

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 DDA's Memo to the DCI re OL's 2nd-Qtr. Review

FROM: [Redacted] EXTENSION NO.
 C/IMSS/OL. DATE
 19 Jul 85

	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		
1.	AEOL 124 EO/OL	7/19		AK	I thought you'd like to read the DDA's memo to the DCI following our last Quarterly, and see what items he forwarded with it.
2.	[Redacted] DD/L	20/7		AK	
3.	D/L			AK	I'll have a report for you on the status of both Directorate- and Office-Level Objectives as soon as we receive the updates requested in Hank's memo of 16 Jul and can pull together a summary.
4.					
5.					<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> Tony
6.					
7.	C/IMSS/OL				→ Thanks! DITD [Signature]
8.	[Redacted]	7/22	7/22	AK	
9.	EDIE MARIE	7/22	7/22	ef	
10.			7/25	meb	
11.	(also seen by [Redacted])				<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; transform: rotate(45deg);"></div> A
12.					
13.					
14.	UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ATTACHMENTS				
15.					

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85-1829

ROUTING AND RECORD SHEET

18 JUL 1985

SUBJECT: (Optional)
DDA Quarterly Review of Office Objectives

FROM:		EXTENSION	NO.
Harry E. Fitzwater Deputy Director for Administration			
			DATE
			20 May 1985
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Director of Central Intelligence	21 May 85	19 JUL 1985	<i>[Signature]</i>
2. DDA			
3.			
4. D/C			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

DCI EXEC REG

DDA 85-1829
20 May 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DDA Quarterly Review of Office Objectives

1. During our meeting this morning, I mentioned a management tool that I use for this Directorate. Since you appeared interested, I thought you might want to scan the attached documents.

2. At the beginning of the fiscal year, each DA office submits a five-year plan for my approval. The plans include most of the offices' objectives for the coming fiscal year. After the plans are approved, the offices are committed to providing me and my Plans Staff with a quarterly progress report. The individuals who brief on these objectives have some responsibility in meeting the goals. The same individuals do not brief each quarter. This gives a greater number of younger officers experience in briefing senior DA officers and answering questions regarding their objectives. Each briefer usually has about 15 minutes to cover his or her subject. Of course, time does not allow us to cover all the offices' objectives at these sessions but they may be covered in a different forum. Major objectives may receive attention at each of the quarterly sessions while lower priority objectives may be briefed only twice a year. Also, if there are major issues that have arisen since the plan was developed, they may take precedence over other longstanding objectives.

3. Attachment I is the Office of Logistics' five-year plan. Attachment II contains graphics from this morning's quarterly review of Logistics' objectives. Today two subjects were briefed that were not a part of the office's original objectives. First, [redacted] and "Competition in the Contracting Act." [redacted]

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[Redacted]

[Redacted] The second issue concerns new legislation that was reluctantly signed by the President when it was attached as a rider on other legislation he needed. This legislation gives the Comptroller General the authority to resolve protests over contract awards. OMB has told all agencies to ignore the act. Of course, Congress has other ideas, and we are concerned about how to cope with the legislation until the issue between the Executive and Legislative Branches is resolved—possibly in the Supreme Court. I understand the Army has a case that may be appealed to the Supreme Court for resolution.

[Redacted]

Harry E. Fitzwater

Attachments:
As stated

S E C R E T

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DDA Register
84-2409/21

13 NOV 1984

MEMORANDUM FOR: Director of Logistics
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Planning Program for FY 1985
REFERENCE: Office of Logistics Five-Year Plan

I have reviewed and approved your FY 1985 Planning Program. I think the overall plan is excellent and your objectives are right on the mark. I look forward to meeting with you and your people quarterly to review progress and to discuss any problem areas.


Harry E. Fitzwater

DDA/MS:  (13Nov84).
Orig - wase
1 - DDA Subject
1 - DDA Chrono
1 - DDA/MS Subject
1 - DDA/MS Chrono

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DD/A Registry
84-2409/13

24 OCT 1984

MEMORANDUM FOR: Deputy Director for Administration
FROM: Daniel C. King
Director of Logistics
SUBJECT: Office of Logistics Planning Program for
FY 1985
REFERENCE: Multiple Adse memo from DDA, dtd 14 August
1984, Subj: Planning (DDA 84-2409)

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1. In response to the referent, an updated Five-Year Plan for the Office of Logistics (OL) is herewith attached.
2. The focal point for OL's planning activity is the Information and Management Support Staff (IMSS), OL, extension

[Redacted]

[Redacted]

for Daniel C. King

Attachment

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REMOVED FROM ATTACHMENT



OL 4186-84

S E C R E T

OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1985-1989

S E C R E T

S E C R E T

OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1985-1989

C O N T E N T S

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S E C R E T

S E C R E T

OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1985-1989

I. Introduction.

OL is a service organization. Services provided by the Office of Logistics cover a broad range of disciplines and involve a diverse support mission not found in most offices where activities are more monolithic.

Due to the diverse nature of OL, Office level goals and objectives must be stated in global terms, with Divisions' goals and objectives becoming more specific and focused. However, the common goal that integrates all service provided by OL is responsiveness.

The challenge which Logistics will face during the next five years will be to meet ever-increasing demands with the same or limited increases in resources. To remain responsive, the Office of Logistics must offset the effects of limited resources through increased productivity. What must occur is for OL to maximize the efficient utilization of existing resources through innovation, creative management, cross-training of personnel, and increased utilization of improved technology. The assignment of organizational priorities, the elimination of marginal systems, and the restructuring of decisions and personnel in a manner that increases productivity while maintaining responsiveness to the OL mission is the purpose of developing and implementing the Five-Year Plan.

It is clear that if OL is going to continue to be responsive in a time of limited resources, we must strive to create an atmosphere that will foster creativity and aggressively provide for innovative management. The Plan contains the basic objectives for the Management by Objectives (MBO) Program. These objectives are assigned to specific divisions and staffs for accomplishment and will ultimately be included in Advance Work Plans (AWP) of senior managers. The Strategic Plan, MBO, Personnel Development Plan, AWP, and the Program Call must all be melded together into a cohesive, effective strategy for OL.



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OL FIVE-YEAR PLAN, FY 1985-1989 (cont'd)

II. Assumptions.

1. Requirements.

a. During the next five years, Agency resources will stabilize. This stability in the resource base will translate into fewer new initiatives as a greater percentage of total resources are devoted to ongoing and increasing support requirements. Rapid response, with limited resources, will be required due to unanticipated demands, targets of opportunity, [redacted]

[redacted] If responsiveness is to be maintained, and if greater effectiveness and efficiency are to be achieved, the imaginative use of current resources and reliance on the Standard Support Requirements Concept for new initiatives will be required.

b. Present requirements tend to require decentralized support through the assignment of personnel to various projects. Decentralization and a compartmented configuration preclude growth being met with a stable but ever more efficient work force. A decentralized requirement may only be met by the assignment of additional personnel. Accordingly, OL must have a stable of talent to provide the mix of personnel to meet customer requirements. In the short term this mix may be achieved by hiring over the personnel ceiling, with long-range equilibrium achieved by negotiation with the customer for slots, with other personnel becoming available for decentralized assignments through increased productivity made possible by capital investments. Also, intraoffice personnel adjustments will be used, where possible, to meet changing requirements.

c. Rapid response with limited resources requires that OL increase utilization of automated data processing systems (ADP). To obtain full utilization of these systems, OL must develop greater expertise in ADP. This will require the retraining of some personnel in existing OL disciplines.

2. Financial Resources. The Logistics budget will continue to be limited; the real increase in dollars available will not be proportionate to the growth in demand for goods and services.

3. Personnel Resources.

a. Attrition through retirements will increase during the next few years, and it will continue to be difficult and challenging to acquire and retain professional and technical personnel.

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OL FIVE-YEAR PLAN, FY 1985-1989 (cont'd)

b. The personnel ceiling will remain relatively stable. The types of OL positions, distribution of skills within OL, and training criteria for OL personnel may need to be realigned.

c. The numbers of support personnel in the field will either stabilize or decrease over the next five years. Logistics personnel will be proportionally adjusted. A hostile overseas environment will continue to make the assignment of personnel overseas more difficult, and greater use of extended TDY assignments will be necessary if current responsiveness and levels of support are to be maintained.

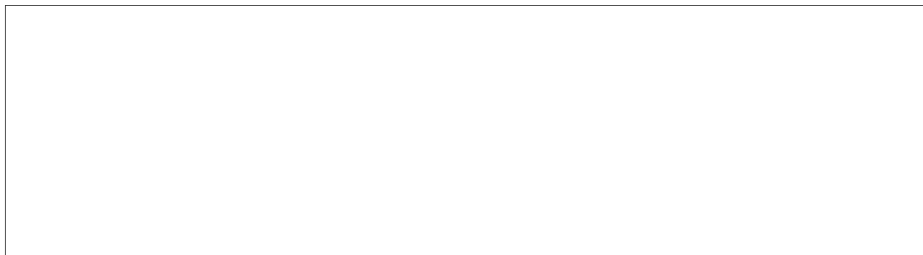
4. Facilities Management.

a. In the near term, the problems and high costs associated with maintaining aging utility systems in the Headquarters and other Agency buildings will continue to mount, and the trend of personnel displacement resulting from technical systems acquisition will continue the need to lease additional office space.

b. Later in this five-year period, the advent of the New Building, the availability of the renovated and expanded powerhouse, and the more direct management and control of facilities operations, and management systems and personnel will begin to have a beneficial impact.

5. Energy. Energy resources will continue to be scarce and will become more costly, requiring greater efforts in the management and conservation of these resources. The cost of services such as transportation and utilities, which are energy-intensive, will continue to increase.

