

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Examples of "New Initiatives" -- and IMSS Objectives--for OL Planning Conf, Oct 85

FROM:

EXTENSION

NO.



DATE

8 Aug 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

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As promised during our meeting in Tony's office earlier today, attached are examples of "new initiatives" submitted by some of the OL staffs and divisions last year. IMSS made no contribution.

You also might like information about IMSS' current Directorate- and Office-Level Objectives:

a. With the cancellation of the Office-Level Objective entitled "Study feasibility of providing interim LIMS capability overseas in advance of MERCURY," IMSS has no Office-Level Objectives at present. We should come up with some if at all possible.

b. Attached are copies of milestone charts for our two Directorate-Level Objectives, namely:

(1) Establish overseas PC capabilities. (Bill: This needs to be brought up-to-date, please.)

(2) Conduct a study of OL's service environment and develop an orientation program to enhance OL's service image.

c. Another Directorate-Level Objective, "Develop and implement LIMS," is joint w/OIT (OIT has primary responsibility).

28 September 1984

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL  
STAT FROM: [redacted] Chief  
Printing & Photography Division, OL  
SUBJECT: Office of Logistics Planning Conference

1. This memorandum provides the information requested for the upcoming Office of Logistics Planning Conference. Included you will find two 1985 Management by Objectives (MBOs) recommended for discussion and two 1987 New Funding Initiatives.

2. 1985 MBO's:

- a. Digital Prepress - Complete implementation of P&PD Prepress System Basic Operating Capability.
- b. Video Support - Evaluate the feasibility of expanding Printing & Photography Division (P&PD) Video Support to the Intelligence Community by making Foreign Standards Conversion Service available.

3. 1987 New Funding Initiatives:

- a. Expansion of Digital Prepress System - In 1985 P&PD will implement the Area Composition/File Management elements of the Digital Prepress System. Future enhancements in 1987 include the acquisition and development of interfaces to major publishing systems such as NPIC, FBIS-MIDAS, and JPRS. The proposed expansion will also include the integration of color material with text. Target funding = \$1.1 million.
- b. Six-Color Press - Consistent with plans to expand the press capabilities through acquisition of both a four-color and a two-color perfecting press, a 1987 initiative can be consolidated for a proposed Six-Color Press. The demand trends are continuing for more volume and more timeliness in color production from all Agency and Community requesters. This is especially true for the time sensitive, over night publication. Target funding = \$1 million.

STAT  
STAT 4. Please contact [redacted] for any additional information which may be required. [redacted]

2 OCT 1984

MEMORANDUM FOR: Chief, Information and Management Support  
Staff, OL

STAT FROM:

[Redacted]  
Chief, Headquarters Operations, Maintenance,  
and Engineering Division, OL

SUBJECT: OL Annual Planning Conference

REFERENCE: Mtp1 Adse Memo from C/IMSS/OL, dated  
20 September 1984, Same Subject (OL 4172-84)

As requested in referent memorandum listed below are the suggestions by the Headquarters Operations, Maintenance and Engineering Division, OL (OL/HOME), for Office-wide objectives for FY 1985 and new funding initiatives for FY 1987 for discussion at the subject conference on 10 and 11 October 1984:

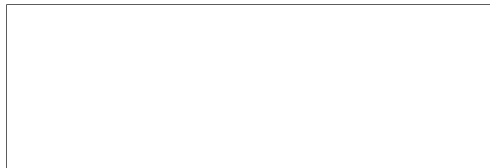
FY 1985 Office-wide Objectives

1. Prepare Phase II of cafeteria expansion at Headquarters Building.
2. Develop baseline documents to institute configuration management in Headquarters Building.
3. Institute configuration management at Headquarters Building.

FY 1987 New Initiatives

1. Install new incinerator to coincide with opening of the new building on the Headquarters Compound.
2. Develop plans for occupancy of the new building on the Headquarters Compound.
3. Develop plans for assuming maintenance and operation of the power plant and new building.
4. Develop plan for consolidation of the New Building Project Office and OL/HOME prior to occupancy of the new building.

