

FY 85 OFFICE LEVEL OBJECTIVES

Information and Management Support Staff (IMSS)

- Study Feasibility of Providing Interim LIMS Capability Overseas in Advance of MERCURY

Personnel and Training Staff (P&TS)

- Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)
- Upgrade of OL Personnel Soft Files
- Upgrade Wang Training and Utilization

Procurement Management Staff (PMS)

- A - Study of Agency Procurement System by Outside Contractor

Security Staff (SS)

- A - Update of Standard Security Procedures for Contractors Security Manual
- Upgrade Wang Training and Utilization

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Renovate and Refurnish Courier Lounge Within the Mail and Courier Section
- Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment
- Hire Cooperative Students for Training in the EDR
- Implement Corrective Action to Customer Surveys in HOME*
- Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings
- Resolve the Problem of the DCI Portraits*
- A - Study on Improved Classified Waste Disposal System

* Carried over from FY 1984

- Examine, Determine, and Assign Relative Responsibility for M&O of External Facilities--joint MBO with RECD
- Upgrade Wang Training and Utilization

Printing and Photography Division (P&PD)

- Develop and Implement an Automated Maintenance System for P&PD
- Evaluate Feasibility of an Automated Waste Paper Disposal System
- Explore Optical Digital Data Disk (OD³) Requirements and Capabilities
- Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available
- Continuation of Quality Circles Program*

Procurement Division (PD)

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- Develop and Provide Guidance Relative to the Standardization of Specifically Identified Items in the Agency
 - Upgrade Wang and Delta Data Training and Utilization

Real Estate and Construction Division (RECD)

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- 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
 - Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained
 - Continue with Staffing of DDO Requirements/Implementation Facilities Group

*Carried over from FY 1984

- A- Obtain A&E Contractors to Supplement Agency Engineering Resources in Order to Facilitate Design and Construction of CRAFT, FBO, and Other DDO Facilities Requirements in the Field

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- Automate and Modernize RECD with Wang Equipment and Systems Furniture

- A- Examine, Determine and Assign Relative Responsibility for M&O of External Facilities--joint with HOME.

- Upgrade Wang Training and Utilization

Supply Division (SD)

- Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF*

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- A - Bar Coding.

STAT A -

- In Coordination with P&PD, Prepare a Briefing Film on Supply Division Organization/Activity at Headquarters and in the Field*

- Establish In-house Wang Program for Control of Shipping Indicators

- 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

- To Initiate a Multi-year Plan to Improve and Upgrade the Physical Plant and Working and Operating Conditions in FY 85.

- Upgrade Wang Training and Utilization

* Carried over from FY 1984

OL Staff Notes - 26 October 1984

ITEM OF INTEREST
OFFICE OF THE DIRECTOR OF LOGISTICS

OFFICE OF LOGISTICS 1984 ANNUAL PLANNING CONFERENCE

1. The Office of Logistics holds a 2-day planning conference annually so that senior managers can have an opportunity to discuss issues effecting the Office. This year the conference was held at the Airlie House in Warrenton, Virginia, on 11 and 12 October 1984. In addition to an open discussion regarding problems that confront the Office, the conference provided an ideal atmosphere to discuss past accomplishments, organizational objectives and resource planning. [redacted]

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2. On the first day of the conference, a review of our overall performance in FY-84 was conducted. We discussed resources which we will probably receive in FY-85 and FY-86. Using this as a base, we discussed a multitude of Office objectives to be achieved in FY-85. Among those objectives were the development of a student intern program, a study of our procurement system by an outside contractor, identification of a specific orientation, training campaign that will enhance the service-oriented image of the Office, the establishment of a [redacted] personnel recruitment process, and development and implementation of an automated maintenance system for the Printing and Photography Division. [redacted]

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3. Throughout this detailed discussion of Office objectives, a series of action items were developed to solve immediate problems such as the recruitment of more part-time employees, the study of contract numbers, better utilization and exploitation of the WANG word processors, and more extensive briefings to be provided to Logistics duty officers. New trial programs such as the establishment of a consolidated logistics service center were thoroughly discussed as well as management strategies for the future. [redacted]

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4. On the second day, the conferees focused their attention on the possible New Initiatives which the Office would submit for FY-1987. Among these New Initiatives were the expansion of the [redacted]

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5. The above information is conveyed to provide some idea of what goes on at the OL Planning Conference and is not intended to be a complete report on all of the topics discussed. [redacted]

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



ROUTING AND TRANSMITTAL SLIP

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TO: (Name, office symbol, room number,
 building, Agency/Post)

Initials

Date

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As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

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 read. Be prepared to discuss
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11/23/BA

DO NOT use this form for [redacted] is, concurrences, disposals,
 Clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

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TRANSMITTAL SLIP		DATE
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11-29-84

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Told Jerry & Bill. No further action

PLANNING CONFERENCE SUMMARY

I. Opening Remarks - This year's Logistics Planning Conference was opened by the D/L expressing his desire to discuss general problem areas within OL, our positive accomplishments, and our future.

