

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Five-Year Plan

FROM: C/LSD/OL
3E14
HQS

EXTENSION

NO.

OL 2 4000

DATE

02 SEP 1982

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

STAT

| No. | TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS |
|-----|--|----------|-----------|--------------------|
| | | RECEIVED | FORWARDED | |
| 1. | C/P&PS/OL 2G20B | | | |
| 2. | <div style="border: 1px solid black; width: 100px; height: 20px;"></div> | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

02 SEP 1982

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
FROM:
 Chief, Logistics Services Division, OL
SUBJECT: Office of Logistics Five-Year Plan
REFERENCE: Mult adsee memo dtd 19 Aug 82 fm C/P&PS/OL
 same subject (OL 2 3775)

STAT

1. As requested in referent, attached is an update of the Five-Year Plan and LSD's objectives for FY 1982-86 (Attachment A). The objective to renovate space and relocate personnel and equipment in support of SAFE has not yet been fully accomplished and will be carried over into FY-83. The MBO to provide a system for more timely and efficient response to space requirements has been included as an FY-83 objective in lieu of FY-84. The remaining objectives have either been accomplished or are being dropped because they are ongoing type activities. Additional objectives to be accomplished within the Division over the next five years have been incorporated into the plan.

2. Attachment B contains milestone charts for each DDA and OL level objective having activities scheduled during FY-83.

3. If additional information is required, please contact

STAT

Att

OL 2 4000

1

LOGISTICS SERVICES

83 84 85 86 87

Renovate space and relocate personnel and equipment in support of SAFE, Phase II

*

Provide a system for more timely and efficient response to space requirements

*

Establish an automated system for maintaining stock levels and cost data covering administrative supplies in Agency supply rooms

*

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

*

LSD support to the Credit Union and Buildings in terms of courier and shuttle service, establishment and stockage of supply rooms, routine maintenance support, etc.

*

STAT

Takeover management of 01 stock items from Supply Division

*

Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the Mail & Courier Branch

*

1

ATTACHMENT
B
1

O - Scheduled
X - Actual

Office: OL/LSD
 Objective Statement: Provide a more timely and efficient response to user space requirements
 Responsible Officer:
 Significant Funding Amount: FY-83
 Date Submitted: 1 Sept. 1982

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 | | | | | | | | | | | | 0 |
| Establish requirements for anRFP | | | | | | | | | | | | 0 |

O - Scheduled
X - Actual

Office: OL/LSD
 Objective Statement: Take over management of 01 stock items from OL/SD/SMB
 Responsible Officer:
 Significant Funding Amount: _____ FY-83
 Date Submitted: 1 Sept. 1982

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Determine feasibility of LSD taking over the management of 01 stock items through discussions with Supply Management Branch, SD, OL | | | 0 | | | | | | | | | |
| Establish a program to cover all possible requirements that may arise to request any and all transactions. | | | | | | | | | | | | |
| Complete a wall-to-wall inventory and prepare any adjustments necessary. | | | | | | | | | | | | |
| If feasible, implement approved program and commence the Management of Agency OIA Stock. | | | | | | | | | | | | |

O - Scheduled
 X - Actual

Office: OL/LSD
 Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage
 Responsible Officer:
 Significant Funding Amount: \$ FY-83
 Date Submitted: 1 Sept. 1982

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 | | | | 0 | | | | | | | | |
| 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 |

O - Scheduled
X - Actual

Office: OL/LSD/BSB
 Objective Statement: Establishment of an Automated Supply System
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY -83
 Date Submitted: 1 Sept. 1982

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 | | | | | | | | | | | |
| Input all data required to administer the automated program. | | 0 | | | | | | | | | | |
| Verify input against manual records. | | | | 0 | | | | | | | | |
| On-line operation of automated system. | | | | 0 | | | | | | | | |

O - Scheduled
X - Actual

Office: OL/LSD
 Objective Statement: Renovate space in support of SAFE, Phase II
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY-83
 Date Submitted: 1 September 1982

STAT

| Activities Planned | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Free up space for Phase II of Project SAFE | | | 0 | | | | | | | | | |
| Complete backfill of space allocation to the DCI area, DDO, DDA, and DDS&T | | | 0 | | | | | | | | | |