6. Political Environment. Attitudes of Congress, the press, and the general public may become less favorable towards the Agency, if Agency activities continue to be closely monitored and scrutinized.



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OL FIVE-YEAR PLAN, FY 1985-1989 (cont'd)

9. Information Handling/Production.

a. Agency and Community requirements for printing, photographic, and presentation graphics production support will continue to increase. New initiatives will be undertaken to improve both the quality and timeliness of information output production.

b. Pressures will continue to reduce the voluminous amounts of paperwork and files and to develop efficient information-handling alternatives. The quality, storage, and retrieval of information will have to be improved.

c. Cost efficiencies for the production of information must be realized through automation and joint ODP/OL initiatives in consolidated output media facilities.

III. Goals.

1. Provide an effective personnel management system which promotes career development for the employee and is responsive to the changing needs of the Agency. Recruit, train and maintain a highly skilled and motivated work force, equipped with the tools necessary to fulfill mission requirements. Emphasize team work, integrity, responsible and reasoned risktaking and security consciousness to promote and maintain a sense of pride in self and mission. Maintain a work environment that provides all employees the opportunity to develop as individuals, to attain full potential, and to be recognized and rewarded for their performance. Strive to select our managers from those who exemplify standards of excellence and are role models for their subordinates based on their qualifications and personal standards.

2. Continue to provide high-quality service and remain responsive to mission requirements through the aggressive pursuit of requirements, improved interdirectorate and intradirectorate coordination and the adoption of new managerial approaches to enhance our decision making process.

3. Continue to maximize the utilization of current resources and to upgrade and expand capital resources to promote efficient operations ensuring that intelligence products are provided and support rendered in a timely and efficient manner.

S E C R E T

S E C R E T

OL FIVE-YEAR PLAN, FY 1985-1989 (cont'd)

4. Exploit the potential for increased cost efficiencies, productivity, and responsiveness through the application of automation, appropriate delegations of authority and responsibility, and adoption of cost-saving, efficiency-type programs undertaken by other government entities and private industry, which are applicable to OL.

5. Recognizing our responsibility to use space and facilities effectively and efficiently, continue efforts to improve the working environment. Special emphasis will be placed on providing a clean and safe workplace for Agency personnel, and minimizing the disruption to personnel and programs during the construction and occupation of the new Headquarters Building.

6. Continue disaster and emergency planning and develop mechanisms and procedures for maintaining essential logistics support under adverse conditions.

IV. Objectives.

- New Building Construction.
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters.
- Develop Professionalism Program Within Office of Logistics for both Blue-and White-Collar Workers.
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs.
- Establish Overseas Personal Computer Capabilities.
- Develop and Implement the Logistics Integrated Management System (LIMS)--joint with ODP.
- Convert General Provisions Used in Agency Contracts from DAR to FAR.
- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985.
- Develop a Student Intern Program as a Recruitment Tool.

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[Redacted]

- Establish a Configuration Management System.
- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS.
- Implement the DDA's Quality of Life Program at Headquarters Building.
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA.
- Identify a Specific Orientation, Training Campaign that will Enhance the Service-Oriented Image of the Office of Logistics.
- Establish a Centralized OL Support Center.
- Complete Implementation of P&PD Prepress System Basic Operating Capability. (2-year project)
- Explore Available and Emerging Methods for Improved Document Control.
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks for Current Capability.
- Provide Electronic Interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders.
- Improve Vendor Delivery.
- Enhance Current Efforts to Reduce Contract Settlement Backlog--joint MBO with OF.
- Continue with Design and Major Construction for General Upgrading and Expansion [Redacted]

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[Redacted]

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- Examine Agency type II Property Accounting System--joint with OF and IG.
- Consolidate Agency Repair and Return.

V. First Year Schedule. Milestone charts for objectives with activities scheduled in FY-85 are contained at the next 31 pages.

CONFIDENTIAL

Office: OL/NBPO
 Objective Statement: New Building Construction
 Responsible Officer:
 Significant Funding Authority: FY 84
 Quarter Ending: 31 December 1984

O — Scheduled
 X — Actual

FY 85

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Road Design												
Concepts/Negotiation												
Preliminary Design												
Environment Assessment				0								
2. A-E Design												
Package 1												
Package 2												
Package 3												
3. Construction												
Contract 1												
Contract 3												
4. Technical Systems Management Plan												
Requirements/System Definition												
Resources/Schedules/Staffing												
Schedule Risk Assessment												
Space Requirements												
5. Revise Estimates for FY 1986 Program												
6. Office Design Layout												
Update Registry Requirements												
Revise Database with FY 1984 Personnel*												
Increases												
Block Out Space Allocations on 1/32"												
Drawings												
Management Review of Space Allocations*												
Start Fit-up with SH&G												

*Milestones completed in FY-1984

CONFIDENTIAL

CONFIDENTIAL

Office: OL/NBPO
 Objective Statement: New Building Construction (Part 2)
 Responsible Officer: 84
 Significant Funding Amount: \$ FY
 Quarter Ending: 31 December 1984

O — Scheduled
 X — Actual

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FY 85

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7. Construction Contract 2					0							
8. Revise Estimates for FY 1987 Program				0								
9. Office Design Layout Update Registry Requirements Complete Office Fit-up			0						0			
10. Integrated Logistics Support Plan Preliminary Draft Complete First Draft					0					0		

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CONFIDENTIAL

CONFIDENTIAL

Office: OL/NBPO
 Objective Statement: Develop a Transportation Plan for the Operation of the Consolidated Headquarters
 Responsible Officer:
 Significant Funding Amount: FY-85
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

6

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Contract with traffic consultant				0								
2. Establish goals for mix of transportation methods and parking capacities (bus, vanpool, carpool, single-occupant car, 2-wheel vehicles, handicapped, visitors)						0						
3. Devise modified work shifts												
a. Develop and model alternative traffic options								0				
b. Rank traffic options								0				
c. Translate options into work shifts										0		
d. Select optimum option												0
4. Define parking allocation guidelines												
5. Translate allocation guidelines into lot/lane designations												
6. Design permit program												

FY-86
 0
 0
 0

CONFIDENTIAL

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Office: OL/NBPO
 Objective Statement: Develop Professionalism Program within Office of Logistics
 Responsible Officer: [redacted] for both Blue and White Collar Workers - FY 84
 Significant Funding Amount: [redacted] FY -85 (Carry over from FY-84 objectives)
 Quarter Ending: 31 December 1984

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
1. Organizational Meeting *												
2. Develop White Collar Program												
Review Agency Programs *												
Review Other Government and Private Industry Programs *												
Develop Options *												
Prepare Draft *												
Final Draft *												
3. Develop Blue Collar Program												
Review Agency Program *												
Review Other Government and Private Industry Programs *												
Develop Options *												
Prepare Draft *												
Final Report												
4. Develop Blue Collar Program												
Final Report												

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*Milestones completed in FY-84

CONFIDENTIAL

CONFIDENTIAL

Office: OL/NBPO

O — Scheduled
X — Actual

Objective Statement: Establish a standard selection of modular office furniture to replace heavy metal furniture and meet word/data processing needs

Responsible Officer: _____

Significant Funding Amount: \$ _____ FY-85

Quarter Ending: 31 December 1985

25X1

11

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish furniture selection committee	0											
2. Establish standard workspace areas for Agency personnel		0										
3. Select furniture types and sizes which are compatible with standard workspaces		0										
4. Write specifications for selected furniture types			0									
5. Secure management approval of furniture types and specifications			0									
6. Assist OL Procurement Division in the selection of potential furniture suppliers						0						
7. Publish catalog of standard Agency furniture								0				

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CONFIDENTIAL

O — Scheduled
X — Actual

Office: OL/IMSS
 Objective Statement: Establish Overseas Personal Computer Capabilities (Part 1)
 Responsible Officer:
 Significant Funding A FY 85
 Quarter Ending: 30 September 1985

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Install Unclassified (non-tempested) Wang PC (inventory control only) <input type="text"/>		0										
2. Acquire Tempested Wang PC and peripherals <input type="text"/> Load software						0						
3. Install and test Wang PC with property accountability and inventory features <input type="text"/>						0						
4. Complete System documentation					0							
5. Resolve hardware maintenance and security issues for selected overseas sites				0								
6. Develop and approve funding profile				0								
7. Finalize training and installation plan						0						
8. Purchase seven (or more) Tempest-approved Wang PC systems				0								
9. Install system <input type="text"/>								0				
10. Install system								0				
11. Install system									0			
12. Install system <input type="text"/>									0			

CONFIDENTIAL

CONFIDENTIAL

Page 2

Office: OL/IMSS
 Objective Statement: Establish Overseas Personal Computer Capabilities (Part 2)
 Responsible Officer:
 Significant Funding Authority: FY 85
 Quarter Ending: 30 September 1985

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
13. Install system at <input type="text"/>										0		
14. Develop special version of ASAPS for OTS							0					
15. Install system at <input type="text"/>											0	
16. Install system at <input type="text"/>												0

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CONFIDENTIAL

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Office: OL/PMS

O — Scheduled

Objective Statement: Convert General Provisions used in Agency contracts from DAR to FAR

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 85

Quarter Ending: 31 December 1984

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Convert Agency General Provisions (Boiler Plate) from DAR to FAR												
1. Review FAR when published *												
2. Develop FAR contracting basis *												
3. Prepare contract preparation guide *												
4. Prepare new contract forms *												
5. Prepare hard copy clauses and provisions*												
6. Prepare WANG glossary clauses and provisions *												
7. Distribute FAR contract preparation guide, provisions, and clauses; and brief procurement personnel on use of FAR material		0										

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*Milestones completed in FY-84

