

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MBO/Initiative items for discussion 9/23/86

FROM:

Edie

EXTENSION

NO.

DATE

22 Sep 86

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.

Paul

2.

Bill

3.

Bob

4.

5.

Mike

6.

Marie

7.

Clayton

8.

9.

10.

11.

12.

13.

14.

15.

Attached are new statements of--

- (1) potential IMSS MBOs for FY87.
- (2) suggestions for other MBOs (other stfs/divs).
- (3) possible IMSS budget initiative.

Pls bring your cy to our meeting in Tony's ofc at 9:30 Tues a.m.

There's still time for us to come up with other ideas if you have more in mind.

Edie

25X1

STAT

~~CONFIDENTIAL~~

Potential IMSS FY-87 objectives

- Paul Have CLAS Beta site operational by 30 Sep 87 (for IOC by Oct 88).
- Marie Oversee development of detailed operating procedures for all appropriate jobs in OL divs/stfs (w/samples of properly executed forms, etc.). A "how-to" guide, based on the actual work done by the position incumbent, to help employees filling in temporarily or replacing someone who has been transferred.
- Mike 1. Oversee scheduled reduction of OL paper file holdings in preparation for moves to the NHB (joint w/stfs and divs).
 2. Oversee an OL-wide review of the approximately 190 OL forms and their subsequent revision/consolidation/cancellation (joint w/stfs and divs).
 3. Track the implementation of information-handling recommendations made by the OIS audit team in FY 86/87.
- Bob 1. Complete review/revision of all pre-1984 OL regulatory issuances (joint w/stfs and divs).
 2. Define/publicize channels required for requisitioning special-approval items. Include detailed processing instructions.
- 25X1 Explore (w/OF, OP, OS, etc.) methods to publicize limitations/benefits of the Claims Act. Address such problem areas as these:
- ° Cash advances for travel, training, living allowance, etc., become accountable property and loss thereof is considered the employee's personal loss.
 - ° Maximum reimbursement in such losses is \$300, barring negligence.
 - ° For employee/Gov't protection, amounts over \$300 should be carried in travelers' checks (available on request through Agency Disbursing Ofcs).
 - ° Policy for storing POVs (individual & Gov't responsibilities; what to do).
 - ° Policy re thefts of cash/jewelry/other personal property from ofcs.

potential FY-87 objectives (cont'd)

Bill

1. Make preliminary plans for OL ADP move to NHB. Identify equipment/replacement requirements and associated costs.
2. Place an operational LOCS in the field.
3. Create a commo/computer-based automated electronic
 sites.
4.
5. Examine/evaluate present OL ADP systems to determine possible combinations/enhancements, etc. (to reduce duplication and improve efficiency).
6. Develop/emphasize enhanced ADP training program within OL.
 - Acquire appropriate curriculum and ensure attendance (especially by selected new EODs).
 - Provide hands-on training for specific OL ADP applications.
 - Emphasize computer literacy when recruiting new employees.
 - Hire a tech writer/teacher to develop user-friendly "how to" texts that encourage ADP use, teach OL systems to OL users, publicize capabilities/advantages of OL's ADP facilities.
 - Establish mandatory ADP training curriculum for OL senior management (GS-15 and above).
 - Include basic instruction on Wang word processing, AIM and other electronic information capabilities.
 - Promote personal use of terminals to acquire/generate info.
 - Establish PC (Wang & IBM) support group (to assist OL users with commonly used hardware and commercial software).
7. Create universal Wang glossary (for use by OL/Agency clericals & secretaries) that formats documents to conform w/Agency Correspondence Handbook and unique OL procedures.

Edie Prepare continuing OL exhibit (unclassified) for lobby.

Suggestions for other staff/division FY-87 objectives

- Study feasibility of having ADP Control Officer, IMSS, manage all OL ADP budgetary considerations/activities.
- Change LCB configuration to ensure that all OL employees (including MLEs) are equally represented on the Board.
- Determine/publicize clear OL policy re specialization (ADP and all other). Counter present perception that specialists are penalized. Ensure that specialists as well as generalists receive rewards for their accomplishments.
- 25X1 ◦ Study feasibility of giving qualified photo specialists rotational assignments among all Agency photo activities, including P&PD, OTS, NPIC, [redacted] (to broaden knowledge and contributions, enrich job content; and increase promotional opportunities). (P&PD)
- Study feasibility of centralizing all data-/word-processing activities in OL (presently split). Examine present dependency on OIT.
- Conduct OL workshops re office procedures and correspondence formats, emphasizing the ones that are unique to OL.
- 25X1 ◦ Conduct luncheon seminars for OL [redacted] employees on motivational/self-help subjects to improve employee services/morale. (P&TS)
- Implement LETTS. (P&TS)
- Streamline OL office procedures and correspondence formats, in coordination with OL secretaries and DAS staff. E.g.:
 - Eliminate the yellow transmittal slip on all copies of correspondence being forwarded in envelopes (instead, write the recipient's title in the top right-hand corner)?
 - Eliminate envelopes & address labels for routine correspondence being delivered within same Bldg?
 - Eliminate the Attachment tab if there is only one attachment?

IMSS Initiatives

Expand TG work force (through use of co-op students, new EODs, personnel from outside components, and other OL careerists having ADP skills). E.g., to acquire/track SDE II contract support.