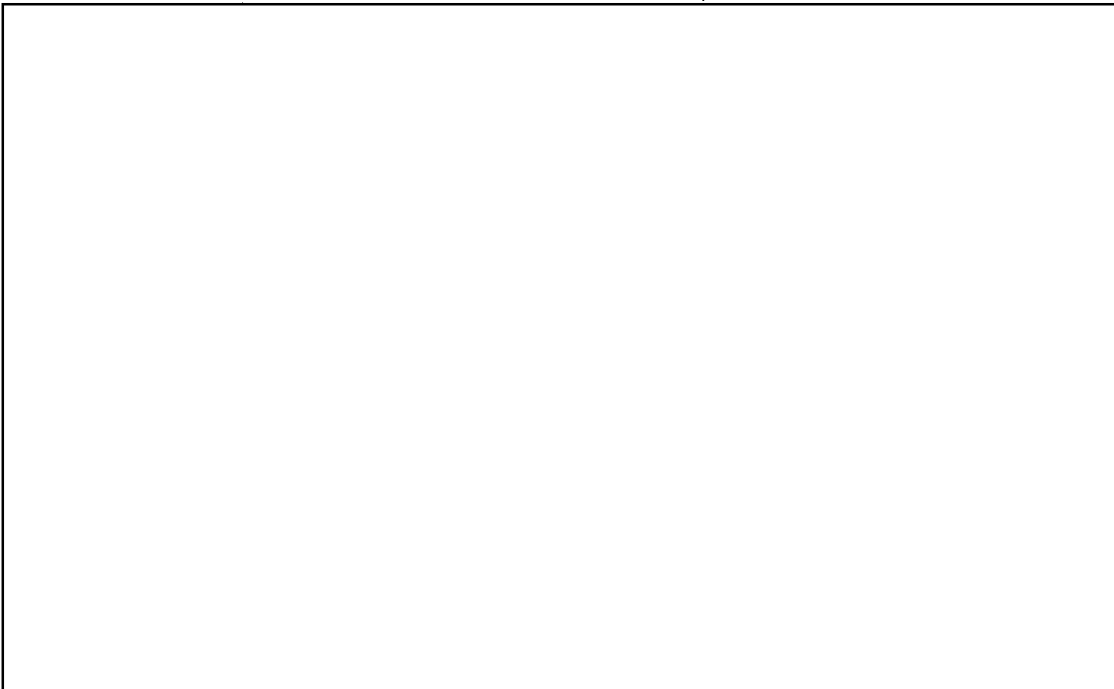


19 SEP 1980 25X1



OFFICE OF DATA PROCESSING

#

Strategic Objectives

Develop CAMS2 and Maintain a Responsive CAMS1
Design, Implement, and Bring into Operation the 4C System
The Automatic Information Management System (AIM) will provide
an electronic mail capability for Agency personnel.

Operational Objectives

Replacement of the Current Cable Dissemination System
(joint OC-ODP objective)

Automatic Information Management (AIM)

OFFICE OF FINANCE

Strategic Objectives

Implement and Automate New or Enhance Existing Financial and
Budgetary Processes

Operational Objectives

- Selective Audit of Proposals and Contracts
- Cash Management
- Simplified Travel Accounting Procedures
- Revision of Factored Cost Estimates
- Development of Uniform Field Financial Accounting System
- Automated Vendor Payments

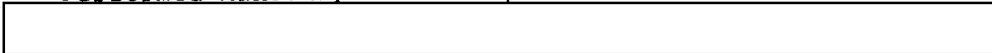
OFFICE OF INFORMATION SERVICES

Strategic Objectives

Review 80 percent of Our 20-year-old Permanent Records By December 1986

Operational Objectives

25X1 Provide Archives and Records Center with an Automated System to Perform the clerical, statistical, Processing Functions Now Performed Manually



Publish a Files Management Handbook
Transition to Systematic Review

OFFICE OF LOGISTICS

Strategic Objectives

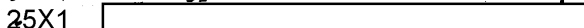
Logistics Integrated Management System (LIMS)

Operational Objectives

- ↪ P&PD Productivity Measurement
- ↪ P&PD Maintenance Program
- ↪ Procure, Install, and Implement a Replacement Computer Hardware System for the MIS
- P&PD Apprenticeship Program
- P&PD Seminar
- Waste Study
- Copier Management Centralization Study
- Reorganize P&PD



- 25X1 ↪ Gasohol Conversion of Agency Fleet Vehicles *Energy*
- ↪ Determine Feasibility of Leasing Motor Pool Fleet Vehicles *Energy* from GSA
- ↪ Develop and Promote Agency Vanpooling Program *Energy*
- ↪ Identify and Renovate Space to Relocate Personnel and Equipment in Support of Phase II of Project SAFE *Construction*
- ↪ Measure Effectiveness of GSA in Area of Facilities Management
- ↪ Energy Conservation *Energy*