CONFIDENTIAL

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Office: OL/P&TS

O — Scheduled

Objective Statement: Initiate a recruitment program to insure that OL is at

X — Actual

Responsible Officer: authorized ceiling in all critical areas on 30 September 1985

Significant Funding Amount: \$ -- FY --

Quarter Ending:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify OL careerist who will serve as recruitment focal-point officer in P&TS	0											
2. Identify senior OL careerist to work on a part-time basis to develop recruitment strategy with P&TS personnel.	0											
3. Present plan to D/L.		0										
4. Actively recruit candidates for processing and eventual EOD in OL. (Progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)		0				0			0			0

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CONFIDENTIAL

CONFIDENTIAL

Office: OL/P&TS

Objective Statement: Develop a student intern program as a recruitment tool

Responsible Officer:

Significant Funding Amount: \$ -- -- FY -- --

Quarter Ending:

O — Scheduled
X — Actual

25X1

14

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Brief D/E OP student coordinator on proposed program.	0											
2. Identify areas within OL where student interns could be utilized.		0										
3. Contact/brief student programs officers at local universities on program.	0											
4. Prepare report to D/E OP regarding outlining intern program.		0										
5. Actively recruit intern candidates for processing and eventual EOD (progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.			0	-----	0	-----	0	-----	0	-----	0	-----

CONFIDENTIAL

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CONFIDENTIAL

Office: OL/HOME/ADS
 Objective Statement: Establish a Configuration Management System
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY _____
 Quarter Ending: First Quarter FY 1985 Ending December 31, 1984

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
1. Define the CM roles and responsibilities, levels of authority, and control elements within the CM function. (contractor)	0											
2. Secure management approval to implement a configuration management (CM) system.		0										
3. Identify CM boards and areas of responsibility for each board.			0									
4. Identify baseline documents to be controlled by the system.				0								
5. Set up CM staff organization. A. Define staff responsibilities B. Identify personnel and assign tasks					0 0							
6. Establish CM staff operating procedures						0						
7. Convene boards and constitute authority. A. Approve charter & CM plan B. Place baseline documents under control							0 0					
8. Complete baseline documents												0

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CONFIDENTIAL

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Office: OL/HOME/SSB/M&CS
 Objective Statement: Procure and install an automatic courier receipt filing, tracing, and retrieval system as well as the codeword accountability system for the M&CS.
 Responsible Officer: [Redacted]
 Significant Funding Amount: [Redacted] FY 84-85
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature, currently available pertaining to computerized bar-code systems and bar-coded receipt forms.							OX					
2. Determine feasibility of installing computer system in mailroom, i.e., space requirement.									OX			
3. Prepare cost estimate.										OX		
4. If feasible, formulate plans for implementation.												OX
NOTE: Wallace Computer Services demonstrated a complete system to personnel of the Mail & Courier Section on 26 June 1984. A cost proposal from the company was received 13 July 1984 as expected. A requisition for the amount of funding cited above was forwarded to OL/B&F via OL/Executive Officer and the OL/RMO 31 July 1984. Installation is still not anticipated until late December 1984 (FY-85).												
[Redacted]												

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CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME/SSB/M&CS O — Scheduled
 Objective Statement: Install an automatic courier receipt filing, tracing, and retrieval X — Actual
 Responsible Officer: system as well as the codeword accountability
 Significant Funding Amount: FY 1985 system for M&CS. (Part 2)
 Quarter Ending: First Quarter Ending 31 December 1984

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Installation			0									
NOTE: Wallace Computer Services demonstrated a complete system to personnel of the Mail & Courier Section on 26 June 1984. A cost proposal from the company was received 13 July 1984 as expected. A requisition for the amount of funding cited above was forwarded to OL/B&F via OL/Executive Officer and the OL/RMO 31 July 1984. Installation is still not anticipated until late December 1984 (FY085).												

18a

25X1

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Office: OL/HOME
 Objective Statement: Implement the DDA's Quality of Life Program at Headquarters Building
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

O — Scheduled
 X — Actual

25X1

19

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Work with GSA and GSI to implement plans for upgrading the decor in the North and South Cafeterias									OX			
2. In conjunction with GSA, FEB, and OMS implement plans for upgrading the appearance and facilities of the gym									OX			
3. Work with GSA and OMS to upgrade the decor in the OMS office									OX			
4. Continue to work with GSA to improve the appearance and safety of the ground floor											OX	
5. Upgrade women's lounge areas									0-----			-0
6. Repair tunnel									0-----			-0
7. Upgrade appearance of Headquarters Building:												
a. Paint Corridors (1, 2, 3, 4, 5, 6, and 7 floors)								OX				
b. Replace wallpaper in public areas										OX		
c. Build running track between perimeter fences												
d. Construct benches for grounds									OX			
e. Install canopies at S.E. and N.W. entrances												
NOTE: The Fine Arts Commission will be requested to coordinate as appropriate.												

Unclassified when separated from attachment

CONFIDENTIAL

CONFIDENTIAL

Office: OL/HOME
 Objective Statement: Implement the DDA's Quality of Life Program at Headquarters Building
 Responsible Officer: (Part 2)
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: First Quarter Ending 31 December 1984

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
1. Upgrade women's lounge areas												
2. Repair tunnel												
NOTE: The Fine Arts Commission will be requested to coordinate as appropriate. Unclassified when separated from attachment												

CONFIDENTIAL

19a

CONFIDENTIAL

Office: OL/HOME/O&MB
 Objective Statement: Implement the Agency Takeover of M&O of Headquarters Facilities from GSA
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: Fourth Quarter Ending 30 September 1984

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
Issue M&O RFP							OX					
Award M&O Contract										OX		
Security processing of contractor personnel										0-----		0
Identify GSA stores/equipment available for M&O contractor										0-----		0
Identify work orders that GSA will not accomplish and deobligate funds										0-----		X
Identify key GSA personnel for transition										OX		
Develop contractor procedures (work order, PM, operation, etc.)												0--
Identify contractor supplies/equipment that can be purchased using FY 84 funds										OX		
M&O contractor identify and contract to replace GSA term contracts (Pest control, window cleaning, etc.)											OX	
Coordinate contractor phase-in schedule with GSA												0--

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Unclassified when separated from attachments

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CONFIDENTIAL

Office: OL/HOME/O&MB

O — Scheduled

Objective Statement: Implement the Agency Takeover of M&O of Headquarters Facilities from GSA

X — Actual

Responsible Officer:

GSA

Significant Funding Amount: \$ _____ FY 85

(Part 2)

Quarter Ending: First Quarter Ending 31 December 1984

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Security processing of contractor personnel												
2. Identify GSA stores/equipment available for M&O contractor												
3. Develop contractor procedures (work order, PM, operation, etc.)												
4. Coordinate contractor phase-in schedule with GSA												

CONFIDENTIAL

C O N F I D E N T I A L

Office: OL/HOME
 Objective Statement: Identify a Specific Orientation, Training Campaign That Will Enhance the Service-Oriented Image of OL
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 1985
 Quarter Ending: _____

○ — Scheduled
 X — Actual

25X1

21

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. In conjunction with OTE, identify films and programs dealing with professionalism and interpersonal relations		0										
2. Review all available material and select appropriate material			0									
3. Develop an internal presentation regarding importance of interpersonal relations and professionalism for U.S. Government employees in conjunction with media material					0							
4. Select pilot branch or section to present program					0							
5. Evaluate results and amend as necessary						0						
6. Make presentations to all areas of the Office of Logistics, at the D/L Quarterly and at the Annual OL Conference							0	-----	-----	-----	-----	0
							Unclassified when separated from attachments					

C O N F I D E N T I A L

C O N F I D E N T I A L

Office: OL/HOME
 Objective Statement: Determine Need for, Plan, and Implement a Centralized OI Support Group Capable of Reacting to Requirements on a Quick-Reaction Basis
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 1985
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

22

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct an analysis to determine if there are sufficient requirements Agency-wide for a quick-reaction group						0						
2. Implement planning stage to determine: a. Mission/goals b. Potential customers, work load, and services it will provide c. Structure of group d. Formal procedures for fulfilling mission e. Formal lines of communication f. Personnel, budget, and space requirements g. To whom group will be accountable									0			
3. Conduct cost/benefit analysis to determine if concept should be abandoned or implemented										0		
4. If favorable, present plan and cost/benefit analysis to upper management for approval											0	
5. Execute implementation stage a. Formalize budget b. Identify and acquire office space c. Select personnel d. Requisition equipment, furniture, etc.												0
						Unclassified when separated from attachments						

C O N F I D E N T I A L

CONFIDENTIAL

Office: DDA/OL/P&PD
 Objective Statement: Complete Implementation of P&PD Prepress System Basic Operating Capability (2 Year Project)
 Responsible Officer:
 Significant Funding Authority: FY 85
 Quarter Ending: 31 December 1984

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop Production Implementation Plan			0									
2. Installation of Phase I of Prepress System				0								
3. Installation of Phase II of Prepress System							0					
4. Installation of Phase III of Prepress System									0			
5. Training on Page Makeup System					0							
6. Test and Evaluation					0							
7. Production on Page Makeup System							0					
8. Expansion of System to 6-12 Workstations												0

CONFIDENTIAL

Office: DDA/OL/P&PD
 Objective Statement: Explore Available and Emerging Methods for Improved Document Control
 Responsible Officer:
 Significant Funding Amount: FY 85
 Quarter Ending: 30 September 1985

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct Survey/Research of Control Numbering Equipment					0							
2. Complete Evaluations, Conduct Test and Provide Demonstrations where possible.							0					
3. Rank Alternatives.									0			
4. Recommendations.										0		

25X1

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25X1

Office: DDA/OL/P&PD
 Objective Statement: Conduct a Base Line Survey of P&PD Requirements and Capabilities
 Responsible Officer:
 Significant Funding A FY 85
 Quarter Ending: 30 September 1985