II. New Initiatives - EO/OL discussed the Office's resource status in FY-84, and its New Initiatives for FY-86, as a lead-in for the discussion on FY-87 new initiatives.

III. General Discussion - The conference focused on problems facing different managers. The discussion centered on recruitment and current issues facing OL from which several action items were developed.

A. Action Items:

1. Select a senior level (GS-13/14) employee interested in personnel matters to work with Personnel and Training Staff (P&TS) on recruitment. Action Officer - C/P&TS

2. Place advertisements for engineers, contract officers and procurement officers in major newspapers and armed services publications. Action Officer - C/P&TS

3. Investigate possibility of using polygraphers, currently dedicated to OL, to do polygraphs on perspective candidates. Action Officer - C/SS

4. Resolve problem with Allied Maintenance Corporation on why sufficient names are not being supplied to Security for clearance processing. Action Officers - C/HOME, C/SS

5. Determine why Allied is not hiring personnel that have already been cleared by Security. Action Officers - HOME, C/SS

25X1 6. Develop an internal OL Policy (informal) on records keeping procedures for word processors and ADP equipment. *What is the definition of "records keeping procedures"?* Action Officer - C/IMSS



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7. Compile briefing material for senior staff duty officer and brief same.

Action Officer - AEO/OL

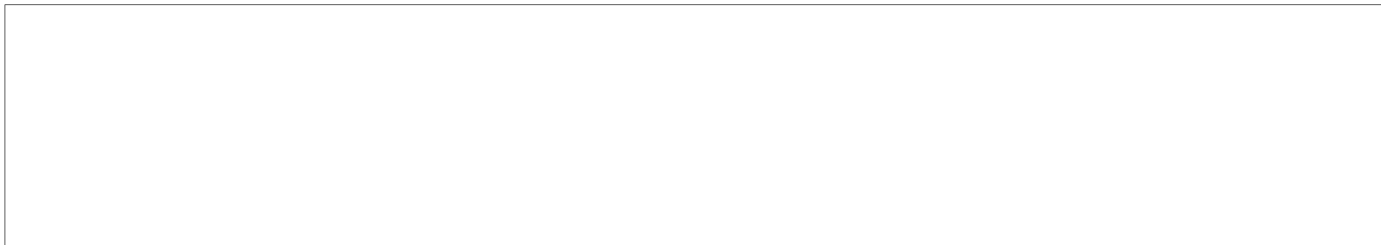


Action Officer - C/SS

9. Expound on the briefing "Can we develop a strategy for the downside?"

Action Officers - C/NBPO C/B&F

IV. Data Administration in OL - C/IMSS discussed current difficulties and successes IMSS has encountered in assisting Wang users to develop the capabilities of the Wangs to fit their needs. Also discussed was the differences between "word processors" and "computers." It was pointed out that the Wang does have limitations and we should differentiate between word processing functions and functions that would be better accomplished by a computer.



A second topic of discussion by C/HOME was a proposal to investigate the viability of creating a Logistics Service Center within Headquarters that would process Logistics requirements for Offices who did not have an in-house Logistics Officer. This service center would have representatives from all OL operating Divisions and would provide guidance and support on the full realm of Logistics requirements of the customer.

VI. Vendor Late Delivery - C/PD discussed the late vendor delivery problem now facing the Agency. He stated that at the present time 90% of the material being delivered to the Agency is being delivered after the promised delivery date the vendor agreed to on the contract. C/PD explained that this is due to a variety of reasons which include unrealistic required delivery dates from the customer, personnel shortfalls, and because procurement officers spend the greatest portion of their time negotiating contracts (due to the heavy workload) and therefore are left with little time to administer and provide follow-up on the contracts. It was decided that PD would investigate this problem and submit a paper with recommendations to the D/L.

VII. Contractor Security - C/SS talked briefly on Security Staff's dealings with contractors. The main topic of the discussion was that C/SS wants to decrease time required to process a security clearance for industrial contractors.