- 25X1 ↪ Project SAFE Site work *Construction*
- ↪ Agency Real Property Authority
- ↪ Utility Capacity and Reliability Enhancements *Added per DDA*
- ↪ Headquarters Fire Barrier and Short Circuit Correction
- ↪ Increase the Effectiveness Operations Through the Use of Automated Materiel Handling Equipment and New Packaging Techniques 25X1
- ↪ Develop a Training Program for Logistics Careerists
- ↪ Rebuild Capacity to Support (S) 25X1
- ↪ Automate Agency Forms Catalog Data Distribution
- ↪ Acquisition Planning (P.O.)
- ↪ Acquisition Procedures
- ↪ Automated Procurement Division MIS
- ↪ Automated Procurement Process

Strategic Objectives

Develop a Medical Audio-Visual(color) Information Net (AVIN)
Improve and Expand the Computerized Processing of Cert in
Psychological Test Results

Operational Objectives

Develop Comprehensive Orientation Program and Modular Training
Programs for Employees and Dependents Assigned Overseas

OFFICE OF SECURITY

Strategic Objectives

25X1 Improve Information Handling Between Headquarters and
[redacted]
Establish a Comprehensive Countermeasures Equipment Management
Program
25X1 Develop a Cadre of Specialists to Evaluate Security Implications
Inherent in Information Processing

Operational Objectives

[redacted]
Probationary Employee Screening Program
Computer Security Pilot Test Program
Personnel Protection Ready Reserve
Security Records Division File Review

OFFICE OF TRAINING AND EDUCATION

Strategic Objectives

SODP

Operational Objectives

Develop a Two/Three-Day Seminar on Effective Group Leadership
Classify and Designate [redacted] According 25X1
to Use Requirements
Develop the Basic Capability to Offer Broad-Based Instruction
in Office Automation
Implementation of Approved Recommendations [redacted] Report on 25X1
Agency's Language Program

STAT

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Agenda

Office of Finance
Management Conference
24 October 1980 - 1000-1200 a.m.
Location: 1200 Key

Operational Objectives

OF-35-79	Invoice Payment	[REDACTED]	STAT
OF-38-80	Effectiveness Indicator of Audit Performance (Productivity Pilot)	[REDACTED]	STAT

For Discussion Purposes Only Objectives

--	New Payroll System Requirements*	[REDACTED]	STAT
--	Effect of New Requirements Levied on the Payroll System	[REDACTED]	STAT
--	OF Participation in the LIMS Project	[REDACTED]	STAT
--	Overseas Support Environment in the 1980s (UFFS)	[REDACTED]	STAT
--	Agency Accounting System Review for GAO Compliance	[REDACTED]	
--	Status of Efforts to Reduce Delinquent Advance Accounts	[REDACTED]	STAT
--	Standardization of Procedures in DDO B&F Shops	[REDACTED]	STAT

OL Attendees (2)
*ODP Attendees (2)

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Agenda

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- OF-35-79 Invoice Payment
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OL Attendees (2)
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OBJECTIVE NO. OF 35-80	OFFICE A&CD/OF	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD + = <	STATUS
OBJECTIVE			WKYR	DOLLARS			
Improve the timeliness of payments to industrial and commercial vendors and enhance the effectiveness of supporting procedures and systems.						JAN - MAR	
						APR - JUN	
						JUL - SEP	X
						= MEETING PLAN	
						< BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTHS: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Improve the usefulness and/or utilization of current automated systems supportive to Agency bill payment processes including Contract Information System (CONIF III), Inventory Control System (ICS), Problem Invoice Management System (PIMS), and General Accounting System (GAS) as a continuing ongoing action.	0											0
2. Study in detail the effects of eliminating from A&CD audit procedures all points which are annually covered by CSAD audits and recommend whether or not this course of action should be taken.	0		X									
3. Design and test a form which will replace pay cards for data not resident in CONIF III. Test discontinuing pay cards for data contained in CONIF III. Study in detail the possibility of including all such data included in CONIF III and eliminating pay cards.			X									
4. Study the merit of paying invoices on cost-type contracts upon receipt with contract officer approval to be after the fact; confirm acceptability of payment without pre-approval and determine what procedures would be established to confirm approvals or actions required if not approved.							0		0			X