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Review FY-84 Allocation of Resources for all Customer Support in P&PD.			0									
2. Determine Standards of Production for Measurable Printing Production Tasks.						0						
3. Determine Standards of Production for Measurable Photographic (Videographic/Computer Graphic) Work.							0					
4. Identify All Work by Category, Requestor and Required Resources.								0				
5. Develop Product Measurement Model.									0			
6. Identify Work by Present Headquarters Components and External Building Components.								0				
7. Identify New Building Occupants and P&PD Requirements									0			
8. Predict/Project Changes.											0	
9. Implement Production Measurement Module.											0	
10. Review and Evaluate.												
11. Follow Up Survey												

AUG
FY86

DEC
FY86

SECRET

SECRET

Office: DDA/OL/P&PD O — Scheduled
 Objective Statement: Provide Electronic Interfacing for Computer Graphics Enhancement Between X — Actual
 Responsible Officer: VM and P&PD Graphic Design Recorders
 Significant Funding Amount: FY 85
 Quarter Ending: 30 September 1985

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Survey, Identify, and Procure Additional Hardware/Software Requirements in conjunction with ODP to complete Electronic Interfacing between the CIA Computer Network (VM) and Printing & Photography's Dicomed Computer Graphic Design Stations.						0						
2. Identify and Establish Practical Data Transmission and Job Workflow Procedures for the Capture and Enhancement of Customer Generated Computer Graphics.								0				
3. Identify Skills, Staffing, and Training Requirements required to support P&PD's portion of the Computer Graphic Network.									0			
4. Identify and Establish Customer Requirements and Guidelines for Job Submission, Security Control, and Fiscal Accounting of Computer Graphic Enhancements.												0
5. Prepare a General Schedule for Testing and Evaluating Data Transmission and Workflow Procedures. (FY-86)												

DEC
FY86

SECRET

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CONFIDENTIAL

Office: OL/PD
 Objective Statement: Improve Vendor Delivery
 Responsible Officer: C/PD/OL
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending:

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Prepare paper on resources and actions needed. Initiate program for administering contracts in respect to vendor late deliveries.		0										
2. Task IMSS and ODP to devote programming resources to restructure CONIF/ICS Data Base to produce late delivery data in useable format.			0									
3. Assuming no increase in authorized positions for contract administration, identify trade-offs from present work loads to divert C.O. time to contract administration.				0								
4. Obtain D/OL approval to initiate trade-offs and advise affected offices.				0								
5. Implement program to take corrective action on vendors who constantly fail to meet delivery dates.					0							

CONFIDENTIAL

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CONFIDENTIAL

Office: OL & OF Joint Objective O — Scheduled
 Objective Statement: Enhance current efforts to reduce contract settlement backlog (Part 1) X — Actual
 Responsible Officer: _____
 Significant Funding Amount: \$ _____ FY -85
 Quarter Ending: _____

25X1

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Establish Contract settlement unit (CSU) in Audit & Certification Division/OF (A&CD/OF), consisting of two part time contract employees devoting minimum of 60 hours per week on settlement function. ACTION-A&CD/OF, OF/PERS and O/PERS to identify, recruit, and EOD two contract employees.				0								
2. Train new hires on contract settlement procedures.					0							
3. Augment present two man part-time CSU in PD by one, in order to devote minimum of 90 hours per week on settlement function. ACTION-PD/OL, OL/P&TS, and O/PERS to identify, recruit, and EOD one person.				0								
4. Instruct PD trainees and GPB cadre on settlement procedures and establish scheduled settlement program to maximize settlement completion on FY-82 and FY-83 actions					0							

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Office: OL & OF Joint Objectives
 Objective Statement: Enhance current efforts to reduce contract settlement backlog (Part 2)
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending:

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
5. Settle all pre-FY-81 contracts by 1 Oct 85 (except for those requiring indirect rate determinations). CSU elements in PD and A&CD/OF are faced with the following backlog in settlement: P&SCB FY-64 thru FY-81 - 251 ADP&EB FY-69 thru FY-81 - 331 GPB FY-69 thru FY-81 - 1500												0
6. This will be a continuing MBO into FY-86 & 87. During FY-86 we project following figures on contracts to be settled: P&SCB FY-82 thru FY-84 - 650 ADP&EB FY-82 thru FY-84 - 870 GPB FY-82 thru FY-84 - 6450												

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Office: OL/SD/OSB
 Objective Statement: Examine Agency Type II Property Accountability System
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: 31 December 1984

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
1. Identify Task Force to perform study to include representatives from OF and Audit Staff.		0										
2. Study recent financial and property audits of foreign and domestic facilities			0									
3. Review Agency property accounting procedures.				0								
4. Establish permanent cadre of traveling property auditors.					0							

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CONFIDENTIAL

CONFIDENTIAL

Office: SD/OL
 Objective Statement: Consolidate Agency Repair and Return
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending: 31 December 1984

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Milestone on this objective to be established by 26 October 1984												

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S E C R E T

OL FIVE-YEAR PLAN, FY 1985-1989 (cont'd)

VI. Resource Implications.

1. The most critical resource constraint is personnel staffing. Since the OL is a support/service organization, OL's capabilities and growth must be keyed to the requirements and growth of OL's customers. Because the Agency is growing, personnel increases are projected as a need in all OL components to enable OL to remain responsive to the increasing requirements. It is anticipated that in the short term staffing limitations can be overcome by increases in personnel authorizations and, where practical, and possible, greater use of outside contractors. In the long run, productivity may be improved by new technology acquisition, and responsiveness maintained through keying capabilities to requirements through permanent adjustments to the TO.

2. Funding shortages are projected for the forthcoming period. To the extent that these shortages delay or otherwise affect capital improvements, the effectiveness and responsiveness of OL will be degraded proportionally.

SUBMITTED:

[Redacted Signature Box]

Director of Logistics

24 Oct 84
Date

APPROVED:

[Redacted Signature Box]

Deputy Director for Administration

11-13-84
Date

S E C R E T

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:-

P A R T II

OFFICE OF LOGISTICS FIVE-YEAR PLAN

OBJECTIVES FOR FY 1985-1989

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This matrix of OL objectives is organized by OL divisions and staffs. It lists all OL objectives necessary to achieve the overall goals in Part I of the Five-Year Plan and cross-references OL objectives to the DDA goal it supports.

Objectives at the DDA tracking level are included in Part I, Section IV and V, and reported quarterly to the DDA. Objectives at the OL tracking level are reported quarterly to the Director of Logistics

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OFFICE OF LOGISTICS FIVE-YEAR PLAN FY 1985-1989 OBJECTIVES

<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>New Building Project Office</u>								
New Building Construction	5	*					*	*
Develop a transportation plan for the Operation of the Consolidated Headquarters	5	*					*	*
Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers.	1	*					*	*
Establish a standard selection of modular office furniture to replace gray metal furniture and meet word/data processing needs.	5,7	*					*	*

SECRET

SECRET

<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Information and Management Support Staff</u>								
Establish Overseas Personal Computer Capabilities	1,3,6,7	*					*	*
Develop and Implement the Logistics Integrated Management System (LIMS)	4,6,7	*	*	*	*	*	*	*
Study feasibility of providing interim LIMS capability overseas in advance of MERCURY	4,6,7	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Personnel and Training Staff</u>								
Initiate a recruitment program to ensure that OL is at ceiling in all critical areas on 30 September 1985	1	*					*	*
Develop a Student Intern Program as a recruitment tool	1	*					*	*
Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)	1,4,6	*						*
Upgrade of OL Personnel Soft Files	1	*						*
Upgrade Wang Training and Utilization	6,7	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Procurement Management Staff</u>								
Convert General Provisions Used in Agency Contracts from DAR to FAR	6,7	*					*	*
Study of Agency procurement system by outside contractor.	6,7	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Security Staff</u>								
[Redacted]	4	*					*	*
Update of Standard Security Procedures for Contractors Security Manual	2	*						*
Upgrade Wang Training and Utilization	6,7	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>CL</u>
<u>Headquarters Operations, Maintenance, and Engineering Division</u>								
Establish a Configuration Management System	4,5,6	*					*	*
Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS	4,7	*					*	*
Implement the DDA's Quality of Life Program at Headquarters Building	5	*					*	*
Implement the Agency Takeover of M&O of Headquarters Facilities from GSA	4,6	*					*	*
Identify a specific orientation, training campaign that will enhance the service oriented image of the Office of Logistics	4	*					*	*
Establish a Centralized OL Support Center	4,6	*					*	*

SECRET

SECRET

<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
Renovate and Refurnish Courier Lounge Within the Mail and Courier Section	5	*						*
Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment	2,5	*						*
Hire Cooperative Students for Training In the EDR	4	*						*
Implement Corrective Action to Customer Surveys in HOME	4,5	*						*
Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings	2,5	*						*
Resolve the problem of the DCI Portraits	5	*						*
Study on Improved classified waste disposal system.	4,7	*						*
Examine, determine and assign rela- tive responsibility for M&O of ex- ternal facilities--joint with RECD	5,6	*						*
Upgrade Wang Training and Utili- zation.	7	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Printing and Photography Division</u>								
Complete Implementation of P&PD Prepress System Basic Operating Capability. (2-year project)	4,7	*					*	*
Explore available and emerging methods for improved document control.	2,4	*					*	*
Conduct a base line survey of all P&PD requirements and establish benchmarks for current capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out.	4,5,6	*					*	*
Provide electronic interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders.	4,7	*					*	*
Develop and Implement an Automated Maintenance System for P&PD	3,4,6	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
Evaluate Feasibility of an Automated Waste Paper Disposal System	4,6	*						*
Explore Optical Digital Data Disk (OD ³) Requirements and Capabilities	4,7	*						*
Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available	4,6,7	*						*
Continuation of Quality Circles Program	2,5,6	*						*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Procurement Division</u>								
Improve Vendor Delivery	3,4,6	*					*	*
Enhance Current Efforts to Reduce Contract Settlement Backlog--joint MBO with OF	3,4,6	*	*	*			*	*
25X1 	4	*					*	*
Develop and provide guidance relative to standardization of specifically identified items in the Agency	4,6	*						*

