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DAS Active Projects - 11 September 1986

86-001 LOCS MBO. 86-001, 86-002, 86-003, 86-004, 86-005 consolidated to form this project. See 24 July version of project list for the last printing of these projects. A detailed record of this project is being maintained as the LOCS ACTION ITEM LIST.

08/14/86 - Meeting w/ OC on 8/12 resulted in plan to modify strawman, gather requirements by correspondence rather than TDY. Not sure whether OTS will participate. Walt will head team to determine the potential for [] and its acceptability for PC AP system.

09/03/86 - DL denied use of SDE II contract, then ok'd use of 10K for search effort, 8/22. DB provided initial cable draft of 8/20--final cable blessed and sent on 9/3. For the present only OC is involved--not OTS or Support bases. TC researching hardware plans.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: ED

86-007 [] Renovations MBO. As of 8/28/86 this project is still in the design/cost/approval status. Plan is to move printers to the first floor, install 25 Wang systems in existing DAC. Project 86-008 merged with this, 7/21.

07/25/86 - Tom to get facts, including cost, of 25 unit UPS device. (Also note that Tom is looking into similar devices for [] equipment within [] project.)

09/11/86 - As an aside, it has been determined that [] Wangs will move to the new building with OL. There is an indication that space will be very tight in housing the cpus and disk drives.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: CW

86-009

[]

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3-6 MOS before 1st floor is avail.

Date of Origin: 10/01/85 Due Date: 03/01/86 Completion Date: 00/00/00

Action Persons: CW

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25X1

86-011 Devise emergency procedures for [] operating environment (power, A/C). As of 4/14, the complete set of procedures is being finalized.

25X1

Final coordination among [] users, the OS duty desk and the guard service must be done. Alarms not installed.

03/24/86 - Tom reports that bellboys have arrived. On 4/30 it was determined unofficially that cost would be \$2400. TZ suggests that Scott come up with funding. In late May it was decided that alarm installations would not occur until first floor is ready.

Date of Origin: 10/01/85 Due Date: 01/31/86 Completion Date: 00/00/00

Action Persons: CW, TC, WH

25X1

86-012 Support the activities of the [] CW advised on 4/17 that OIT is taking over direct management of DAC printing activities--thus IMSS no longer has control of DAC manager and equip. If printers move downstairs we are only concerned with Wangs.

25X1

08/04/86 - CW reported that OIT has reorganized DAC management so that Maggie will become supervisor of three [] will acquire a new senior operator.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH, CW, DW

86-013 Brief Tony or Paul on DAS current activities, on bi-weekly basis.

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Date of Origin: 10/01/85 Due Date: 00/00/00 Completion Date: 09/30/86

Action Persons: WH, CW

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86-014 Closely monitor progress of OIT-requested equipment installations especially those with priority. Furnish an updated monthly status report. Be aware of cpu port availability. As of 7/15, report reflects input of TRNs for DAC printer relocations.

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Date of Origin: 10/01/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: TC

86-016 Personnel status as of 8/19: A part-timer needed in CONIF, CD and DCB plus two in FMD; HN 285 (GS 13) is TBD, not needed in CLAS; HL 689 (GS 13) needed in P&PD; HL 690 (GS 8/11) needed in P&PD; FS 098 and AU 095 (GS 7-SD) to be filled by part timers.

08/14/86 - In question: a GS 13 at CD. FMD has no 13 and 11 slots for ADP but wants two part timers. As of 9/5, six applicant folders reviewed for P&PD 8; 3 rejected, Ken to interview 3. C/CD has hinted that more MLD personnel may be needed for PTPE project.

Date of Origin: 03/31/86 Due Date: 04/01/86 Completion Date: 00/00/00

Action Persons: WH, CW

86-017 Prepare/forward memo to P&TS that will review current vacancies, request assistance in recruiting, correct perceived errors in the staffing complement records, take action on specific personnel situations. Completed and forwarded memo is dated 8/21.

09/11/86 - C/P&TS may have passed the memo to for action--but there has been no response of any kind since 8/21.

