

1986 OL Planning Calendar

Due IMSS

- 31 Dec 85 - Updated milestone charts, as of end of 1st Qtr, FY 86, for each Directorate- and Office-level objective.
- 10 Jan 86 - Report of 1st-Qtr activities (w/statistical comparison with the previous quarter and/or with 1st Qtr FY 85) - to be used in overview at DDA Quarterly.
- *31 Mar 86 - Updated milestone charts, as of end of 2nd Qtr, FY 86, for each Directorate- and Office-level objective.
- 10 Apr 86 - Report of 2nd-Qtr activities (w/statistical comparison with the previous quarter and/or with 2nd Qtr FY 85)- to be used in overview at DDA Quarterly.
- 30 Jun 86 - Updated milestone charts, as of end of 3rd Qtr, FY 86, for each Directorate- and Office-level objective.
- 10 Jul 86 - Report of 3rd-Qtr activities (w/statistical comparison with the previous quarter and/or with 3rd Qtr FY 85)- to be used in overview at DDA Quarterly.
- 8 Aug 86 - FY-89 R&D requirements - for submission (via the DDA) to DS&T.
- 15 Aug 86 - (1) Proposed office-and directorate-level objectives for FY 87 - for discussion at OL Planning Conference, 25-26 Aug. *
- (2) Proposed new funding initiatives for FY 89 - for discussion at OL Planning Conference, 25-26 Aug. *

* tentative dates for OL Planning Conf

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1986 OL Planning Calendar - Items due IMSS (cont'd)

- *30 Sep 86 - (1) Updated milestone charts, as of end of 4th Qtr, FY 86, for each Directorate- and Office-level objective.
- (2) Milestone charts for each new, FY-87 objective:
- . Designated as Directorate- or Office-level.
 - . Ranked E (essential), D (desirable), or N (nice-to-have).
- (3) Updated matrix for the OL Five-Year Plan, FY 87-91.
- (4) Updates to the narrative portions (Introduction, Assumptions, Goals, and Resource Implications) of the OL Five-Year Plan, FY 87-91.
- 10 Oct 86 - (1) Report of 4th-Qtr activities (w/statistical comparison with the previous quarter and/or with 4th Qtr FY 85)- to be used in overview at DDA Quarterly.
- (2) Report of significant accomplishments for FY 86 - to be given by D/L at DDA Quarterly and submitted to the DDA for inclusion in his report to the DCI.

* Div/Stf chiefs review with D/L at biweekly.

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Directorate-level objective

Office: OL/IMSS

Objective Statement: Oversee OL-wide accomplishment of image-enhancement program

O — Scheduled

X — Actual

Responsible Officer: [Redacted]

Significant Funding Amount: \$ _____ FY _____

Quarter Ending beginning: 1 Oct 85

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Compile synthesis of responses to surveys made by IMSS in FY 85.	X											
2. Brief D/L on findings.	X											
3. Present findings/conclusions/suggestions to div/stf chiefs at OL Planning Conf.	X											
4. Develop separate, specific IMSS objectives for image enhancement.		0										
5. Follow up to ensure that each div/stf has developed image objectives as D/L directed.			0									
6. Assemble/monitor div/stf image objectives; report status to D/L monthly.				0			0			0		
7. Review div/stf image objectives/projects; advise D/L of additional actions recommended.					0							
8. Develop feedback report to components surveyed.					0							
9. Gather info for/publish image-theme LANS for distribution to all OL careerists.				0	0	0	0	0	0	0	0	0
10. Develop image-theme poster(s).						0			0			
11. Conduct follow-up critique of image efforts w/components initially surveyed.											0	

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FY 86 OFFICE-LEVEL OBJECTIVES

as of 22 Nov 85

Budget & Fiscal Branch (B&FB).

- D. 1. Develop uniform monthly/quarterly budget-review reporting standards for OL functional elements.
- D. 2. Enhance coordination between Finance Officers assigned to OL elements.

New Building Project Office (NBPO).

- E. 1. Plan, monitor, and complete road design for Rt. 123 and coordinate with the State of Virginia for award of a construction contract.
- D. 2. Consolidate information and plan for written history of New Bldg project.

Information & Management Support Staff (IMSS).