25X1
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25X1

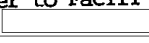
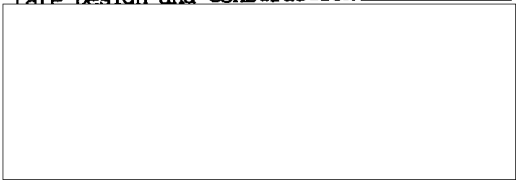
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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>OL</u>
<u>Real Estate and Construction Division</u>								
[Redacted]	4,5,7	*	*	*	*		*	*
[Redacted]	4	*					*	*
[Redacted]	5	*	*					*
[Redacted]	5	*	*	*				*
In Conjunction with NBPO and HOME, Ascertain which Leased Buildings will be Retained/Relinquished and Proposed Agency Occupants Thereof Once New Headquarters Building is Complete	5	*	*	*				*
Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained	5,7	*	*	*				*
Continue with Staffing of DDO Requirements/Implementation Facilities Group	4	*	*					*

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25X1

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<u>Objective</u>	<u>Supports DDA Goal</u>						<u>Tracking Level</u>	
		<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>DDA</u>	<u>OL</u>
Obtain A&E Contractors to Supplement Agency Engineering Resources in Order to Facilitate Design and Construction 	4,7	*						*
	4,7	*	*					*
Automate and Modernize RECD with Wang Equipment and Systems Furniture.	5,7	*	*	*				*
Examine, Determine and Assign relative responsibility for M&O of external facilities--joint with HOME.	5,6	*						*
Upgrade Wang Training and Utilization.	7	*						*

SECRET

Objective	Supports DDA Goal	85	86	87	88	89	Tracking Level	
							DDA	OL
<u>Supply Division</u>								
Examine Agency type II Property Accounting System—joint with OF and IG	2,3,4,6						*	*
Consolidate Agency Repair and Return	3,4,6						*	*
Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF	3,6,7							*
Expand Communications Tech Facility <input type="text"/> to Double Size of Environmentally Controlled Area	6,7,8							*
Enhance Automation <input type="text"/> to Include LIMS Interface	4,7							*
Provide Management Information on the Upgrade <input type="text"/>	4,5,7							*
Bar Coding	6,7							*
<input type="text"/>	3,4,8							*

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<u>Objective</u>	<u>Supports DDA Goal</u>	<u>85</u>	<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>Tracking Level</u>	
							<u>DDA</u>	<u>CL</u>
In Coordination with P&PD, Prepare a Briefing Film on Supply Division Organization/Activity at Headquarters <input type="text"/>	4	*						*
Establish In-House Wang Program for Control of Shipping Indicators	6,7	*						*
Establish a Data Base in Wang VM to Utilize as a Master Station list in P&PS/CD Detailing All Pertinent Shipping, Marking, and Packing Specifications	6,7	*						*
To initiate a Multi-year Plan to Improve and Upgrade the Physical Plant and Working and Operating Conditions of the CD Beginning in FY 85.	4,5,6	*	*					*
Upgrade Wang Training and Utilization	6,7	*						*

EXCEPTIONS FOR OTHER THAN F&OC

PROPERTY AND SERVICES ARE AVAILABLE FROM ONLY ONE SOURCE.

THE AGENCY'S NEED IS OF SUCH UNUSUAL AND COMPELLING URGENCY THAT THE U.S. WOULD BE SERIOUSLY INJURED, UNLESS THE AGENCY IS PERMITTED TO LIMIT THE NUMBER OF SOURCES;

STAT

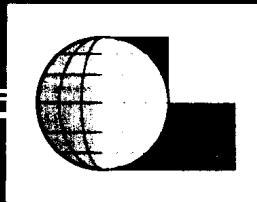
THE HEAD OF THE AGENCY DETERMINES THAT IT IS NOT IN THE PUBLIC INTEREST TO USE COMPETITIVE PROCEDURES IN A PARTICULAR ACTION.

STATUTES EXPRESSLY AUTHORIZE OR REQUIRE PROCUREMENT THROUGH ANOTHER AGENCY OR SPECIFIED SOURCE;

IT IS NECESSARY FOR THE AGENCY TO AWARD TO A PARTICULAR SOURCE/SOURCES IN ORDER TO MAINTAIN A FACILITY IN CASE OF A NATIONAL EMERGENCY OR ACHIEVE INDUSTRIAL MOBILIZATION OR TO ESTABLISH/MAINTAIN AN ESSENTIAL R&D CAPABILITY.

STAT

from DDA's handout book on
2d Qtr FY 85 activities



FY 85 SECOND QUARTERLY PLANNING CONFERENCE

STAT

**Summary of OL Activities/
Accomplishments for Second Quarter**

██████████
C/IMSS/OL

STAT

**Support of WANG/CRAFT
Installations throughout the U.S.**

██████████
OL/RECD

STAT

T.V. Survey in the DA by P&PD

██████████
OL/P&PD

STAT

Overseas Construction Support

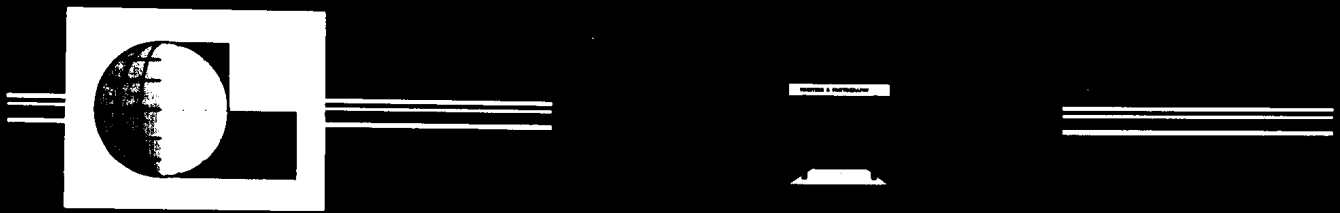
██████████
OL/RECD

STAT

██████████
**Changes In Procurement Practices:
Competition In Contracting Act**

██████████
OL/PD

STAT



STAT

	FY84	PRINTING	MONTHLY AVG. FOR 2ND QTR. FY85
	1,055	JOBS RECEIVED	
	6,980	TYPESET PAGES	
	18,737	LAYS	
	3,300	LASER PLATES	
	4,085,743	IMPRESSIONS	
	405,529	BOOKS BOUND	
	2,157,349	DOCUMENT COPYING	
		PHOTOGRAPHY	
	1,174	JOBS RECEIVED	
	61,471	PHOTO PRINTS	
	1,051,289	MICRO FORM IMAGES	

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Data Administration

WANG UTILIZATION:

INSTALLED NEW WANG MASTER UNIT AND RELATED EQUIPMENT
[REDACTED]

INSTALLED TWO WANG ALLIANCE SYSTEMS IN HOME

INSTALLED A SECOND WANG ALLIANCE SYSTEM [REDACTED]

ESTABLISHED DATA LINK FOR WANG COMMUNICATIONS

BETWEEN HEADQUARTERS BUILDING AND [REDACTED]

HELD SIX SEMINARS FOR OL WANG USERS

- PERSONAL COMPUTERS: INSTALLED A LIMITED CAPABILITY PC [REDACTED]

ADP EQUIPMENT: CONDUCTED SURVEY OF ADP EQUIPMENT IN OL

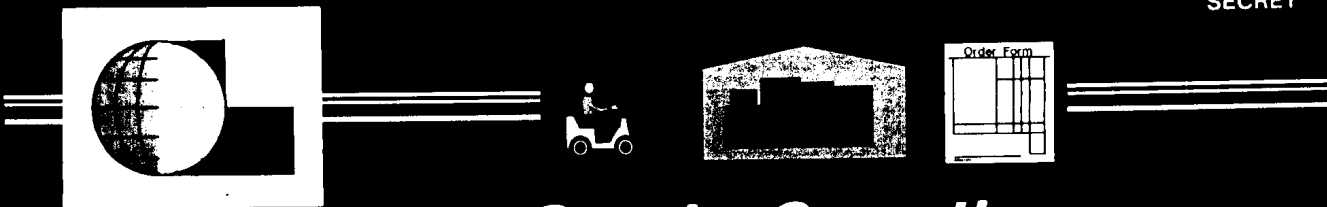
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Supply Operations

PROVIDED 40 MANWEEKS OF SUPPORT [REDACTED]

COMPLETED A&E FOR ALL FY85 UPGRADE PROJECTS [REDACTED]

● CONTRACTED FOR INSTALLATION OF ADP SYSTEM [REDACTED]

REORGANIZED [REDACTED]

FACILITIES UPGRADE [REDACTED]

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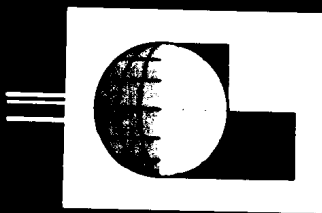
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Real Estate and Construction Activities