STAT



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2 OCT 1984

MEMORANDUM FOR: Chief, Information and Management Staff, OL

25X1 FROM:

[Redacted]

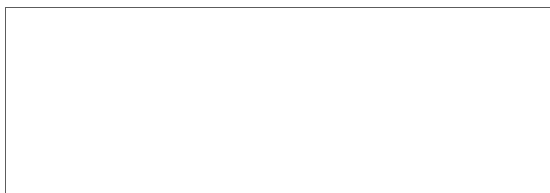
Chief, Real Estate & Construction Division, OL

SUBJECT: OL Annual Planning Conference

REFERENCE: Your memo to C/RECD dated 20 Sept 84, same subject

Attached herewith are RECD New Initiatives and Office Objectives requested for the OL Annual Planning Conference.

25X1 Attachment



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REMOVED FROM ATTACHMENT

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OL 13596-84

# CONFIDENTIAL

## FY-1987 NEW FUNDING INITIATIVE FOR D/L PLANNING CONFERENCE

- 1. Conduct the necessary planning and contract for the acquisition, design, and direct construction modifications to external buildings which will be retained. [redacted]

Based on the assumption that not all Agency personnel or activities will be accommodated by the new building, it is necessary to begin planning for the facilities required to accommodate the shortfall of space [redacted]

It is believed that [redacted] and other buildings not yet identified are facilities which will be utilized to house personnel and activities not accommodated in the new building. Therefore, RECD must begin negotiations with the owners of these buildings to determine when they will be available and must budget and begin the initial work to acquire additional space at the minimum in the [redacted] Buildings. [redacted]

With the proper approvals, owners and occupants concurrence, we must begin design changes to these buildings and perform construction modifications to accommodate our personnel and activities. Cost estimates at this point are difficult to project, however an estimate of \$500,000 is not unreasonable for openers. [redacted]

A. [redacted] Building

The Agency presently is interested in obtaining the first floor of [redacted] Building and the [redacted] compound. In conjunction, we would obtain the entire compound for parking purposes. [redacted]

The planned relocation of the Office of Logistics, Office of Communications and other offices [redacted] to the New Headquarters Building will necessitate in FY-85 and FY-86 the design of [redacted] for new occupants. At present there is discussion that the Office of Training and Education will possibly occupy [redacted] If OTE or any other office occupies [redacted] RECD will be tasked with a large redesign effort in FY-85 and FY-86 with construction to begin in FY-87. Even if OTE is not the ultimate tenant, [redacted] will have to be redesigned and construction undertaken in the FY-87 time frame. In addition, assuming we obtain [redacted] it may also require design and construction in about the same time period. [redacted]

Another option [redacted] would be the building of another building to accommodate Agency requirements if we felt this was in the Agency's best interest. [redacted]

