

~~SECRET~~



3 E 14 Hdqs

NEW OL INITIATIVES, OBJECTIVES,
PROJECTS & STUDIES FOR FY88

NOTE: Each task in this list is assigned a task number such as FMD-p5 where FMD is the division or staff, p = the task designator, and 5 is the sequence number. In this case the number indicates project 5 for FMD.

The task designators are: i=initiative
 d=directorate objective
 o=office objective
 x=personnel objective
 p=project
 s=study

~~SECRET~~

NEW OL INITIATIVES, OBJECTIVES,
PROJECTS & STUDIES FOR FY88

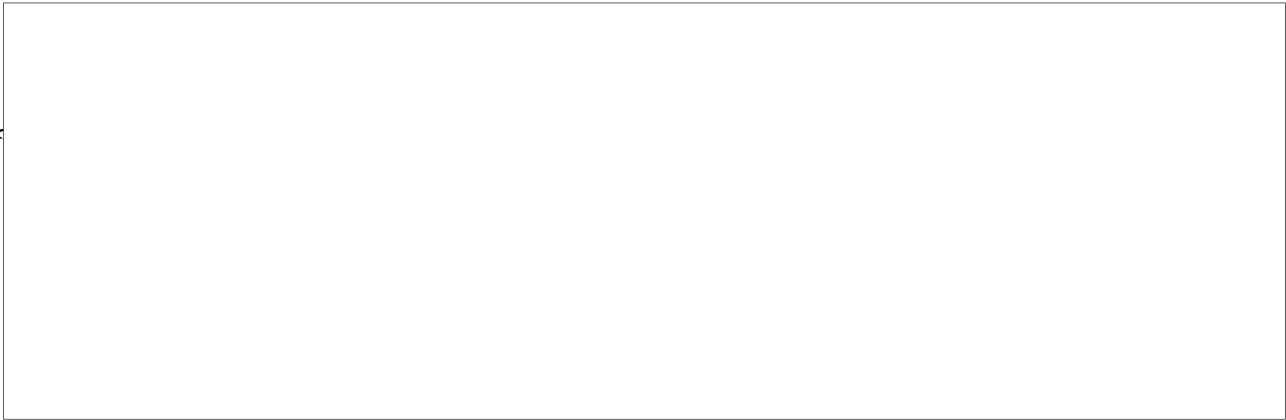
INITIATIVES (ADDITIONAL FY90)

Day CARE - ^{\$} per cost 1.5 Mil

- (FY90-FMD-i1) New Parking Deck - \$10M
- (FY90-FMD-i2) Build New Auditorium - \$17M
- (FY90-FMD-i3) Develop Scattergood Property - \$50M
- (FY90-FMD-i4) EDR Expansion - \$1M

Fold Together

- ~~(FY90-PMS-i1) Implement Automation of Contract Teams' Activities and Expand use of Computer Applications - \$250,000~~
- ~~(FY90-PMS-i2) Establish Agency Training Program for Procurement - \$TBD~~



25X1

INITIATIVES (NEW FY91)

- (FY91-FMD-i1) Rehabilitate Existing Auditorium - \$3M
- ~~(FY91-FMD-i2) Chiller Upgrade - \$3M~~



- ~~(FY91-SD-i2) Communication links to establish decentralized receiving points at major customer locations. - \$300,000~~

25X1

SECRET

DIRECTORATE LEVEL OBJECTIVES

Milestones

- (FMD-d1) Revise/Amend HQS Compound Master Plan
- (FMD-d2) In Conjunction with OIT, Develop Revised Courier Support Plan for NHB & OHB
- (FMD-d3) Integrated Logistics Support Plan (ILSP) (continue from FY87)
- (FMD-d4) OHB Backfill (continue from FY87)
- (FMD-d5) Cafeteria Expansion (continue from FY87)

