

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Updated MBO Milestone Chart for Office of Logistics
Fourth Quarter Planning Conference, FY 1983

FROM: Chief, LSD/OL 3E14 Headquarters	EXTENSION	NO.	STAT
		DATE	STAT
		9 November 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		

TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/P&PS/OL 				<div style="text-align: right;">STAT</div> <p>John,</p> <p>Attached is updated milestone chart for the MBO on the Executive Dining Room. This is the only MBO which the undersigned will address at the OL Quarterly Planning Conference on 6 December 1983 as indicated on the agenda you sent.</p> <div style="border: 1px solid black; width: 150px; height: 60px; margin: 10px auto;"></div> <p>Attachment</p> <div style="text-align: right;">STAT</div>
2. 				
3.				
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15.				

Office: OL/LSD/BSB
 Objective Statement: Establishment of an Automated Supply System
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: 9/30/83

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								X			
Input all data required to administer the automated program.			0						X		0	
Verify input against manual records.				0					X			0
On-line operation of automated system.				0					X			0
Trial period for manual/automated system												X
NOTE: This system is fully automated.												

Office: OL/LSD/MPB
 Objective Statement: Research the feasibility of installing automated gas pump at the Motor Pool Garage
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: Fourth Quarter ending 9/30/83

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
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the motor pool									X			
Prepare cost estimates										X		
If feasible, formulate plans for its implementation												X
NOTE: This milestone chart is complete. Although not an objective on the chart, the automated gas pumps are scheduled for installation in December 1983.												
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CONFIDENTIAL

25X125X1

CONFIDENTIAL

O — Scheduled
X — Actual

Office: OL/LSD/MPB
 Objective Statement: Develop and Implement an Effective Vehicle Dispatch Plan
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: 9/30/83

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system										X		
Prepare Motor Pool area for installation of computer equipment											X	
Train Dispatchers in the use of the system												
Place system on line												

25X1

25X1

CONFIDENTIAL

Office: OL/LSD/MPB
 Objective Statement: Develop and Implement an Effective Vehicle Dispatch Plan
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending: 9/30/83

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
Develop program to enter motor vehicle requests into an automated system												
Prepare Motor Pool area for installation of computer equipment												
Train Dispatchers in the use of the system	0											
Place system on line		0										

25X1^{25X1}

Office: OL/LSD

O — Scheduled

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

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: 9/30/83

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 overall 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			0
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						

Office: OL/LSD/EDR

O — Scheduled
X — Actual

Objective Statement: Improve the physical environment and quality of food and service
 Responsible Officer: in the FDR

Significant Funding Amount: \$ _____ FY 84

Quarter Ending: 9/30/83

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Present a proposal for improvement to management	---	0										

Office: OL/LSD and OL/RECD

O — Scheduled

Objective Statement: To continue to work closely with GSA and to improve service to the Agency and obtain independent authority for the

X — Actual

Responsible Officer: [Redacted] Agency to lease, acquire, or construct real property.

Significant Funding Amount: \$ [Redacted] FY 83

Quarter Ending: 9/30/83

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet regularly with project control officer from the Office of the Administrator, GSA		X		X			X		X			
Perform monthly "walk-about" with DDA	X	X	X	X	X	X	X	X	X	X	X	X
Coordinate action items with GSA Buildings Manager	X	X	X	X	X	X	X	X	X	X	X	X
Provide project support officers to outlying buildings to identify problems, evaluate GSA performance, and coordinate actions	X											

Office: OL/LSD and OL/RECD

O — Scheduled

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

X — Actual

Responsible Officer: Agency and obtain independent authority for the Agency to

STAT

Significant Funding Amount: \$ FY 84

Quarter Ending: 9/30/83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet regularly with project control officer from the Office of the Administrator, GSA		0		0			0		0			
Perform monthly 'walk-about' with DDA	0	0	0	0	0	0	0	0	0	0	0	0
Coordinate action items with GSA Buildings Manager	0	0	0	0	0	0	0	0	0	0	0	0
Provide project support officers to out-lying buildings to identify problems, evaluate GSA performance, and coordinate actions	X											