

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY-87 OL Objectives, Projects, Studies, and Initiatives

STAT	FROM: [Redacted]	EXTENSION	NO.	
STAT	Planning Officer, IMSS/OL			DATE 13 October 1987
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
STAT	1. EO/OL [Redacted]	10/13	10/13	[Signature]
STAT	2. DD/L [Redacted]	10/15		[Signature]
STAT	3. D/L [Redacted]	17/10		[Signature]
	4.			
	5.			
STAT	6. IMSS/OL [Redacted] Attn: Bob			
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To assist you in preparing for the upcoming Fall OL Planning Conference, attached is a list of FY-87 objectives, projects, and studies, with bullets summarizing FY-87 results for the objectives. Also included is a list of initiatives for FY-87 and beyond.

A list for the new proposed objectives, projects, and studies for FY-88 and new initiative proposals for FY-90/91 is almost complete. As soon as the divisions and staffs complete their lists, that too will be forwarded in advance of the conference.



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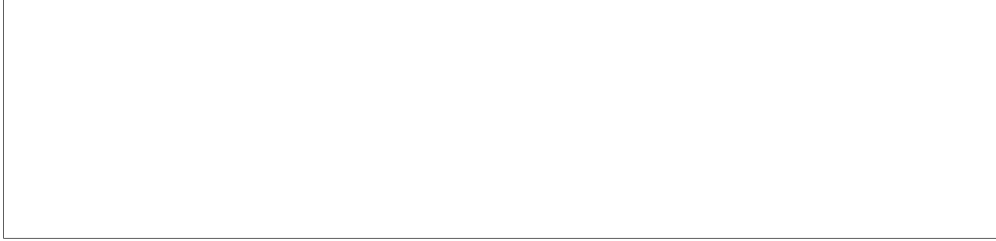
FY-87 OL OBJECTIVES, PROJECTS, STUDIES AND INITIATIVESA. Directorate level objectives for FY 87

1. (FMD) Develop comprehensive Integrated Logistics Support Plan (ILSP) for the HQ Compound consolidation.
 - Developed a master relocation plan
 - Developed revised schedules for transportation, couriers, supply rooms, etc.
2. (FMD) Backfill and upgrade the Old Headquarters Building (OHB).
 - Will be continued in FY88. - briefed EXCOM
 - Estab. schedule for backfill, renov., & utilities upgrade
 - Reached agreement w/directorates on who is staying/leaving
 - Completed HVAC study
3. (FMD) Expand HQ cafeteria in phases commensurate with population growth during HQ Compound consolidation.
 - Selected and awarded A/E
 - Obtained Agency approval of concepts, schedule, budget
4. (FMD) Expand EDR to meet new population at Headquarters.
 - A/E selected
5. (FMD) Develop an automated O&M program for the OHB.
 - Allied proposals were reviewed
6. (PMS) Coopers and Lybrand Implementation.
 - Expanded team authority
 - Designed restructure of PD
 - Established competition goals
 - Added settlement & review functions
 - Augmented staffing
 - Obtained pricing expertise
 - Improved contract & CONIF data & standardized files
 - Improved acquisition planning
 - Defined legal authorities & clarified PMS role
 - Emphasized price & performance criteria
 - Enhanced contracting officer role
 - A study of positions needed for each team/group was completed. A feasibility study to improve pricing expertise completed also. CONIF revised the Form 1218, separating the Business Justification from the CONIF data summary. Also, PMS prepared the "Acquisition Planning Guide for Agency Procurement".
7. (P&PD) Implement "computer-to-plate" concept of digital prepress system.
 - Exploring alternatives w/ Xyvision, Atex & Rachwal

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25X1 8. (SD) Establish procedures and means for transporting all Agency-controlled (PTPE, OCCE, CRAFT, etc.) equipment worldwide.



9. (PMS) Restructure procurement organization to implement changes recommended by Coopers & Lybrand and accepted by Agency management.

° Reorganization pending - ACG to be formed

25X1 10. (P&TS) Maintain ongoing recruitment efforts to ensure "at ceiling" strength on 30 Sep 87.



