

D R A F T

COMMUNICATIONS

Upgrade OL customer services and image through an enhancement of IMSS communications with Logistics Central, with decentralized logistics representatives, and with external components with whom IMSS does business.

Within OL Central

Provide Orientations on:

- The OL Planning Process (*prepare annual planning calendar*)
- The OL Regulatory Issue Process
- The Property Claims Process (*to prepare SOP*)
- The Records Management Process
- The CLAS Program
- The On-Going OL ADP Program
- The On-Going Wang Systems Program

Pursue Increased Use of Communications Mediums:

- Logistics Advisory Notices (LAN's)
- D/L Quarterly Presentation

Admin Guide
With Decentralized Logistics Representatives

Provide Orientations on:

- Property Claims
- CLAS Program
- On-Going OL-ADP Program

Pursue Increased Use of Communications Mediums:

- Logistics Advisory Notes (LAN's).
- D/L Quarterly Presentations.
- O/L Visitation Program.

With External Components with whom IMSS Does Business

Provide Orientations on:

- Property Claims Process. *chiefs of support, support officers*

Pursue Increased Use of Communications Mediums:

- Continually Enhanced DDA Quarterly Presentations
- Potential DDA Quarterly Presentations to *other chiefs may attend other office presentations*
- Chiefs of Support
- Other Iterations of Agency as Deemed Desirable *(in the arrangement for tours of CD, ADP, etc. in the Auditorium)*

External and Internal to OL

Prepare and Disseminate "OL Yellow Pages"



FY-86 OBJECTIVES (cont'd)

10. Conduct a design study to expand the Headquarters cafeteria.
11. Develop a parking program for implementation in 1987.
12. Study OHB and identify areas for upgrade.
13. Develop and implement an Integrated Logistics Support Program (with NBPO).
14. Study staff/contractor distribution for M&O at Headquarters Compound.
15. Design CDCC and award contract.

IMSS

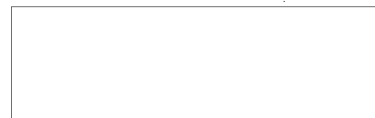
1. Continue with LOCS (joint w/OC).
2. Complete a working model of the Commercial Logistical Application System (CLAS).
3. Study the feasibility of creating a commo link/computer-based means to request materiel from overseas sites.
4. Design expansion of Data Access Center.
5. Publish "OL Yellow Pages."
6. Update LIs/LNs (joint w/stfs & divs).
7. Reduce OL file holdings (joint w/stfs & divs).
8. Develop an orientation program to enhance OL's service image.

B&F

1. Develop uniform B&F reporting on a quarterly/monthly basis.
2. Enhance coordination with B&F officers assigned to OL.

STAT

2



Copy