Date of Origin: 12/23/85 Due Date: 02/01/86 Completion Date: 00/00/00

Action Persons: WAH, TZ, HW

25X1

86-018 Administer DAS vacancy notices as appropriate. A notice on HL 690 is in suspense as of 9/11. Of six respondents, three will be interviewed and a selection made by C/PPSS/P&PD.

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Date of Origin: 02/01/86 Due Date: 04/01/86 Completion Date: 00/00/00

Action Persons: WH, MEM

86-020 Update/create 35 DAS position descriptions, as required. Following Tony's request for status of position description currency (3/17), a comprehensive report of this situation has been prepared. It identifies a considerable workload--and problem areas.

09/03/86 - 7/31: created PD for new GS 13 position at CD. 8/21: created Level II IS PD. [] reported 8/28 that Sherry's posit desc is on the way--but none written for FMD 11 & 13. 9/3: started review of Dottie's PD.

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Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH

86-021 Revise Wang SC posit. desc. as necessary; get 11 level verified. The revised position description was completed 3/11 and is being reviewed again as of 9/3. Job title is Data Base Manager. This is an action item in the P&TS paper of 8/21.

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Date of Origin: 12/01/85 Due Date: 01/31/86 Completion Date: 00/00/00

Action Persons: WH

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86-022 Support new OL training initiatives (WAH, DJW only). As of 2/86, WAH is supporting the P&PD/PB initiative, DJW is leading the Wang effort. There is no action on OL-wide ADP training.

08/28/86 - [] provided successful demo of system to []
[] now in the process of tidying loose ends, writing documentation, etc. As of 9/3, a demo to the DL is scheduled for 9/18.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH, DW

86-025 FARS MBO (re-assigned from OSB/SD to DAS, 7/17). An MFR summarizing status has been prepared. LL and ED have learned IDMS/R, to rebuild system.

08/19/86 - LL is having frequent meetings with IDSB and OIT to establish requirements and data base design. It is conceivable that the new system could be in place by early '87. LL is preparing SDP and DSRD, has demoed some trial screens.

08/19/86 - On 7/8 I asked the DDL to provide 65K towards FARS renovations. On 8/18 this SDE II money was denied by DL.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: CW, LL

86-026 Support the agency-wide effort to improve mini-disk security. Reduce disk usage where applicable. About 3/1, Ed took this over from Linda to free her for other activities. New [] published 21 March, confirms need to monitor closely.

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Date of Origin: 10/01/85 Due Date: 01/31/86 Completion Date: 00/00/00

Action Persons: ED

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86-029 Update Cable Dissem MBO. On 7/2 Walt briefed DDL on the concept and received approval to proceed towards development. DDL expressed some concerns but project appears doable. New MBO for FY 87 should be created for development/implementation.

08/19/86 - I requested the DDL to approve 68K for the development of this project since, on 7/2, he was briefed on and approved the project's concept. On 8/18/86 the funding request was denied--this could get back burner treatment for lack of resources.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WR

86-031 Evaluate the DAS organization in terms of identifying the reasons to change it, its relationship to CLAS and its future as related to the needs of OL. Related dates reflect the period during which a paper on this subject was prepared for C/IMSS.

08/14/86 - A May/June summary of DAS circumstances was completed 30 June and was submitted to new EO as part of his DAS orientation--which was continued in verbal form on 8/6. While content was favorably received, no action has resulted. D/L to get outside survey?

08/28/86 - One response in IMSS reaction to two year plan is to provide a series of options for the "revamping" of OL's ADP posture. DW, WAH and CW will suggest ideas. About 19 have been written as of 9/3 and circulated within IMSS. May be a source of new MBOs.

Date of Origin: 11/15/85 Due Date: 03/14/86 Completion Date: 01/22/86

Action Persons: TZ, WH, KG

86-038 Train Mary Ann and Tom in Wang SA backup activities. 7/28--both individuals are responding well to training, can handle increasing responsibilities in Dottie's absence. They can also handle TC line activities.

02/14/86 -

Date of Origin: 01/01/86 Due Date: 04/01/86 Completion Date: 00/00/00

Action Persons: DW

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86-039 Design and implement an acceptable LOTS system. As of 7/1 this project was complete except for the preparation of an acceptable users manual. Dottie to try writing the manual--and was so advised on 7/31. It will be low priority effort.

