFICE: Logistics
 OBJECTIVE STATEMENT: Develop up-to-date floor plans on P&PD facilities
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83
 DATE SUBMITTED: 01 September 1982

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Survey P&P Building to determine existing facilities		0										
2. Coordinate with Branch and Division Management to determine future plans/requirements		0										
3. Work with Design and Presentation Center to develop a graphic presentation capable of easy update				0								
4. Prepare measurement drawing for final drafting						0						
5. Execute final drawing. Make reproductions per requirements.							0					