

*OFFICE WORK*

Office: OL/SD/ O --- Scheduled  
 Objective Statement: Feasibility study and recommendations for efficient repair and return of equipment X --- Actual  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending: 30 September 1983

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review current procedures for the repair and return of materiel												0
Evaluate alternative methods to include the request to return, receipt, repair and return of materiel to the customer (Dec 83)												
Submit recommendations to the Chief, Supply Division (Jan 84)												

ILLEGIB

*Office*

Office: OL/SD/CD/MFB  
 Objective Statement: Establish a program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle  
 Responsible Officer: \_\_\_\_\_  
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending: 30 September 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
Conduct a feasibility study in conjunction with Data Control Branch, SD/OL			X									
Request OL/SD/DCB approach Systems Analysis Branch with recommendations for presentation to the Office of Data Processing						OX						
Review and planning period in coordination with DCB, SAB, and ODP							OX					
Conduct test run of program								0-----X				

*Office Level*

Office: OL/SD/OSB Develop a purification program to improve the viability of the ICS  
 Objective Statement: Data Base prior to implementation of LIMS  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending: 30 September 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
Purge requisition suspense file of dead records and followup with a semiannual reconciliation program to preclude reoccurrence			OX			OX			OX			OX
Develop and implement a program to purge slow/nonmoving items from the inventory									X			OX
Clean-up the warehouse locations in the ICS and develop a program for daily maintenance									OX			OX
Expand the inventory and inspection responsibility to include an audit function									X			OX

*Class Level*

Office: OI/PMS & SD

O — Scheduled

Objective Statement: Establish procedures to execute payments in accordance with PL 97-177, Prompt Pay Act

X — Actual

Responsible Officer: [Redacted]

STAT

Significant Funding Amount: \$ \_\_\_\_\_ FY. 83

Quarter Ending: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Establish contractual terms and conditions and internal procedures to ensure prompt payment of Contractors' invoices (OI/PMS).												
Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	OX											
Develop internal instructions to Contracting Officers regarding the implementation of the joint OF and OI Notice regarding prompt payment of invoices.	OX											
Develop new contract clauses regarding invoicing, receiving, and test and inspection.	OX											
Add enhancements to CONIF to ensure prompt payment of invoices and assist in monitoring the receipt of supplies and services, identifying the type of payments clause in each contract, adding the COFR's Division and phone number to CONIF, interfacing with ICS, monitoring the issuance of inspection reports and withholding clauses of applicable contracts thru CONIF.	O		X									
Review the effectiveness of the procedures for prompt pay and revise as necessary.				OX								

*Dir. Level*

Office: OL/SD/SMB  
 Objective Statement: Design Methods for Improving Responsiveness to Furniture Requirements  
 Responsible Officer:   
 Significant Funding Amount: \$  FY 83  
 Quarter Ending: 30 September 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
Establish a task force to conduct a study on current procedures for acquiring furniture.		OX										
Define problem areas.					OX							
Develop proposed alternatives to correct problems.						X						
Implement approved methodologies.										OX		

*Utr. Level*

Office: OL/SD/OSB

O — Scheduled

Objective Statement: Provide management information on the upgrade of MWD

X — Actual

Responsible Officer:

STAT

Significant Funding Amount: \$  FY 83

Quarter Ending: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	0	-----	X									
Provide status reports on progress of the upgrade to management.			0X			0X			0X			0X

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