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Date of Origin: 10/01/85 Due Date: 01/01/86 Completion Date: 00/00/00

Action Persons: LL

86-041 Issue new passwords for Wang systems and VM. (This is an ongoing project, requiring reissue at six month intervals.) Both DW and CW released new passwords during May, '86.

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Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: MH, DW

86-042 Publicize the current activities of DAS. This effort will take various forms: OL "Yellow Pages", DAS newsletter, staff meeting handouts, etc. Dottie wrote item of interest for OL staff meeting, 2 May.

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Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH

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86-044 Support the CD/SD bar code initiative (by assuring ICS interface and acquiring/installing test equipment).

25X1 08/14/86 - On 4/29, C/SD tasked us to investigate further bar code applications for [redacted] CW, to date, cannot find qualified contractor in SDE II contract. Walt to help in identifying outside expert--who will have to be cleared. This will use SD money.

25X1 08/25/86 - Walt has established contact with promising specialists. Initial interview took place on 8/26--candidate was impressive. Other resumes and info enroute. I briefed DC/SD on status. 8/27. CW and WAH are about ready to recommend to C/SD. [redacted]

Date of Origin: 10/01/85 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: JH, CW, WH

86-047 Action items, MD TDY, 6/25, Wang: sent Wang backup procedures; cleared up problem with glossaries sent after previous TDY; forward other Wang training options; determined that OC is responsible for PM; problem with stock-related VM cab. can't be fixed.

06/25/86 - Action items, MD TDY, OIT-related: check on downloading ICS records to Wang PC; explore use of standalone DDs for AWCS, etc.; send updated set of AWCS microfiche; determine who repairs EDP gear when Chris is not there. If asked, do a study on automation.

08/14/86 - Getting MD Wang on line (TC) has not been successful. Software won't load; OC working on it, expect problem resolution and training by 9/19 (latest). Nobles has needed disk packs on order as of 9/2.

Date of Origin: 10/01/85 Due Date: 02/14/86 Completion Date: 00/00/00

Action Persons: WH, CW, DW

86-048 Support SD MBO to develop Wang applications at MD. Ref. 86-047. CW/WAH trip report finished on 7/28. It contains 9 action items for both Wang and data processing activities; WAH to honcho followup action.

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Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: DW, CW

25X1

[redacted]

-update?

25X1

86-052 Support FMD initiative to acquire an MIS. C/FMD acquired [redacted] about 3/1. By early August project details and recommendations were documented. New Chief/FMD would like 12 modules up by Jan. Ken may be able to help after 10/1 but staffing is problem

25X1

08/14/86 [redacted] in EOD pipeline as a prog./analyst. CW has 2 OIT NOMAD 90 day programmers working on Ken's effort to bring up 4 modules by 30 Sept--with good results. Two part time computer assistants needed. GS 11 and 13 posits not available.

08/14/86 - Meanwhile, the EXDINR project (a late module in the MIS) needs help now, having fouled up accounting records. MM is correcting problems and improving existing system. Big concern: the FMD/MIS is undermanned in all respects--especially leadership.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH, CW

86-056

anything new?

Support the CD/SD effort to investigate/acquire the State Departments cargo tracking system (TRACS). Several meetings have been held with the principals involved--CD, State, TG. Final coordination with ISSG resulted in their approval.

07/21/86 - TRACS installation has been approved by all concerned. CD has facilities but awaits hookup. C/OIT has requested \$20,662 from OL to be used for data link costs--budget has been approved. Hookup coordination/action must take place on State end.

25X1

08/25/86 - CW and JK [redacted] on 8/20, resulting in achieving necessary coordination to get hookup underway there. Operational date forecast as 30 September.

Date of Origin: 11/01/85 Due Date: 02/28/86 Completion Date: 00/00/00

Action Persons: DK, CW, JC

86-061

25X1

Support CD/SD efforts to establish ADP cadre. On 2/3/86 a recommendation was forwarded to [redacted]--with no response through 3/14. On 3/25 [redacted] said report was good. In late July action was taken to fill GS 13 slot but could not be completed.