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- AWARDED A CONTRACT IN JANUARY FOR A NEW RECEIVER BUILDING [REDACTED]
- COMPLETED FIRST PHASE OF [REDACTED] RENOVATION
- NCPC APPROVED PLANS FOR A NEW [REDACTED] ON 7 MARCH
- COMPLETED A 2400 SQUARE FOOT ADDITION TO [REDACTED]
- COMPLETED A NEW 50-TON CHILLED WATER DISTRIBUTION SYSTEM IN AMES BLDG.
- CONTINUED WORK OF FRANKFURT REGIONAL SUPPORT ACTIVITY BUILDING
- [REDACTED]
- COMPLETED [REDACTED]
- REPLACED SIDING ON FIVE BUILDINGS [REDACTED]
- COMPLETED WANG RENOVATION WORK [REDACTED]



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Real Estate and Construction Activities

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REVISED AND FUNDED THE [REDACTED] MOU

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[REDACTED]

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NEGOTIATED AN AGREEMENT IN PRINCIPLE FOR BALANCE [REDACTED] (SUBJECT TO DCI APPROVAL)

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[REDACTED]

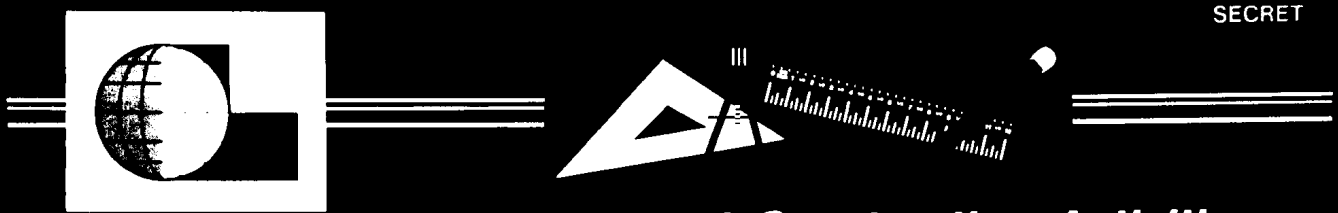
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INITIATED A REQUEST TO FPO FOR ACQUIRING PROPERTY [REDACTED] FOR FBIS

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SEARCHED FOR WAREHOUSE SPACE [REDACTED] AND ADVISED THEM REGARDING OUR EFFORT

SECRET



Real Estate and Construction Activities

ESTABLISHED A WORK ORDER SYSTEM UTILIZING THE WANG TO TRACK ALL WORK REQUESTS RECEIVED BY EXTERNAL BUILDING OPERATIONS BRANCH (EBOB)

INSTITUTED A SYSTEM FOR CUSTOMER FEEDBACK ON WORK REQUESTS WITH A FOLLOW UP MECHANISM

RECEIVED AUTHORITY FROM GSA TO DIRECTLY CONTRACT FOR ALTERATIONS AND CONSTRUCTION UP TO \$25,000 IN THE AMES, KEY, C OF C AND BROYHILL BUILDINGS

BEGAN A SERIES OF VISITS TO AREA LOGISTICS AND SUPPORT OFFICERS FOR ORIENTATION TO EBOB AND ITS SERVICES

ISSUED A PUBLICATION WHICH OUTLINES THE MISSIONS AND FUNCTIONS OF EBOB

MAN-DAYS OF TDY SUPPORT - CONUS AND OVERSEAS

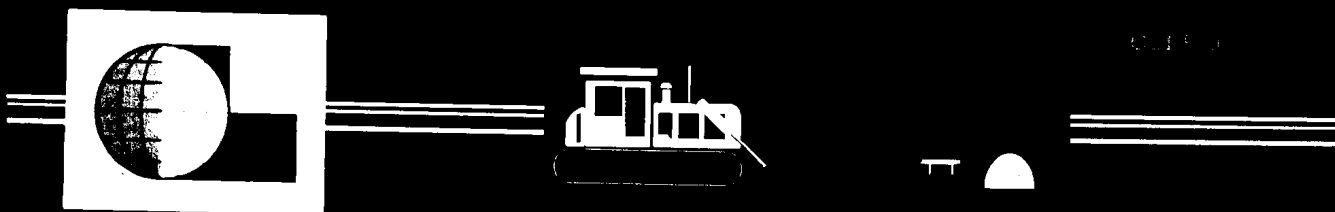
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REAL ESTATE LETTER ORDERS ISSUED/AMOUNT

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241-0020-85-012-IM



New Building Activities

CIA TRAFFIC ADVISORY COMMITTEE MEETING HELD 22 MARCH AT VDH&T OFFICES

**CONTRACT AWARDED TO CENTEX CONSTRUCTION COMPANY 21 FEBRUARY
TO CONSTRUCT NEW BUILDING**

DETERMINED SMALL BUSINESS SET-ASIDE OF NEW BUILDING PROJECT

CONSTRUCTION OF TWO VISITOR/SECURITY CHECKPOINTS

PARKING LOT PAVING

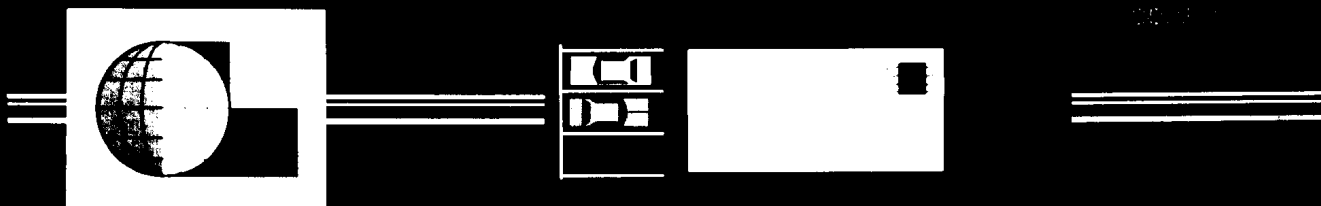
INSTALLATION OF 650,000 SQ FT OF CARPET

**DESIGN COMPLETED FOR CONSTRUCTION OF 1,000 FOOT LONG
ACCELERATION LANE AT GW PARKWAY**

COMPLETED NEW BUILDING FIT-UP FOR [REDACTED]

**FURNITURE COMMITTEE ESTABLISHED A QPL OF THREE VENDORS AND
FURNISHED A SHOWROOM IN 1J-45 FOR PROSPECTIVE FURNITURE PURCHASERS**

STAT



Operation, Maintenance and Engineering Activities

THE MANAGER OF THE EDR HAS BEEN INTERVIEWING PROSPECTIVE CANDIDATES FOR THE POSITION OF CHEF AND STUDENTS FOR CO-OPERATIVE TRAINING

RECEIVED OFFICIAL PORTRAIT OF DCI CASEY PAINTED BY EVERETT RAYMOND KINSTLER

COMMISSIONED, COORDINATED, AND RECEIVED A GENERAL EVALUATION OF THE USE OF COLOR, PLUS A PRELIMINARY PROPOSAL FOR FUTURE COLOR USE THROUGHOUT HEADQUARTERS BUILDING

COMPLETED INSTALLATION OF VERTICAL BLINDS IN CAFETERIA CORRIDORS AT HEADQUARTERS BUILDING

THE AUDITORIUM CEILING DISKS WERE SEALED AND PAINTED

ACCESS TO BPR PARKING LOT HAS BEEN PROVIDED IF ADDITIONAL PARKING SPACES ARE NEEDED

- A NEW GRAVELED PARKING LOT WAS OPENED BEHIND THE MOTOR POOL WITH APPROXIMATELY 130 NEW SPACES

APPROXIMATELY 600 WORKSTATIONS WERE RELOCATED FOR VARIOUS OFFICES



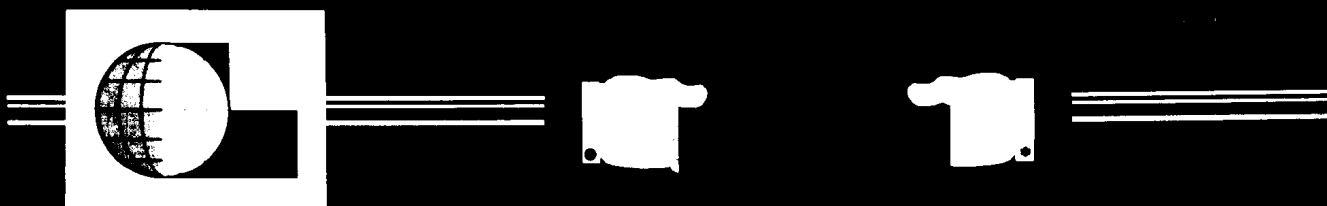
Operation, Maintenance and Engineering Activities

BAR-CODE READER FOR MAIL AND COURIER SECTION WAS INSTALLED

A DESIGN/CONSTRUCTION CONTRACT IS BEING DEVELOPED FOR A MORE MODERN AND EFFICIENT DISPOSAL SYSTEM

DURING THIS REPORTING PERIOD, [REDACTED] TRUCKLOADS OF CLASSIFIED TRASH WERE DISPOSED; THIS IS A 33% INCREASE FROM THE SECOND QUARTER, FY 1984

A SIGNIFICANT AMOUNT OF EFFORT HAS BEEN EXPENDED IN CLEANING OUT THE RESIDUE OF TRASH AND FURNITURE LEFT BEHIND AT [REDACTED]



Procurement Activities

- **ALL PROFESSIONAL PROCUREMENT POSITIONS WERE ENCUMBERED, A "FIRST" IN A NUMBER OF YEARS**

GENERAL PROVISIONS USED IN AGENCY CONTRACTS WERE CONVERTED TO FARS AND 21 PERSONNEL WERE TRAINED TO USE WANG TO INCORPORATE THE NEW PROVISIONS

CONDUCTED BROWN BAG PROCUREMENT SEMINARS, ACQUISITION COURSE FOR TECHNICAL MANAGERS AND MET WITH D/OTE ON CONSOLIDATING PROCUREMENT TRAINING