VIII. Repair and Return - C/SD discussed the current status of the repair and return process within the Agency. Portions of the Repair and Return process are assigned to various action points throughout the Office of Logistics. With this division of responsibility, deficiencies have developed in the areas of follow-up, paperwork, location of material, and management control. After discussion, it was decided that OL should include typewriters in this effort and involve the new Logistics Operations Group from the Office of Communications (OC) in the study of this problem.

IX. A Strategy for the Downside - C/NBPO discussed the need for the Office to develop a strategy to deal with budget cuts when they occur. C/NBPO displayed statistics for the past five years which showed the effort involved in rebuilding the Office from the reductions made in the early 1970's. The Director of Logistics requested that C/NBPO gather statistics back to 1970 and expound on the subject to show where the Office was and where we are now.

X. New Initiatives for FY-1987 - On the second day, the conferees discussed the merits of possible new initiatives for the Office in FY-1987. The following represent the initiatives that OL has tentatively decided to submit:

A. Replace existing microimagery archival production capability with optical dish technology - It was suggested that this initiative be submitted as a joint proposal with the Office of Data Processing, Office of Information Services and Office of Logistics. (Action: P&PD)

B. An initiative for the expansion of the P&PD plant (2-year initiative). (Action: P&PD)

D. Develop a secure packaging program that will protect sensitive advanced equipment from being

tampered with by foreign officials - This initiative must take into account the necessary positions that will be required to operate such a program as well.
(Action: SD)

E. Establish a world-wide courier service in FY-1987.
(Action: HOME)

F. OL Training Course - To provide positions that will allow OL to provide for adequate training and preparation of Logistics Officers for their assignments abroad and to establish career development programs for both white and blue collar employees. (Action: EO/OL)

G. Expansion of the Digital Prepress System - In 1985, P&PD will implement Area Composition/File Management elements of the Digital Prepress System. Future enhancements in FY-1987 include acquisition and development of interfaces to major publishing systems such as NPIC, FBIS-MIDAS, and JPRS. The proposed expansion will include the integration of color material with text. (Action: P&PD)

XI. Office Objectives - In the afternoon of the second day of the conference, the participants discussed the objectives of their respective divisions and staffs. The following is a list of objectives for the divisions and staffs for FY-1985. (Please note some of the objectives are being carried over from FY-1984.)

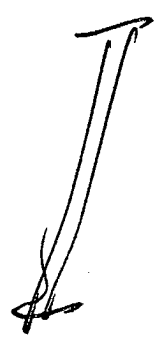
A. New Building Project Office (NBPO)

1. New building construction* (office level).
2. Develop professionalism program within Office of Logistics for both blue and white collar workers* (office level).
3. Develop a transportation plan for the operation of the consolidated Headquarters (office level).
4. Establish a standard selection of modular office furniture to replace gray metal furniture and meet word/data processing needs (office level).

B. Information and Management Support Staff (IMSS)

1. Establish overseas personal computer capabilities* (office level).
2. Develop and implement the Logistics Integrated Management System (LIMS)* (office level).
3. Study feasibility of providing interim LIMS capability overseas in advance of MERCURY.

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C. Personnel and Training Staff (P&TS)

1. Initiate a recruitment program to insure that OL is at ceiling in all critical areas on 30 September 1985 (office level).
2. Develop a student intern program as a recruitment tool (office level).
3. Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984).
4. Upgrade of OL personnel soft files.
5. Upgrade Wang training and utilization.

D. Procurement Management Staff (PMS)

1. Convert general provisions used in Agency contracts from DAR to FAR* (office level).
2. Study of Agency procurement system by outside contractor.

E. Security Staff (SS)

1. Resolve contract number sterility problem -- joint with PD (office level).
2. Update of standard security procedures for Contractors Security Manual.
3. Upgrade Wang training and utilization.

F. Headquarters Operations, Maintenance, and Engineering Division (HOME)

1. Establish a configuration management system (office level).
2. Procure and install an automatic courier receipt filing, tracing, and retrieval system as well as the codeword accountability system for the M&CS* (office level).
3. Implement the DDA's Quality of Life Program at Headquarters building* (office level).
4. Implement the Agency takeover of M&O of Headquarters facilities from GSA* (office level).

5. Identify a specific orientation, training campaign that will enhance the service-oriented image of the Office of Logistics (office level).

6. Establish a centralized OL support center (office level).

7. Renovate and refurnish courier lounge within the Mail and Courier Section.

8. Upgrade Exhibit Corridor (1D-Hqs) with safer, sturdier equipment.

9. Hire cooperative students for training in the EDR.

10. Implement corrective action to customer surveys in HOME.*

11. Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings.