25X1

08/14/86 - It is rumored that [redacted] may have been appointed to the position.

Date of Origin: 01/24/86 Due Date: 03/01/86 Completion Date: 00/00/00

Action Persons: WH, PK, CW

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86-063 Provide a design of IMSS office space requirements. Project is directly related to what happens on first floor (backfill moves). Since CLAS will be housed elsewhere there is only a minor concern for seating the Technical Group's variable roster.

04/30/86 - Scott wants space requirements papers prepared. TC prepared papers 6/16, based on requirements established by TZ and WH. Important: use SS vault as an extension of the CONIF space. (6/20: we might need more space for up to 3 contractor personnel.)

07/02/86 - Based on DDL's approval to use contractor support within the TG function, Tom is tasked to look for more work station areas within proposed IMSS office areas. As of 9/11, it appears as though beneficial occupancy of 1st floor won't occur before 3/1.

Date of Origin: 10/01/85 Due Date: 06/30/86 Completion Date: 00/00/00

Action Persons: WH

86-064 Monitor and implement purging of Wang systems. Wang SA provides constant reminders to users on necessity to purge. Nonetheless, OL systems are gradually filling their capacities by using them for other than basic word processing functions.

08/19/86 - On 7/28 WSC forwarded memo to PD (copies to CD, MD, FMD) on use of backup procedures. On 8/22 the WSC briefed the EO on the need to purchase a 4-stack disk drive. This 60K purchase was approved and the involved 88 started processing on 9/8.

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: DW

86-065 Support MLD career subpanel efforts and other personnel actions. The reconfigured panel system has altered participation; there have been no reasons to convene in the past six months.

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Date of Origin: 10/01/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: DAS

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*Dottrus
help at NPIC*

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86-067 React to ICS list of enhancements. This is conventional system maintenance by TG. However, on 2/86 a request for a "stand alone DIN" surfaced--details were received for TG evaluation on 7/17. Chief/CD called on 8/8 to confirm importance of new DIN.

09/05/86 - JH has submitted preliminary findings, 9/4; which indicate that 11/12 weeks of full time effort will be needed to implement. Of more urgent priority is the development of six representing a spin-off of ICS data. *four*

Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: JH, CW, PK

86-076 Review/disseminate ADPCO duties as appropriate. (This was finished in January). Tom reviewed associated LI and will need to update its attachment for reissue. WAH got the ball rolling again on 9/3.

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Date of Origin: 12/01/85 Due Date: 01/14/86 Completion Date: 00/00/00

Action Persons: WH

86-082 Conduct monthly DAS key persons meeting. (Meeting dates changed from first Wednesday of each month to each Thursday, at 9 AM.)

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Date of Origin: 10/01/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: WH

86-091 Support Suggestions/Awards program as applicable. As of 3/28 a second ADP-related suggestion arrived--DW and WAH responded by 4/4.

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Date of Origin: 01/01/86 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH, CW,

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25X1
25X1

86-101 Support the preparation of DAS PARs. A PAR on TC arrived, 7/7; is due end of August. A PAR on MM is due 10/31. Reviews finished on [] and [] during late August. Review on [] is needed (9/11).

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Date of Origin: 10/01/85 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WH, others

86-105 Modify the FEDPARK system. This involves systems revisions to include carpool information. Project reactivated 5/16 as LL has been making many changes and more will be requested. This will become THE system to manage all of HQ and Reston parking.

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Date of Origin: 02/03/86 Due Date: 04/01/86 Completion Date: 00/00/00

Action Persons: LL

86-107 Clear OL vault of LIMS materials. IMSS reps started 3/11 to purge OL/LIMS contents, sending one copy each key doc to archives, destroying surplus. RMO involved. Project subsequently put on back burner as vault won't be lost in DAC reconfiguration.

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Date of Origin: 03/11/86 Due Date: 04/15/86 Completion Date: 00/00/00

Action Persons: WH, IL, RB

25X1
25X1

86-114 Support RMO's machine-readable records project. On 4/14, TC was briefed by IMS. Tom to be focal point for activity following [] departure.