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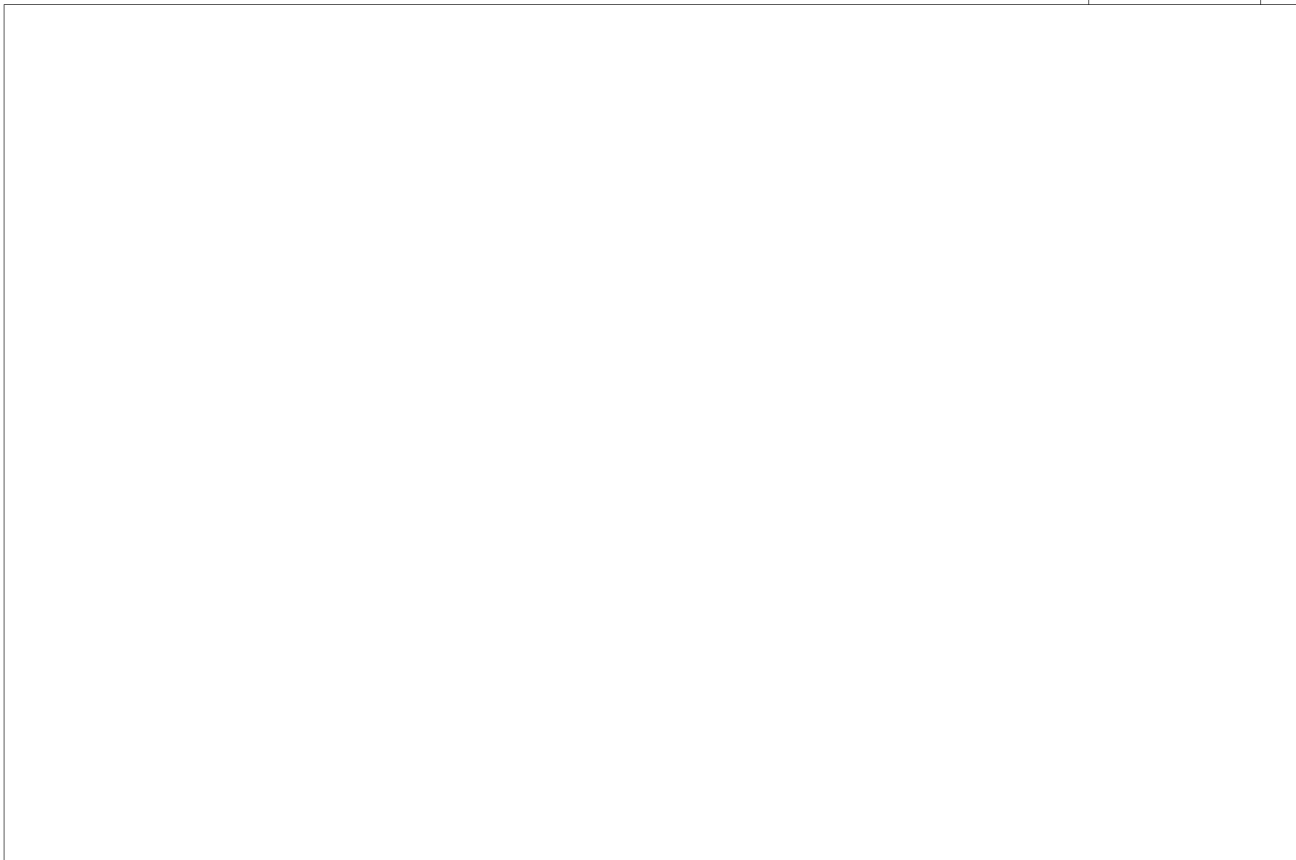
**CONFIDENTIAL**

SUBJECT: FY-1987 New Funding Initiative for D/L Planning Conference

25X1 B. [redacted] Building and Other Buildings Which May Be  
25X1 Retained [redacted]

25X1 It is envisioned that if the second half of [redacted]  
25X1 becomes available to the Agency, OSO will occupy the space. As  
25X1 with [redacted] this will require a design effort in FY-85  
25X1 and FY-86 and construction in FY-86 or FY-87. There is also a  
25X1 probability that other buildings which at present remain  
unidentified, may require design and construction if retained. [redacted]

25X1 The probability that these buildings will be retained and  
25X1 additional space acquired, will have a significant impact on  
25X1 the Office of Logistics and Real Estate and Construction as it  
relates to the budget and workload in Fiscal Year 1987. [redacted]



**CONFIDENTIAL**

FY-85 OBJECTIVES FOR D/L PLANNING CONFERENCE

STAT  
STAT

1. Continue Development [redacted] Square Feet of Space at

[redacted]

a. Continue renovations of space based on customer requirements.

[redacted]

STAT  
STAT

b. At present, the following are offices interested in space at [redacted]

[redacted]

STAT  
STAT

c. It should be noted that renovations paid for by the Office of Logistics are for government standard items such as drapes, carpet, paintings or other items which are associated with the occupancy in a normal office environment.

d. RECD will continue to work with prospective customers to determine their requirements and provide the full range of RECD services as required.

2. Seek a Policy Statement From the DCI to Provide for Direct Leasing of All Real Property Required for Agency Use

Section 8 of the CIA Act of 1949 provides that the Director may acquire land, construct facilities, rent, repair and maintain buildings. For many years the CIA, as have other Government agencies, looked to GSA to provide these services. This appeared to be the natural way of proceeding since GSA is designated as the primary Government agency for providing these services.