Personnel and Training Activities

RECRUITMENT

ADDED TWO OL CAREERISTS TO ACT AS FOCAL POINTS
DEVELOPED AN AUTOMATED APPLICANT DATA BASE
BEGAN SYSTEMATIC FOLLOW UP OF APPLICANTS

• STATISTICAL PICTURE OF RECRUITMENT ACTIVITIES:

APPLICANT FILES/RESUMES REVIEWED
INTERVIEWS REQUESTED
INTERVIEWS SCHEDULED
APPLICANTS PLACED IN PROCESS
APPLICANTS WHO ENTERED ON DUTY



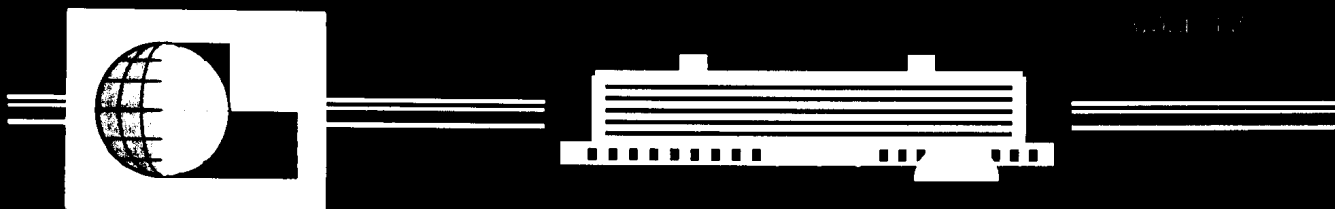
TRAINING ACTIVITY

COLLECTED DATA ON OL COURSES FOR IG STUDY OF OTE
ASSISTED IN THE NOMINATION OF FOUR PRIMARY AND TWO ALTERNATE
CANDIDATES FOR THE DDA CT PROGRAM
PARTICIPATED IN EIGHT MEETINGS FOR THE DESIGN OF THE OL
PORTION OF THE DA/CT COURSE
PARTICIPATED IN PLANNING AND IMPLEMENTATION OF THE OL
FOREIGN LANGUAGE AND INCENTIVE PROGRAM
HELD THE THIRD ANNUAL SECRETARIAL CONFERENCE



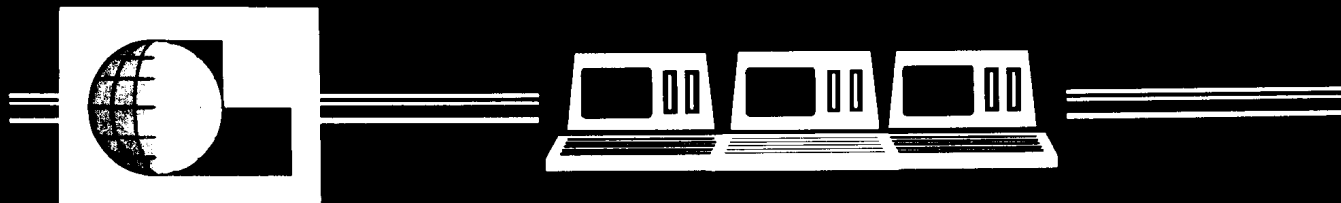
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SUMMARY *Directorate Level Objectives*

TOTAL REPORTABLE OBJECTIVES	24
COMPLETED	6
CANCELLED	1
ON ORIGINAL SCHEDULE	7
ON OR OPERATING AGAINST REVISED SCHEDULE	10



Domestic WANG Installation: Throughout United States

OBJECTIVE:

- **SUPPORT THE AGENCY PROGRAM OF OFFICE AUTOMATION AND TELECOMMUNICATIONS UPGRADE** [REDACTED]

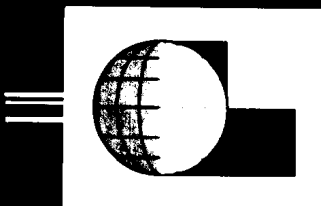
PLAN:

- **PROVIDE FACILITIES ENGINEERING AND CONSTRUCTION MANAGEMENT FOR DIRECT AGENCY CONTRACTS FOR SITE RENOVATIONS AND NEW CONSTRUCTION FOR:**



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Overseas Construction Support

OBJECTIVE:

**PROVIDE SKILLED TRADESMEN TO SUPPORT AGENCY
FACILITY RENOVATIONS IN OVERSEAS LOCATIONS**

BACKGROUND:

**INCREASED NUMBER OF PROJECTS
TRADITIONAL SOURCES UNABLE TO KEEP UP WITH DEMAND**

PLAN:

**NEGOTIATE WITH ALLIED TO PROVIDE SKILLED
TRADESMEN TO SUPPORT OVERSEAS PROJECTS**

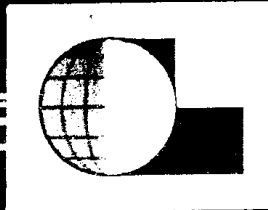
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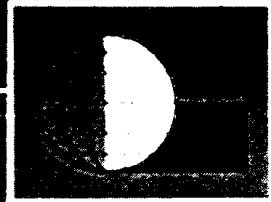
*use Leadings only -
text revised
(see later version)*



FY 85 SECOND QUARTERLY PLANNING CONFERENCE

Opening Remarks	Henry P. Mahoney, D/L
Summary of OL Activities/ Accomplishments for Second Quarter	C/MDS/OL
Support of WANG/CRAFT Installations	OL/RECD
T.V. Survey in the DA by P&PD	OL/P&PD
Overseas Construction Support	OL/RECD
Changes in Procurement Practices: Competition in Contracting Act	OL/PD
Closing Remarks	Henry P. Mahoney, D/L

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FY84	PRINTING	MONTHLY AVG. FOR 2ND QTR. FY85
	JOBS RECEIVED TYPESET PAGES LAYS LASER PLATES IMPRESSIONS BOOKS BOUND DOCUMENT COPYING	
	PHOTOGRAPHY JOBS RECEIVED PHOTO PRINTS MICRO FORM IMAGES	

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Procurement Activities

- **ALL PROFESSIONAL PROCUREMENT POSITIONS WERE ENCUMBERED, A "FIRST" IN A NUMBER OF YEARS**
- **GENERAL PROVISIONS USED IN AGENCY CONTRACTS WERE CONVERTED TO FARs AND 21 PERSONNEL WERE TRAINED TO USE THEM TO INCORPORATE THE NEW PROVISIONS**
- **PREPARED A DEMOGRAPHIC PROFILE OF PROCUREMENT ORGANIZATION: COMPARED 1975 WITH 1985**
- **CONDUCTED BROWN BAG PROCUREMENT SEMINARS, ACQUISITION COURSE FOR TECHNICAL MANAGERS AND MET WITH D/OTE ON CONSOLIDATING PROCUREMENT TRAINING**

241-0020-85-006-001

CONFIDENTIAL



Data Administration

• WANG PROLIFERATION:

- INSTALLED NEW WANG MASTER UNIT AND RELATED EQUIPMENT [REDACTED]
- INSTALLED TWO WANG ALLIANCE SYSTEMS IN HOME
- INSTALLED A SECOND WANG ALLIANCE SYSTEM [REDACTED]
- ESTABLISHED DATA LINK FOR WANG COMMUNICATIONS BETWEEN HEADQUARTERS BUILDING AND [REDACTED]
- HELD SIX SEMINARS FOR OL WANG USERS

PERSONAL COMPUTERS: INSTALLED A LIMITED CAPABILITY PC [REDACTED]

ADP EQUIPMENT: CONDUCTED SURVEY OF ADP EQUIPMENT IN OL

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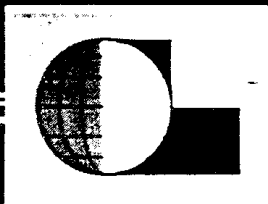
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Real Estate and Construction Activities

25X1 • REVERSED AND FUNDED [REDACTED] MOU

25X1 [REDACTED]

25X1 • NEGOTIATED AN AGREEMENT IN PRINCIPLE FOR BALANCE [REDACTED] (SUBJECT TO DCI APPROVAL)

25X1 [REDACTED]

25X1 SEARCHED FOR WAREHOUSE SPACE [REDACTED] AND ADVISED THEM REGARDING OUR EFFORT

25X1 CONDUCTED MARKET SURVEY OF VIENNA METRO STOP AREA, 123 CORRIDOR AND MCLEAN,
[REDACTED]

SECRET

FORM 8-73-010-1M

SECRET



Real Estate and Construction Activities

- ESTABLISHED A WORK ORDER SYSTEM UTILIZING THE WANG TO TRACK ALL WORK REQUESTS RECEIVED BY EXTERNAL BUILDING OPERATIONS BRANCH (EBOB)
- INSTITUTED A SYSTEM FOR CUSTOMER FEEDBACK ON WORK REQUESTS WITH A FOLLOW UP MECHANISM
- RECEIVED AUTHORITY FROM OSA TO DIRECTLY CONTRACT FOR ALTERATIONS AND CONSTRUCTION UP TO \$25,000 IN THE AMES, KEY, C OF C AND BROVELL BUILDINGS
- MADE A SERIES OF VISITS TO AREA LOGISTICS AND SUPPORT OFFICERS FOR ORIENTATION TO EBOB AND ITS SERVICES
- ISSUED A PUBLICATION WHICH OUTLINES THE MISSIONS AND FUNCTIONS OF EBOB