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B. Office level objectives for FY-87

1. (FMD) Provide cross-training opportunities for FMD wage-grade personnel with other sister components (e.g., LOC/SD).
 - FMD & LOC will commence with first group in early FY88
2. (FMD) Review all FMD personnel training to ensure that FMD employees have up-to-date skills training and provide refresher training as required.
 - Conducted LETTS review of FMD people - analyzing
3. (FMD) Develop a core training program for personnel involved with facilities management (joint w/SD and RECD) (w/study).
4. (FMD) Reexamine all procedures for doing business and requests for services, with goal of streamlining same.
 - Completed Motor Pool and Mail & Courier studies
5. (FMD) Streamline disposal procedures in the HQ area (joint w/SD).
6. (PD) Develop ways to cope with the shortage of clerical personnel.
 - Completed in the 2nd qtr.
7. (PD) Establish a specific program for all PD personnel to visit their customers to enhance customer relations.
 - Schedules were established and visits conducted
8. (P&PD) Establish P&PD Quarterly to keep personnel assigned to P&PD informed of problems facing P&PD and accomplishments made.
 - Identified speakers & topics & conducted 2 quarterlies
9. (P&PD) Identify and implement enhancements to secure printing.
 - Evaluating available technologies
10. (P&PD) Establish quality-control mechanism for printing.
 - A study was initiated
11. (P&PD) Streamline bindery operations.
 - Identified vendors and equipment
12. (P&PD) Establishment of a Printing & Photography Advisory Group (PPAG).
 - Selected membership & Chairperson
 - Did away with formal breaks: will allow more flexibility
 - Implemented work hour changes, supervisor rotations, and improved planning techniques
 - Effort to encourage customers to use 35mm vice vugraphs

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13. (P&PD) Identify required skills and provide refresher training.
 ° Researched P&PD training records - used LETTS
14. (P&PD) Improve customer relations with and knowledge of P&PD.
 ° tours of P&PD and visits
15. (RECD) Support decentralized components.
 ° Developed strategy to support external components
 ° Developed training program for new employees
 ° Developed budget for increased travel needs
16. (RECD) Enhance communications w/decentralized components.
 ° An RECD conference to be scheduled for the fall
 ° Increased reporting to C/RECD & having more meetings
- 25X1 17. (RECD) Design and renovate first floor,
 ° Removed asbestos
 ° Renovated basement and 1st floor
 ° What about cafeteria?
- 25X1 18. (RECD) Develop program for expanded use of
(joint with OL/FMD).
 ° Reviewed the APT and requirements
19. (RECD) Review all RECD personnel training to ensure that RECD employees have up-to-date skills training and provide refresher training as required.
 ° Used LETTS & feedback from employees for training plan
20. (RECD) Reexamine all procedures for doing business and requests for services, with goal of streamlining same.
 ° Milestones being revised
21. (SD) Examine all overseas positions for uniformity of grades in relationship to responsibilities.
 ° Compared position descriptions
 ° Recommendations submitted to P&TS
22. (SD) Improve the exchange of logistics information between SD and component logs officers and enhance SD span of control.
 ° Scheduled visits to C/SD by component log officers
 ° Developed visitation schedules to components
23. (SD) Enhance the development of SD human resources.
 ° Tracking SOTs and developing training records thru LETTS
24. (SD) Enhance the management of SD human resources.
 ° Cancelled
- 25X1 25. (SD) Review and upgrade technical training of every individual assigned to
 ° Combined with #23 at end of 2nd qtr per D/L.

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27. (SD) Improve year-end Annual Dollar Value (ADV) reporting procedures and the ADV Report.

- reviewed and revised reporting procedures

28. (SD) Identify next geographic area for certification of accountable officers and implement program in that area.

- 3-day tutorials provided to Flying Squad members before departure to various field stations
- DC/OSB/SD visited stations to review effectiveness

29. (SD) Enhance customer services provided by Supply Division.

- started SD Quality Control Team & examined procedures

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30. (SD) Establish a new Regional Support Facility

- Cancelled at end of 2nd qtr per D/L.

