

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050001-8

J. Lee (Preston)
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly Planning Conference

FROM:
Logistics Services Division
Room 3E14

EXTENSION

NO.

DATE

12 April 1983

STAT

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.
Plans & Programs Staff

2. Rm.

3.

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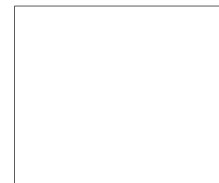
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John,

Attached is the package from LSD containing an update on all of the milestone charts, Directorate and Division. If you have any questions or problems with it, just give me a call.

Thanks for all your help.



John Pender

STAT

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
FROM: [redacted] Chief, Logistics Services Division, OL
SUBJECT: Office of Logistics Quarterly Planning Conference

STAT

Per your request, attached is an updated milestone chart for the LSD directorate-level objective which is to be presented at the Quarterly Planning Conference with the DDA on 5 May. Questions concerning the objective should be directed to

[redacted]

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OL 10042-83

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: 29 April 1983

O — Scheduled

X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms. | 0 | | | | | | | | 0 | | | |
| Input all data required to administer the automated program. | | | 0 | | | | | | | | 0 | |
| Verify input against manual records. | | | | 0 | | | | | | | | 0 |
| On-line operation of automated system. | | | | 0 | | | | | | | | 0 |

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage

Responsible Officer: Significant Funding Amount: \$ FY83

Quarter Ending:

O — Scheduled

X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Read literature currently available pertaining to automated fuel dispensing systems | | | | | X | | | | | | | |
| Determine the feasibility of installing automated gas pumps at the Motor Pool | | | | | | | | | | 0 | | |
| Prepare cost estimates | | | | | | | | | | | 0 | |
| If feasible, formulate plans for its implementation | | | | | | | | | | | | 0 |

Office: OL/LSD

O — Scheduled

Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service establishment and stockage of supply room, routine maintenance support, etc.

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending:

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-----------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-------|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| 1. Determine furniture requirements. | | | | | X | | | | | | | |
| 2. Specify and order furniture and wall art for public and office areas. | | | X | | | | | | | | | |
| 3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building. | | | X | | | | | | | | | |
| 4. Establish a working group to facilitate a smooth move-in by the occupants of the building. | | | | | O---X | | | | | | | |
| 5. Establish a building supply room. | | | | | | | X | | | | | |
| 6. Determine the type of courier and shuttle service to be used to accommodate the building occupants. | | | | | | X | | | | | | |

Office: OL/LSD

Objective Statement: Improve the physical environment and the quality of food and service

Responsible Officer: [] in the Executive Dining Room

Significant Funding Amount: \$ [] FY []

Quarter Ending:

O — Scheduled

X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-------|-------|-----------|-------|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Select a consultant to survey the physical area and over-all function of the EDR and to prepare a report on the findings with recommendations for improvement | | | X | | | | | | | | | |
| Present a proposal for improvement to management | | | | 0 | ----- | ----- | ----- | ----- | 0 | | | |
| Initiate a work order to implement facility changes and initiate action for any approved personnel changes | | | | | | X | | | | | | |

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone Chart

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|------|
| FROM: Plans and Programs Staff Room | EXTENSION | NO. | STAT |
| | | DATE | STAT |
| | | 14 April 1983 | |

| 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. Plans and Programs Staff Room | | | | STAT STAT John, Attached is the milestone chart on liaison with GSA to improve service to Agency buildings. If you have any questions on this one, please do call - I think it is what you need but I'm not sure. <div style="border: 1px solid black; width: 100px; height: 50px; margin: 20px auto;"></div> <div style="text-align: right; font-family: cursive;"> HSD 2nd Quarterly Directorate Level Objective. </div> |
| 2. | | | | |
| 3. | | | | |
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| 11. | | | | |
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| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

Office: OL/LSD and OL/RECD

O — Scheduled

Objective Statement: To continue to work closely with GSA to improve service to the Agency

X — Actual

Responsible Officer:

and obtain independent authority for the Agency to lease, acquire, or construct real property.