Back out costs per objectives milestone

(PPD-d1) Establish Approval/Control Mechanism for Desk Top Publishing Systems

25X1



- (PMS-d1) Develop an Acquisition Management Training Program for Agency Procurement
- (PMS-d2) Develop ADP Enhancements to Agency Procurement System
- (PMS-d3) ~~Perform Procurement Management Reviews~~ *Project*

25X1



~~(SS-d1)~~ Establish a SECOND/SIMS Interface Based on the Study Completed in FY87

(P&TS-d1) Recruit Candidates for OL Employment in Sufficient Numbers to Ensure that Career Service is at Ceiling on 30 Sep 88

OFFICE LEVEL OBJECTIVES

- (FMD-o1) Plan for, Develop, Promote, Facilitate Open Office Landscape
- (FMD-o2) Develop Centralized As Built Drawing for OHB & NHB on Intergraph - As Built
- (FMD-o3) Investigate Facility Management Activities Used in the Private Sector
- (FMD-o4) Establish/Implement Utility Monitoring/Control Plan
- (FMD-o5) Develop ADP Master Plan for FMD
- (FMD-o6) Initiate FMD Brown Bag Lunch Program to Improve Communication and Solicit Support Officer Feedback re FMD Support
- (FMD-o7) Implement S.I. Program to Coordinate all Activities Within FMD

emphasize

Costs

- (PPD-o1) Implement Bar Coding in P&PD
- (PPD-o2) Develop System for Automatic Planning of Printing Jobs
- ~~(PPD-o3) Complete Baseline Study of Printing and Photography~~
- (PPD-o4) Improve Versatility in the Work Force

(PMS-o1) Devise Program for Technical Maintenance of the CIA Contracting Manual and Guide

- (PD-o1) Formation of the Agency Contracts Group
- (PD-o2) Implement Review Procedure for ACG Contract Process
- (PD-o3) Move Settlement of Cost-type Contracts to Settlement Branch
- (PD-o4) Plan, Institute Monthly Activities for the COI's, POI's
- (PD-o5) Introduce ACG Personnel to Contract Negotiation Process
- (PD-o6) Establish a "Mentor System" for COI's, POI's
- ~~(PD-o7) Acquire 16 Additional Contracting Officers~~
- (PD-o8) Expand Temporary Typing Aid to All Teams, All Contracts
- (PD-o9) Develop Program of ACG Manager Visits to Teams, Contractors

25X1

[Redacted]

- (RECD-o2) Reorganization of RECD Drafting Room
- (RECD-o3) Database REB

Good reason to consolidate now later - not

25X1

(SD-o1) Devise a plan to relocate Supply Division elements

[Redacted]

25X1

- (SD-o4) Develop and implement an efficient method for disposal of Government property
- (SD-o5) Continue with implementation of strategy items outlined during Fiscal Year 1987 [Redacted]

OFFICE LEVEL OBJECTIVES (continued)

~~(NBPO-01) Monitor Rt. 123/193 Roadway Improvements Project~~
~~(NBPO-02) Assist Annuitant in Writing History of NHB Project~~

(IMSS-01) Have CLAS Beta (Test) Site Facility Operational
(IOC) by 01 Oct 88 *ICS and Unit Replacement*

(IMSS-02) Develop and Establish Standards for OL Personal
Computer and Bar Coding Systems

25X1



(IMSS-04) Oversee Scheduled Reduction of OL File
Holdings in Preparation for Moves to the NHB -
(joint with divisions & staffs)

(SS-01) Improve/Strengthen the OL/SS Industrial Security Program
(SS-02) Enhance the Area Security Program at OL

(P&TS-01) Training Review - Phase II
(P&TS-02) Annual Personnel Questionnaires (APQ)

PERSONNEL OBJECTIVES

- (FMD-x1) Impact & Planning for New Facilities Org. (Career Track-Training)
- (FMD-x2) FMD Internal Quarterlies *copy - look at a newsletter*
- (FMD-x3) Develop Driver Training Program
- ~~(FMD-x4) FMD Personnel Management /Counseling/Award Panel~~
- ~~(FMD-x5) Expand Secretarial Cross Training/Educational Efforts within the Division~~
- ~~(FMD-x6) OPS/Services Cross Training~~
- ~~(FMD-x7) Flying Squad Participation~~
- ~~(FMD-x8) Expand Mechanic Skill Base~~
- (FMD-x9) Cross-train Program with OD&E Couriers