31. (NBPO) Monitor and complete the road design for Rts. 123/193 and coordinate w/the State of VA the award of a construction contract.

- Road construction expected to complete in 1st qtr FY88
- Constructed a precast concrete barrier next to Evermay

32. (NBPO) Compile reference information to assist in writing a history of the New Building project.

- Ground and aerial photos taken thruout the year
- History of NHB being written by annuitant

33. (IMSS) Have CLAS Beta (test) site facility operational (IOC) by 30 Sep 88

- Switched from MSA to Cullinet - loaded & tested Cullinet
- Formed Project Team with OIT, OF and OL reps (OL leader)
- Trained CLAS teams
- Requirements Traceability Matrix (RTM) established
- Established Beta-site implementation plan

34. (IMSS) Place an operational Field Computer System (FCS) in selected field sites.

- Finalized software requirements
- Selected hardware
- Acquired hardware & software for initial OC installation
- Had GE convert LADS-III software running on Wang to Digital Micro VAX II mini-computers
- Connected LADS III to Microvax hardware & software
- First system will go to AMCA 16 November 87

35. (IMSS) Create a computer-based automated electronic 88 f/u/a/overseas sites.

- Customer requirements changed - cancelled the objective

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36. (IMSS) Create universal Wang glossary for OL users.
 - Glossaries and documentation were completed and distributed to each OL office
 37. (IMSS) Oversee scheduled reduction of OL paper file holdings in preparation for moves to the NHB (joint w/stfs and divs).
 - Reduced OL file holdings by 20% in FY87
 38. (IMSS) Eliminate/consolidate/revise all pre-1984 OL regulatory issuances (joint w/stfs and divs).
 -
 39. (IMSS) Implement barcode applications throughout OL (joint w/stfs and divs).
 - Completed bar code study
 40. (PMS) Prepare CIA Contract Manual (CCM).
 - CCM was drafted, reviewed, approved, & printed
 - Manual distributed in early October 1987
 - NEW IN 3rd QTR: (PMS) Publish Layman's Handbook
 - Prepared a draft
 - Responsibility transferred to C/P&PD for printing
 41. (PMS) Review contract teams.
 - Reviewed teams, prepared reports
 42. (PMS) Contracting guide for training by independent contractors.
 - drafted and printed guide
 - to be incorporated into the Layman's Handbook
 43. (PMS) Establish a program to enhance competition in contracting.
 - Visited teams and reviewed competitive initiatives
 - Developed a program to improve competition
 - Each directorate established competition goals
 44. (P&TS) Conduct Phase II of OL training review.
 - Cancelled at end of 2nd Qtr - to be reinstated in FY88
 45. (P&TS) Revise Employee Handbook.
 - Will be printed by the end of FY87
 46. (SS) Improve/strengthen the OL/SS Industrial Security Program.
 - SEG & Phys. Sec. will conduct a course in fall of 1987
 - Rewrote procedures for inspection reporting.
 47. (SS) Implement a revised FOCI program.
 - Printed a FOCI Handbook
 - C/SS/OL assumed Chairmanship of FOCI Review Panel
 - Hired annuitant to manage FOCI Program
 - Established Isolation/Exclusion Policies
 48. (SS) Institute/implement a security-awareness briefing program for OL. (S)
 - Conducted briefings by SEG/OS on Security procedures, etc.

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C. FY-87 Projects.