08/28/86 - On 8/27, [] briefed survey findings in PD, PMS, and SD. Investigation of details reveals that his statements are in error. These errors were presented to key OL personnel. Patty and Nancy are preparing rebuttals; he should correct accordingly.

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Date of Origin: 04/03/86 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: TC

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25X1 86-117 Explore the possibilities of using OCR's NOMAD-based photo identification
25X1 and record system in [] project to sort, store and retrieve OL
25X1 briefing transparencies. (System is currently being evaluated by
P&PD/PB, having been sponsored by [])

07/30/86 - It appears that PB has accepted this system (with possible
modifications) and it is available for our review. [] to
examine on 8/6.

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Date of Origin: 04/22/86 Due Date: 05/22/86 Completion Date: 00/00/00

Action Persons: WH

86-120 Obtain SDE II contractor support for TG activities. Memo prepared and
forwarded 6/13 thru AC/IMSS, asking for up to 3 bodies--that can be
directed by CW to perform any tasks he designates. Cost: up to 375K.
New (and old) projects exceed resources.

07/10/86 - Based on meeting with DDL, we provided him a recap of budget
requirements as agreed upon in that meeting. 219K requested in memo
submitted 7/8. Tentatively approved by DDL (verbally) on 7/9. On 8/18
the DL denied use of all but 10K on contract.

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Date of Origin: 06/13/86 Due Date: 06/30/86 Completion Date: 00/00/00

Action Persons: CW, TZ, EO/OL

86-121 WAH tasked to try and get a handle on the requirements for a stand-alone
IMSS budget (that does not include the CLAS project). This would include
identifying requirements for equipment, services, travel and training.

07/08/86 - Informal paper submitted to most IMSS people, asking for their
input, this date. WAH resumed active development of a strawman budget
draft for local reaction, 9/10.

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Date of Origin: 07/02/86 Due Date: 09/30/86 Completion Date: 00/00/00

Action Persons: WAH

25X1

86-122



08/28/86 - On 8/26 key SD personnel were briefed. Magnitude of missing data is still being investigated, as are the opportunities to recover this data. Some action has been taken to assure no further continuation of problem. AVRS doesn't seem to be a big deal.


Date of Origin: 08/18/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: CW, LL, ED,MM

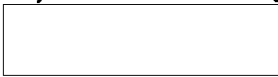
86-124

Effort is underway to evaluate the effect of changing the configuration of the CONIF contract number. PMS wants impact statement by 9/24. Special working group of about 13 people will generate evaluation.

25X1

09/04/86 -  can't postpone MBO to D/L, wants OVERVIEW ESTIMATE by 9/24, is not interested in an in-depth analysis. Wants a guess on programmer workhours and calendar time.

25X1

 *summary*

Date of Origin: 09/03/86 Due Date: 10/30/86 Completion Date: 00/00/00

Action Persons: WAH, CW, NL

86-125

Contribute to IMSS planning effort. Several papers in preparation including suggestions for 86 and 87 MBOs. One liners on future revamping of OL's ADP posture has been done. Planning for the relocation of OL's data/word equip looks worthwhile.

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Date of Origin: 09/10/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: WAH, TC, CW

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DAS Active Projects - 11 September 1986

86-126 Purchase and evaluate PC version of NOMAD, per EO direction, 9/10. System was demoed and seen by Ed and EO. While it appeared very interesting, it currently has limitations (can't operate in a networked system, for example). Ed and Bill to discuss.

09/11/86 - In theory the P&PD supply module software can be downloaded and tested for its applicability to LOCS. Package cost is \$450 - 600.