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25X1

MAN-DAYS OF TDY SUPPORT - COMUS AND OVERSEAS

REAL ESTATE LETTER ORDERS ISSUED/AMOUNT

SECRET

FORM 21-612-1M



New Building Activities

- **CIA TRAFFIC ADVISORY COMMITTEE MEETING HELD 22 MARCH AT VDMAT OFFICES**
- **CONTRACT AWARDED TO CENTEX CONSTRUCTION COMPANY 21 FEBRUARY TO CONSTRUCT NEW BUILDING**
- **DETERMINED SMALL BUSINESS SET-ASIDE OF NEW BUILDING PROJECT**
 - **CONSTRUCTION OF TWO VISITOR/SECURITY CHECKPOINTS**
 - **PARKING LOT PAVING**
 - **INSTALLATION OF 650,000 SQ FT OF CARPET**
- **DESIGN COMPLETED FOR CONSTRUCTION OF 1,000 FOOT LONG ACCELERATION LANE AT GW PARKWAY**
- **COMPLETED NEW BUILDING FIT-UP** [REDACTED]
- **FURNITURE COMMITTEE ESTABLISHED A OPL OF THREE VENDORS AND FURNISHED A SHOWROOM IN 1J-45 FOR PROSPECTIVE FURNITURE PURCHASERS**

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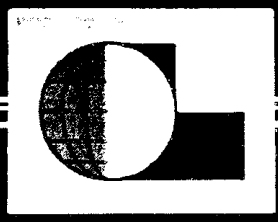


Operation, Maintenance and Engineering Activities

- THE MANAGER OF THE EDR HAS BEEN INTERVIEWING PROSPECTIVE CANDIDATES FOR THE POSITION OF CHIEF AND STUDENTS FOR CO-OPERATIVE TRAINING
- RECEIVED OFFICIAL PORTRAIT OF DCI CASEY PAINTED BY EVERETT RAYMOND KINSLER
- COMMISSIONED, COORDINATED, AND RECEIVED A GENERAL EVALUATION OF THE CURRENT USE OF COLOR, PLUS A PRELIMINARY PROPOSAL FOR FUTURE COLOR USE THROUGHOUT HEADQUARTERS BUILDING
- COMPLETED INSTALLATION OF VERTICAL BLINDS IN CAFETERIA CORRIDORS AT HEADQUARTERS BUILDING
- THE AUDITORIUM CEILING DISKS WERE SEALED AND PAINTED
- ACCESS TO BPR PARKING LOT HAS BEEN PROVIDED IF ADDITIONAL PARKING SPACES ARE NEEDED
- A NEW GRAVELED PARKING LOT WAS OPENED BEHIND THE MOTOR POOL WITH APPROXIMATELY 120 NEW SPACES
- APPROXIMATELY 600 WORKSTATIONS WERE RELOCATED FOR VARIOUS OFFICES

131-0220-82-014-1M

CONFIDENTIAL



Operation, Maintenance and Engineering Activities

- **BAR-CODE READER FOR MAIL AND COURIER SECTION WAS INSTALLED**
- **A DESIGN/CONSTRUCTION CONTRACT IS BEING DEVELOPED FOR A MORE MODERN AND EFFICIENT DISPOSAL SYSTEM**

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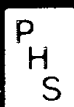


A SIGNIFICANT AMOUNT OF EFFORT HAS BEEN EXPENDED IN CLEANING OUT THE RESIDUE OF TRASH AND FURNITURE LEFT BEHIND AT

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1022-11-015-1M



Personnel and Training Activities

• RECRUITMENT

- ADDED TWO OL CAREERISTS TO ACT AS FOCAL POINTS
- DEVELOPED AN AUTOMATED APPLICANT DATA BASE
- BEGAN SYSTEMATIC FOLLOW UP OF APPLICANTS
- STATISTICAL PICTURE OF RECRUITMENT ACTIVITIES:

STAT

APPLICANT FILES/RESUMES REVIEWED
INTERVIEWS REQUESTED
INTERVIEWS SCHEDULED
APPLICANTS PLACED IN PROCESS
APPLICANTS WHO ENTERED ON DUTY



• TRAINING ACTIVITY

- COLLECTED DATA ON OL COURSES FOR IG STUDY OF OTE
- ASSISTED IN THE NOMINATION OF FOUR PRIMARY AND TWO ALTERNATE CANDIDATES FOR THE DDA CT PROGRAM
- PARTICIPATED IN EIGHT MEETINGS FOR THE DESIGN OF THE OL PORTION OF THE DA/CT COURSE
- PARTICIPATED IN PLANNING AND IMPLEMENTATION OF THE OL FOREIGN LANGUAGE AND INCENTIVE PROGRAM
- HELD THE THIRD ANNUAL SECRETARIAL CONFERENCE

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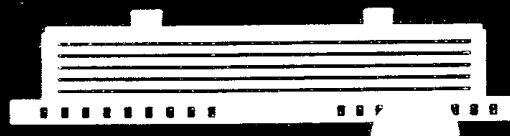


SUMMARY Directorate Level Objectives

	COMPLETED OR CANCELLED	ON SCHEDULE	RE-SCHEDULED	FORECAST FOR COMPLETION (FY)
• NEW BUILDING CONSTRUCTION *		■		86
• DEVELOP PROFESSIONALISM PROGRAM WITHIN OL FOR BOTH BLUE AND WHITE COLLAR WORKERS * @	■			
• DEVELOP A TRANSPORTATION PLAN FOR THE OPERATION OF THE CONSOLIDATED HEADQUARTERS			■	86
• ESTABLISH A STANDARD SELECTION OF MODULAR OFFICE FURNITURE TO REPLACE GRAY METAL FURNITURE AND MEET WORD/DATA PROCESSING NEEDS		■		86
ESTABLISH OVERSEAS PERSONAL COMPUTER CAPABILITIES *			■	86
DEVELOP AND IMPLEMENT THE LRS *	REPORTED	UNDER	SEPARATE	REVIEW

* CARRIED OVER FROM FY84 ◊ CANCELLED @ COMPLETED

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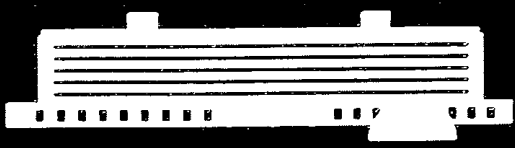
SUMMARY Directorate Level Objectives

	COMPLETED OR CANCELLED	ON SCHEDULE	RE-SCHEDULED	FORECAST FOR COMPLETION (%)
• CONDUCT A STUDY OF OL'S SERVICE ENVIRONMENT AND DEVELOP AN OPERATIONAL PROGRAM TO ENHANCE OL'S SERVICE RANGE			■	85
• INITIATE A RECRUITMENT PROGRAM TO ENSURE THAT OL IS AT CEILING IN ALL CRITICAL AREAS ON 30 SEPTEMBER 1985		■		85
• DEVELOP A STUDENT INTERN PROGRAM AS A RECRUITMENT TOOL		■		85
• CONVERT GENERAL PROVISIONS USED IN AGENCY CONTRACTS FROM DAR TO FAR * 9	■			
■			■	85
• ESTABLISH A CONFIGURATION MANAGEMENT SYSTEM			■	85

* CARRIED OVER FROM FY84 ■ CANCELLED ■ COMPLETED

1-0020-88-019-11M

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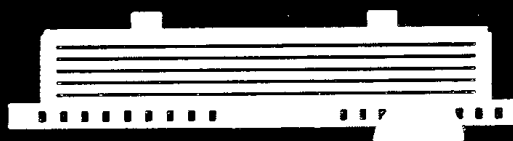


SUMMARY Directorate Level Objectives

	COMPLETED OR CANCELLED	ON SCHEDULE	RE-SCHEDULED	FORECAST FOR COMPLETION (%)
• PROCURE AND INSTALL AN AUTOMATIC COURIER RECEIPT FILING, TRACKING, AND RETRIEVAL SYSTEM AS WELL AS THE CODEWORD ACCOUNTABILITY SYSTEM FOR THE MACS * 9	■			
• IMPLEMENT THE DDA'S QUALITY OF LIFE PROGRAM AT HEADQUARTERS BUILDING * 9	■			
• IMPLEMENT THE AGENCY TAKEOVER OF M&D OF HEADQUARTERS FACILITIES FROM GSA * 9	■			
• ESTABLISH A CENTRALIZED QL SUPPORT CENTER 9	■			
• COMPLETE IMPLEMENTATION OF P&D PREPRESS SYSTEM BASIC OPERATING CAPABILITY *			■	85
• EXPLORE AVAILABLE AND EMERGING METHODS FOR IMPROVED DOCUMENT CONTROL		■		85

* CARRIED OVER FROM FY84 ◆ CANCELLED § COMPLETED

0020-85-020-1M



SUMMARY Directorate Level Objectives

* CARRIED OVER FROM FYM † CANCELLED § COMPLETED

	COMPLETED OR CANCELLED	ON SCHEDULE	RE-SCHEDULED	FORECAST FOR COMPLETION (FY)
• CONDUCT A BASELINE SURVEY OF ALL P&PD REQUIREMENTS AND ESTABLISH BENCHMARKS FOR CURRENT CAPABILITY			■	86
• PROVIDE ELECTRONIC INTERFACING FOR COMPUTER GRAPHICS ENHANCEMENTS BETWEEN VM AND P&PD GRAPHIC DESIGN RECORDERS			■	85
• IMPROVE VENDOR DELIVERY		■		85
• ENHANCE CURRENT EFFORTS TO REDUCE CONTRACT SETTLEMENT BACKLOG - JOINT WITH OF		■		85
CONTINUE WITH DESIGN AND MAJOR CONSTRUCTION FOR GENERAL UPGRADING AND EXPANSION [REDACTED]			■	86
EXAMINE AGENCY TYPE II PROPERTY ACCOUNTING SYSTEM - JOINT WITH OF AND IG			■	85
CONSOLIDATE AGENCY REPAIR AND RETURN †	■			
TOTAL REPORTABLE	24	7	10	85 - 10 86 - 7

2020-35-019-1M

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