1. (FMD) Upgrade postal-inspection capability.
2. (FMD) Provide international courier support on an ad-hoc basis for the Agency's intelligence and administrative overseas requirements.
3. (FMD) Develop a building standard for overhaed lighting and ceiling configuration.
4. (FMD) Open new North Dock and establish more efficient receiving procedures during South Dock construction.
5. (FMD) Establish a Co-op Program w/the Culinary Institute of America.
6. (FMD) Establish a HQ consolidation "moving team" cadre.
7. (FMD) Complete MIS activities. This includes supply, project management modules; the new EDR, parking management, and revised statistical package; and credentials list.
8. (FMD) Develop improved carpool-arrangement system.
9. (FMD) Reallocate HQ parking permits to conform to new parking-lot configuration and new visitor-parking area and to accommodate ride-sharing participants.
10. (FMD) Expedite Computer Aided Drafting and Design (CADD) capability for quick-start projects.
11. (FMD) Establish program for FMD/Opns oversight of after-hours operations.
12. (PD) Continue efforts to reduce contract-settlement backlog.
13. (PD) Develop standardization of equipment and consolidate contracts where feasible.
14. (P&PD) Conduct baseline survey of printing and photography in terms of current capabilities and customer requirements.
15. (P&PD) Improve P&PD's front-office environment.
16. (P&PD) Establish a P&PD history database for equipment, supplies, and production.
17. (P&PD) Provide electronic interfacing for computer graphics.

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18. (P&PD) Survey major printing and photography equipment to determine life expectancy by contrasting current capabilities w/technological developments.
19. (P&PD) Establish photo morgue.
20. (RECD) Establish standards and procedures to control repairs/alterations in external buildings.
21. (RECD) Strengthen relationship with GSA and the Corps of Engineers.
22. (SD) Expand/upgrade LOC/SD facilities.
23. (NBPO) Develop plans and recommendations re NBPO's role in FY 87-88 (joint w/FMD).
24. (PMS) Publish Procurement Handbook for the Layman.
25. (PMS) Determine whether our negotiated fees and profits are too high.
26. (PMS) Conduct an educational program "Let the buyer beware -- what are true 'commercial' products and services?"
27. (PMS) Implement contractor-provided, in-house procurement training capability.
28. (SS) Enhance OL/SS's presentation at OL orientation.
29. (SS) Distribute the new Standard Security Procedures for Contractors (SSPC) Manual to all [] contractor security officers.
30. (SS) Improve present procedures for certifying security clearances/accesses to contractor facilities and/or other government agencies.
31. (SS) Study/analyze additional statistical reporting requirements needed for OL/SS to function and respond more efficiently.
32. (SS) Devise a relocation plan for the move to 1st floor, [] Bldg, to ensure uninterrupted service to contractors/Agency components.
33. (B&FB) Develop uniform standards for OL elements to use in monthly/quarterly budget-review process.

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34. (B&FB) Enhance coordination among Finance Officers assigned to OL elements.
35. (P&TS) Update/reorganize all OL/TO records.
36. (P&TS) Input OL employee training records into the LETTS data base.
37. (IMSS) Plan for move of OL ADP equipment to NHB.
38. (IMSS) Oversee a review of OL forms. Revise/consolidate/cancel as needed.
39. (IMSS) Track implementation of information-handling recommendations made by the OIS audit team.
40. (IMSS) Examine channels and minimize number of categories for acquisitions/disposal of special-approval items (joint w/SD, FMD, PD, & PMS).
41. (IMSS) Publicize limitations/benefits of the Claims Act to eliminate recurring problems.
42. (IMSS) Following ongoing OL ADP review, implement approved OL ADP recommendations.
43. (IMSS) Study reorganization of OL and potential change of office name. (This is a project for the O-D/L)

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D. FY-87 studies.

1. (FMD) Career cognizance over facility management personnel (i.e., MLS or MLR).
2. (FMD) Contracting out Motor Pool services.
3. (RECD) Development of Engineer/Architect Assistant Program.
4. (SD) Recommended enhancements to ASAPS data base.
5. (IMSS) Feasibility of establishing an OL ADP training program.

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E. Initiatives

FY-87 Ongoing Initiatives

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1. (NBPO) Headquarters Facilities Upgrade
2. (IMSS) Commercial Logistics Applications Systems (CLAS)

FY-88 Initiatives

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1. (OL) Logistics Position Shortfall.
2. (OL) Standard Support Requirements 1988.
3.
4. (RECD) Inman Initiative.

FY-89 Initiatives

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1. (OL) Standard Support Requirements 1989.
2. (P&PD) Printing and Photography Plant Expansion and Desktop Publishing.
3. (SD) Develop Logistics Resources in Support of the PTPE Program.
4. (PD) Industrial Security and Contracting.