12. Resolve the problem of the DCI portraits.*

13. Study on improved classified waste disposal system.

14. Examine, determine, and assign relative responsibility for M&O of external facilities--joint MBO with RECD.

15. Upgrade Wang training and utilization.

G. Printing and Photography Division (P&PD)

1. Complete implementation of P&PD prepress system basic operating capability (2-year project)* (office level).

2. Explore available and emerging methods for improved document control (office level).

3. 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 (office level).

4. Provide electronic interfacing for computer graphics enhancements between VM and P&PD graphic design recorders (office level).

5. Develop and implement an automated maintenance system for P&PD.

6. Evaluate feasibility of an automated waste paper disposal system.

7. Explore optical digital data disk (OD³) requirements and capabilities.

8. Evaluate the feasibility of expanding P&PD video support to the Intelligence Community by making foreign standards conversion service available.

9. Continuation of Quality Circles Program.*

H. Procurement Division (PD)

1. Improve vendor delivery (office level).

2. Enhance current efforts to reduce contract settlement backlog--joint MBO with OF (office level).

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4. Develop and provide guidance relative to the standardization of specifically identified items in the Agency.

5. Upgrade Wang and Delta Data training and utilization.

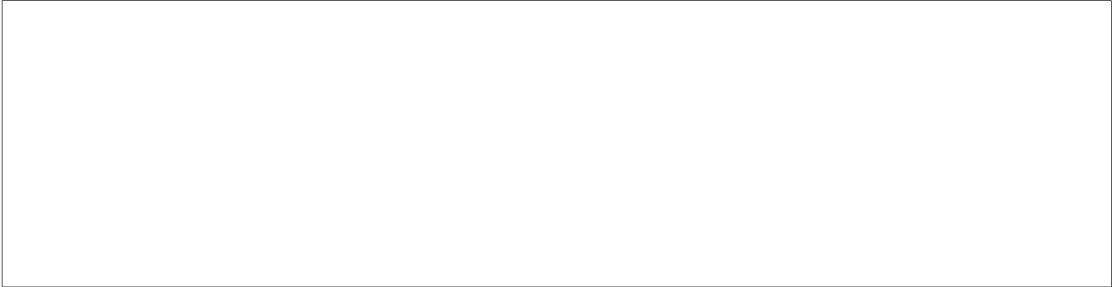
I. Real Estate and Construction Division (RECD)

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4. 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.

6. Continue with staffing of DDO requirements/implementation facilities group.



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9. Automate and modernize RECD with Wang equipment and systems furniture.

10. Examine, determine and assign relative responsibility for M&O of external facilities--joint with HOME.

11. Upgrade Wang training and utilization.

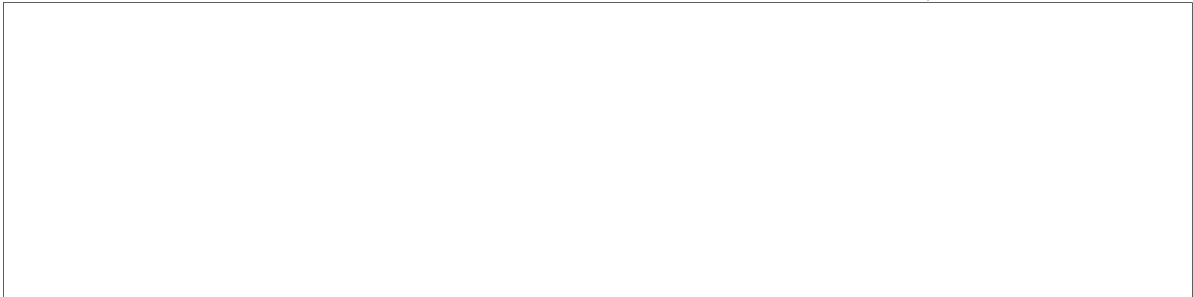
J. Supply Division (SD)

1. Examine Agency Type II Property Accounting System--joint with OF and IG (office level).

2. Consolidate Agency repair and return (office level).

3. Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.*

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7. Bar coding.

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9. In coordination with P&PD, prepare a briefing film on Supply Division organization/activity at Headquarters and in the field.*

10. Establish in-house Wang program for control of shipping indicators.

11. 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.

12. 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.

13. Upgrade Wang training and utilization.

* Carried over from FY 1984

ALL PORTIONS OF THIS
DOCUMENT ARE CLASSIFIED
SECRET