OBJECTIVE NO. OF 35-80 Page 2	OFFICE ASCD/OF	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS
OBJECTIVE				WKYR	DOLLARS	OCT - DEC	+ = <
						JAN - MAR	
						APR - JUN	
						JUL - SEP	
						+ EXCEEDING PLAN	
						= MEETING PLAN	
						< BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O ₁ ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
5. Confirm acceptability of paying invoices for recurrent service-type contracts and purchase orders on "exception basis"; determine if cost effectiveness of the procedures required for payment on this basis. Study feasibility of having contracts for recurrent services provide that invoices will be mailed directly to OF rather than to contracting officer; determine whether OL requires any notice of payment and if so, the burden of procedures to satisfy the requirement.					0	-----	-----	0	-----	0		
6. Study development of batch query and response approach to payment of invoices and relative merits of inputting "date of receipt" into ICS.			0	-----	-----		0					
Review the relative merit of "fast pay" procedures in circumstances eligible under ASPR 3.606, taking into account the OF/OL procedures required to assure that all supplies are received for which payment is made.				0	-----	-----	0					0
8. Develop management reporting and measurements which will assist in the monitoring of both invoice payment performance and track incremental improvements resulting from OF and OL action efforts.			0									

INVOICE PAYMENT MBO
FY 1980
Fourth Quarter Status Report

Activity This Period

Milestone

1. On 10 September 1980 a 930 work order was submitted to ODP to study alternate RQ/ADD procedures. A&CD is to brief ODP on the current RQ/ADD procedure in October for clarity and possible alternatives. The preferred alternative is to electronically transfer obligation data from CONIF to GAS.

To date no decision has been made by Office of Logistics to include all purchase orders in the CONIF data base. Further discussions will be held with Office of Logistics on this procedure and other options that may be available.
2. Completed in first quarter. Study revealed no redundant or unnecessary points of audit in A&CD that are covered annually by CSAD.
3. Completed in first quarter. Pay cards were eliminated to extent possible. No information that is resident in automated systems is being manually recorded.
4. Payment of cost type contracts prior to Contracting Officers approval with approval after the fact is in effect. Acceptability of this payment procedure was jointly confirmed by OL and OF in July.
5. Payment of recurring service-type contracts and purchase orders on "exception basis" is in effect. Acceptability of this payment procedure was jointly confirmed by OL and OF in July.
6. The study indicated receiving information in the Inventory Control System (ICS) was not sufficient to meet the audit requirements of A&CD without extensive additional manual research over and above the current procedure.
7. Requirements are now being identified to the Logistics ^{INTEGRATED} Inventory Management System (LIMS) Task Force to include an automated "fast pay" procedure in the LIMS. Unfortunately this system is not expected to be operational for years. In the meantime one manual bandaid system is being devised to apply a manual "fast pay" procedure to pay invoices pertaining to Blanket Purchase Agreements (BPA). All indications are that this system will significantly improve the timely payment of BPA invoices and provide more efficient processing. The practical application of this system is to be tested in the very near future.
8. Completed in first quarter. Report is attached to each MBO quarterly report as well as being prepared for OF management on a monthly basis. (Att A & B)

Other

STAT Daily courier service [redacted] to deliver receiving reports to A&CD was implemented and is working well.

Discussions are to be undertaken with OL/Supply Division to determine acceptance and specific procedural detail to establish the forwarding of receiving reports directly to A&CD from decentralized and central receiving points prior to entering this information into the Inventory Control System (ICS).

OL/OF Notice is now in process to expand "expedite pay" by the inclusion of warranty clauses in purchase instruments and certificates of compliance on each shipment of material requiring test and inspection.

The incidence of courier pickup of checks from A&CD for hand delivery to vendors has been reduced to a minimum. Hand delivery is only made when a Contracting Officer can assure A&CD that the check will be delivered within two days.

OL/OF Notice is in effect that eliminates the issuance of another 2420 at the beginning of a fiscal year unless there is a change to the original request submitted.

Invoices for non-recurring services that require approval before payment are now sent directly to the Approving Office for signature rather than sending these invoices to their B&F office for distribution. This procedure change has proven to speed up this routing process.

STAT Monthly visits to [redacted] Procurement Division by A&CD personnel to clean up problem invoices (sample listing attached - Att. C) was started in July. It has proved to be very successful. Visits to Procurement Division were recently stopped due to their large back-log at the end of the fiscal year but will be resumed in a couple of months.

One change to contract terms has been undertaken by OL to help speed invoice payments. The variance clause has been expanded to provide funds in CONIF for variances. Heretofore the variance clause provided only for variances in the amount of material that would be acceptable.

No follow up has been made with OL to determine the status of progress being made with vendors to format their invoices in the same manner as the Copier Management Report. The extent to which the report must be sterilized before it could be released to the vendors was the last word received from OL.

Plans for the Next Period

Milestone

1. Evaluate ODP findings on electronic transfer of obligation data from CONIF to GAS and the alternative RQ/ADD procedure.

Test and implement a new procedure to identify back to the responsible contracting officer via electronic mail (using CONIF III) requesting that they provide additional information needed for A&CD to process Final Invoices and settlement of contracts. In addition a report of delinquent cases will be produced for Chief, Procurement Division for follow-up.

Other

Implement manual fast-pay procedure on BPAs.

Continue to identify any improvements to procedures or systems that will improve the timely payment of invoices and implement changes as they are determined to be advantageous.

Follow up on any outstanding activities.

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