- E. 1. Reduce OL file holdings (joint w/staffs and divisions).
- STAT E. 2. Manage the design (and subsequent construction) of Data Access Center expansion.
- D. 3. Update LIs/LNs dated before 1984 (joint w/staffs and divisions).
- STAT D. 4. Study feasibility of creating a commo/computer-based means to request material
- E. 5. Publish OL Yellow Pages.

FY 86 Office-Level Objectives as of 22 Nov 85 (cont'd)

Personnel & Training Staff (P&TS).

- E. 1. Initiate a formal schedule of briefings for OL careerists on personnel matters.
- D. 2. Update OL Personnel Handbook.
- D. 3. Update Handbook for Evaluation Panel members.
- N. 4. Develop an automated data base for training information.

Security Staff (SS).

- E. 1. Develop computer program to track reinspections of contractor facilities.
- E. 2. Update the Standard Security Procedures for contractors.
- D. 3. Establish a dynamic security-education program.

Headquarters Operations, Maintenance & Engineering Division (HOME).

- E. 1. Design/install an OL/HOME Management Information System (w/IMSS/DAS).
- D. 2. Study staff vs. contractor distribution for O&M area.
- D. 3. Reallocate HQ-facility parking.
- D. 4. Conduct a study of courier population to determine ways to reduce turnover.

FY 86 Office-Level Objectives as of 22 Nov 85 (cont'd)

- D. 5. Establish a quick-reaction furniture program.
- D. 6. Upgrade/automate the HQ Bldg elevators.
- N. 7. Replace all ground floodlights on the HQ compound.
- D. 8. Enhance HOME image.

Printing & Photography Division (P&PD).

- E. 1. Attain authorized personnel strength in P&PD.
- E. 2. Upgrade professionalism of workforce through Co-op Program and internal training.
- D. 3. Conduct a baseline survey of P&PD requirements.
- D. 4. Provide electronic interfacing for computer graphics.
- D. 5. Improve P&PD working environment.
- N. 6. Standardize ink colors for all Agency publications.

Procurement Division (PD).

- E. 1. Institute evening shift for clerical support.
- E. 2. Prepare two-day "Introduction to PD" training course for contract-officer interns.
- E. 3. Develop standardization of equipment and consolidate maintenance contracts where feasible.

FY 86 Office-Level Objectives as of 22 Nov 85 (cont'd)

Real Estate & Construction Division (RECD).

- STAT E. 1. Complete [] renovations.
- STAT E. 2. Design and renovate first floor []
- E. 3. Implement EBOB management of parking at external buildings.
- STAT E. 4. Expand [] sewer-treatment facilities (design)
- STAT E. 5. Design [] emergency generator.
- E. 6. Review and evaluate position descriptions and grades.
- STAT D. 7. Design new mess hall []
- D. 8. Review RECD delegations of contracting authority.
- D. 9. Publish handbook of RECD procedures.
- N. 10. Evaluate software packages for PCs (tracking project).
- N. 11. Develop and implement a system for tracking real-estate transactions (Wang).
- N. 12. Enhance co-op program.

Supply Division (SD).

- STAT E. 1. Expand OL operational activity []
- E. 2. Replace/rewrite Federal Automated Requisitioning System (FARS).

FY 86 Office-Level Objectives as of 22 Nov 85 (cont'd)

- STAT E. 3. Establish Wang Alliance system
- D. 4. Stock vehicles for Agency customers.
- D. 5. Accelerate Supply-Officer Training Program.
- D. 6. Establish SD Co-op Program.
- D. 7. Examine all overseas positions for uniformity of grades in relationship to responsibilities.
- N. 8. Implement changeover of annual dollar-value reporting from OF to OL.
- D. 9. Establish in-house Wang program for control of shipping indicators.
- D. 10. Implement Project Update II.

<u>Recap</u>	<u>E</u>	<u>D</u>	<u>N</u>	<u>Total</u>
B&FB		2		2
NBPO	1	1		2
IMSS	3	2		5
P&TS	1	2	1	4
SS	2	1		3
HOME	1	6	1	8
P&PD	2	3	1	6
PD	3			3
RECD	6	3	3	12
SD	<u>3</u>	<u>6</u>	<u>1</u>	<u>10</u>
Totals	22	26	7	55