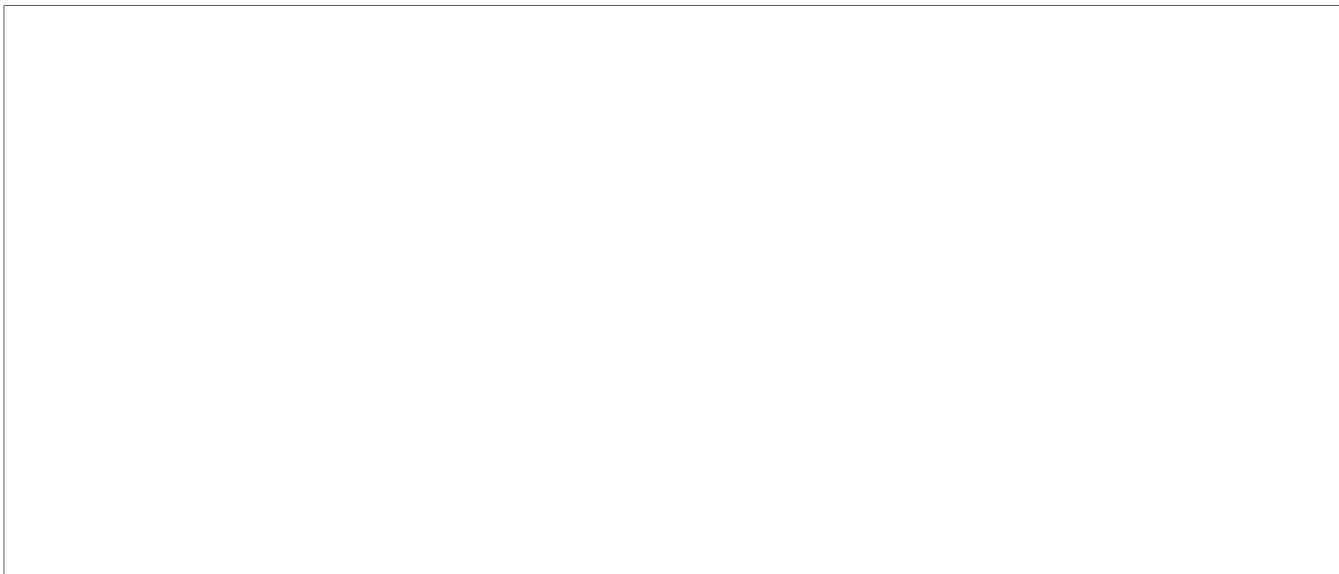
However, as in several other areas where the Agency has been involved with GSA for support, we have found that it is not as responsive as we would like. Several years ago, in an effort to improve on response time, the Agency was given a Delegation of Authority by GSA to lease up to 5,000 square feet of space. Despite the CIA Act of 1949, there now exists a well established precedent for the Agency to levy its real estate requirements on GSA.

SUBJECT: FY-85 OBJECTIVES FOR D/L PLANNING CONFERENCE

In order for the Agency to be as responsible as it must to support its operational mission, an effort should be made to clarify in a policy position the Director's authority under the CIA Act so that in the future all acquisitions of real estate can be made directly by the Agency.

The purpose of this initiative will be to secure from the Director a policy position which asserts his authority to do so under the Act. This effort will require the presentation of a policy paper to the DCI with the coordination of the OGC.

STAT





1 OCT 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM: [Redacted]  
Chief, Supply Division, OL

SUBJECT: OL Annual Planning Conference

REFERENCE: Memo OL 4172-84 dtd 20 September 1984; same subject

1. Reference requested this office provide two candidate "New Initiatives for FY 1987" and two candidate "Office Objectives for FY 1985" for discussion at the OL Planning Conference. The following is submitted for your consideration.

A. New Supply Division Initiatives for FY 87

[Large Redacted Area]

[Redacted]

[Redacted]



**SECRET**

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NEW FUNDING INITIATIVES FOR FY 1987 -- P&TS

1. Need funding for additional ADP/Word Processing equipment. ~~\$~~<sup>#</sup>20,000,

At the present P&TS has 2 WANG terminals and one printer. Also approved are two additional WANG terminals. Based on current use of existing WANG equipment it is believed that four additional terminals could be profitably utilized.

P&TS currently has two Delta Data terminals and one high speed printer. (One old style printer will be turned in). With the advent of PRIM on-line capability in component personnel offices, there is every reason to believe that one additional Delta Data terminal could also be fully utilized. It should also be noted that D/OP, and more importantly OP D/E plans to make greater use of AIM with component personnel officers which supports the requirement for an additional DD terminal. It would also be desirable to replace the Delta Data 5000 terminal with an DD8260 at some future date.