Date of Origin: 09/11/86 Due Date: 00/00/00 Completion Date: 00/00/00

Action Persons: ED

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BRIEFING POINTERS
for OL Quarterlies

1. Know your subject thoroughly.
2. Be sure your presentation is appropriate for the audience and location.
3. Use slides instead of vugraphs. Coordinate with [] P&PD Design & Presentations Staff, GJ4008 HQ, [] early for guidance/suggestions on your slides. Remember that P&PD must have time to work on them -- and that you'll need them for the dry run with the D/L (item 11 below).
4. Keep slides simple. They should add to, not be, the presentation. Make sure all are of uniform good quality and are horizontal pictures, not vertical, for the HQ Auditorium.
5. If you'll use notes, have them typed double-spaced on 8 1/2- x 11" paper for insertion in a notebook (which IMSS will prepare and have ready for use on the speaker's stand), but **DO NOT READ NOTES - MEMORIZE THEM.**
6. Practice your presentation in front of a mirror. Time your talk with your visual aids. To keep to the one hour allotted, it's essential to hold your presentation to 10 minutes or less.
7. When you begin, introduce yourself and state what you'll be talking about. When you finish, introduce the next speaker ("Our next speaker will be _____" or "I'll be followed by _____.", etc.)
8. Face the audience, not the slides. Glance at the slide to make sure it's the correct one and, if suitable, use a pointer. (If you plan to use the electric-beam pointer in the HQ Auditorium, practice with it beforehand. This pointer is hard to control; to keep it from dancing all over the screen, point it toward the floor when you're not actually pointing.)
9. In 2C19 [] you'll have a remote device you can operate yourself to change your slides (practice with this just before the dry run). In HQ Auditorium you must press hard on the button on the right of the lectern to signal the control-booth operator to change the slides (meaning you won't have quite the same instantaneous response) - you can practice with this the day of the presentation.
10. Inject some humor if possible. Tell a brief anecdote if appropriate.
11. Have a "dry run" with your Division/Staff Chief and/or the IMSS Planning Officer before the official dry run with the D/L.
12. On the day of the official dry run, arrive at 2C19 [] about 45 minutes early to allow time to insert your slides into the slide tray and run through them once.
13. Remember that you'll be making your presentation both days -- in the HQ Auditorium and 2C19 []
14. For the actual presentations, arrive at least one hour early if you're bringing your slides; 30 minutes early if they're already in the tray.
15. Enjoy yourself. We're all "family."

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QUARTERLY DISCUSSION TOP
4 April 85 with EO/OL

I. DDA Quarterly

A. Current Methodology for Developing and Tracking MBOs

Solicited fm Divs and Staffs, reviewed and approved by D/L, included in Five Year Plan (Dir Level to DDA), Chiefs responsible for reporting office level to D/L at Biweeklies, IMSS attends Biweeklies.

Dir Level reported to DDA at Quarterly Reviews to comply with DDA requirement. Agenda established by IMSS based on activities scheduled for quarter, DDA interest and preference. Recommended topics coordinated with Chiefs and sent to D/L for final review and approval. Discussions held with presenters before Dry Run to offer help.

B. Current Methodology for DDA Quarterly

DDA prefers: Opening and closing remarks by Director, Introduction of speakers by Director, Timely presentations (does not like to run over), Presenters are working level (Indians not Chiefs). OL traditionally has used a semi-informal manner of presentations.

C. DA Perception of OL Quarterlies

D. IMSS Understanding of Changes Desired

Improve OL's image, sell OL to DDA

EO to look at organization and redesign of Quarterlies

E. Suggested Changes

MUST DO: Present MBOs to satisfy DDA reporting requirement on 5-Year Plan

Change Emphasis and Broaden Image by:

Improving Presentations: 1) More visual aids (use milestone chart only as handout), 2) Expand scope of MBOs to cover all efforts and resources used, problems, failures, resolution, relation to long range projects, coordination, 3) Hold Chiefs responsible for preparing and coaching presenters, 4) Direct needed changes at the Dry Run

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Expand Topics to Include
 Personal Property Claims, Presentations on Summary of
 Offices, Support [redacted] Activities, Competition in
 Contracting Act, Agency Occupancy [redacted]
 GSA's New Rent System, FOCI (Policy, Results, Problems,
 Future) [redacted] ?

yes (above Presentations)

no (under Personal Property Claims)

yes (under GSA's New Rent System)

no (under Agency Occupancy)

no (under FOCI)

Instruct Chiefs to Select topics (MBO and others) for
 the Quarterly rather than IMSS, unless required by DDA.

II. MBO Biweeklies

Should continue or how D/L wants to cover Office Level MBOs?

III. Discuss MBO assigned to IMSS, i.e. Image Enhancement