STAT

Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| o Meet regularly with project control officer from the Office of the Administrator, GSA. | | X | | X | | | 0 | | 0 | | 0 | |
| o Perform monthly "Walk-Abouts" with DDA. | X | X | X | X | X | X | 0 | 0 | 0 | 0 | 0 | 0 |
| o Coordinate action items with GSA Buildings Manager. | X | X | X | X | X | X | 0 | 0 | 0 | 0 | 0 | 0 |
| o Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions. | X | | | | | | | | | | | |
| o Work with GSA Region III to develop a prospectus for Community Headquarters Building. | | | | | | | 0 | | | | | |

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[Redacted]

STAT

Chief, Logistics Services Division, OL

SUBJECT:

Office of Logistics Quarterly Planning Conference

Per your request, attached is an updated milestone chart for the LSD directorate-level objective which is to be presented at the Quarterly Planning Conference with the DDA on 5 May. Questions concerning the objective should be directed to

[Redacted]

[Redacted]

STAT
STAT

OL 10042-83

Office: OL/LSD/BSB
 Objective Statement: Establishment of an Automated Supply System
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: 29 April 1983

O — Scheduled
 X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms. | 0 | | | | | | | | 0 | | | |
| Input all data required to administer the automated program. | | | 0 | | | | | | | 0 | | |
| Verify input against manual records. | | | | 0 | | | | | | | 0 | |
| On-line operation of automated system. | | | | 0 | | | | | | | | 0 |

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage

Responsible Officer: _____

Significant Funding Amount: \$ _____ FY83

Quarter Ending:

O — Scheduled
X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Read literature currently available pertaining to automated fuel dispensing systems | | | | | X | | | | | | | |
| Determine the feasibility of installing automated gas pumps at the Motor Pool | | | | | | | | | | 0 | | |
| Prepare cost estimates | | | | | | | | | | | 0 | |
| If feasible, formulate plans for its implementation | | | | | | | | | | | | 0 |

Office: OL/LSD
 Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service
 Responsible Officer: establishment and stockage of supply room, routine
 Significant Funding Amount: FY 83 maintenance support, etc. STAT
 Quarter Ending:

○ — Scheduled

X — Actual

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-----------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-------|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| 1. Determine furniture requirements. | | | | | X | | | | | | | |
| 2. Specify and order furniture and wall art for public and office areas. | | | X | | X | | | | | | | |
| 3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building. | | | X | | | | | | | | | |
| 4. Establish a working group to facilitate a smooth move-in by the occupants of the building. | | | | | O---X | | | | | | | |
| 5. Establish a building supply room. | | | | | | | X | | | | | |
| 6. Determine the type of courier and shuttle service to be used to accommodate the building occupants. | | | | | | X | | | | | | |

Office: OL/LSD and OL/RECD
 Objective Statement: Provide support to SAFE, Phase II
 Responsible Officer:
 Significant Funding Amount: \$ 1.1 M FY 83
 Quarter Ending:

Comp. 6.11

O — Scheduled
 X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-------------------------------------------------------------------------------|-----------|-------|-----|-----------|-------|-----|-----------|-----|-----|-----------|-------|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| 1. Renovate space and relocate personnel and equipment (LSD). | | | | | | | | | | | | |
| a. Complete drawings to relocate the Map Library. | | Ø | | | | | | | | | | |
| b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T. | | | Ø | | | | | | | | | |
| c. Free up space for Phase II. | | | | | 0---X | | | | | | | |
| II. Complete modifications of space (RECD). | | | | | | | | | | | | |
| a. Complete Phase II Design. | | 0---X | | | | | | | | | | |
| b. Award Phase II Construction. | | | | | 0---X | | | | | | | |
| c. Complete Phase II Construction. | | | | | | | | | | | 0---X | |

Office: OL/LSD

Objective Statement: Provide a system for more timely and efficient response to user requirements

Responsible Officer:

Significant Funding Amount: \$ FY 83

Quarter Ending:

O — Scheduled
X — Actual

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System | | | | | X | | | | | | | |
| Establish requirements for a Request for Proposal (RFP) | | | | | X | | | | | | | |

Office: OL/LSD

O — Scheduled

Objective Statement: Improve the physical environment and the quality of food and service

X — Actual

Responsible Officer: _____ in the Executive Dining Room

Significant Funding Amount: _____ FY _____

Quarter Ending:

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----|-----------|-------|-----|-----------|-------|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Select a consultant to survey the physical area and over-all function of the EDR and to prepare a report on the findings with recommendations for improvement | | | X | | | | | | | | | |
| Present a proposal for improvement to management | | | | 0 | ----- | | | ----- | | | 0 | |
| Initiate a work order to implement facility changes and initiate action for any approved personnel changes | | | | | | X | | | | | | |