(PPD-x1) Implement Closed-Circuit TV to Improve Communications

~~(NBPO-x1) P&TS Coordinate the Reassignments of all NBPO Personnel~~

(IMSS-x1) Establish an OL All-skills Bank *consolidate with BRP*
(component responsibility to be determined)

(SD-x1) Develop language capabilities of MLS employees

(SD-x2) Develop a viable CO-OP recruitment program for Supply Division

(SS-x1) Improve and Enhance the Role of the Clerical Staff in the Function of the Office

PROJECTS

→ FMD (p2) TRANSFER of NBPO FUNCTIONS to FMD-

- (FMD-p1) Asbestos Removal/Cleanup - Kitchen Fan Room
- ~~(FMD-p2) Establish Renovation Funding Pool at Directorate Level~~
- (FMD-p3) Establish Engineering Review Board
- (FMD-p4) Develop A/E Standards
- (FMD-p5) 30 June "Wish List" for Yearend Crunch
- (FMD-p6) Expand Engineering Support
- ~~(FMD-p7) Expand Contract Staff~~
- (FMD-p8) Study Options on Parking/Decals
- (FMD-p9) Expand and Tighten C.M. Control
- (FMD-p10) Develop FMD 5 Year Plan
- (FMD-p11) Establish Master Keying System for HQS Compound
- (FMD-p12) Catalog all Existing Engineering/Facilities/Design Studies
- ~~(FMD-p13) South Dock Implementation Program~~
- (FMD-p14) Develop P.C. Local Area Network within FMG
- ~~(FMD-p15) Finalize Computerized Program for Chilled Water, HVAC, & Elec. Dist.~~

- (PPD-p1) Replace Photo Morgue with Electronic Images Utilizing CD-ROM Technology
- (PPD-p2) Relocate COM and D&PC to P&P Building and Centralize Composition Functions in HQS
- (PPD-p3) Replace Delta Data terminals with Personal Computers

- (PMS-p1) Implement a Certificate of Appointment System for Contracting Officers (CO)
- (PMS-p2) Develop and Implement a Monthly Workshop Program
- (PMS-p3) Sponsor Four Workshops with CSAD/OF to Facilitate CO Skills Building in Cost and Pricing Techniques
- (PMS-p4) Implement and Manage the OL/PMS Resource Center

- (PMS-p6) Develop a System in CONIF for Reporting Significant Trends & Activities, Including Budget Data, Commitments, & Obligations for Use by Contract Teams & Host Offices
- (PMS-p7) Review and Determine Improvements Needed for the Settlement Process
- (PMS-p8) Develop a Briefing on Successful Agency Contract Review Board Presentations
- (PMS-p9) Publish a Procurement Newsletter Quarterly

- (PD-p1) Procurement Contract Automation

- (RECD-p1) Decentralized Support

25X1

25X1

[Redacted]

(SD-p3) Develop and implement an action plan for exploitation of ICS conversion to CLAS

25X1

[Redacted]

25X1

(SD-p7) Expand Bar Coding capabilities [Redacted]

25X1

(SD-p8) Develop Bar Coding capability [Redacted]

(SD-p9) Continue to enhance communications between SD and component logistics offices

(SD-p10) Advise all SD returnees from overseas locations of their new assignments prior to their PCS departure

25X1

[Redacted]

(SD-p12) Continue certification of Accountable Officers

(SD-p13) Continue enhancing customer services provided by SD

(NBPO-p1) Establish a Joint NBPO/FMD Records Mgmt. Officer Review of NBPO Files

(IMSS-p1) Convert Federal Acquisition Regulations System (FARS) to IDMS/R Database Management System

(IMSS-p2) Plan for Move of OL ADP Equipment to NHB

(IMSS-p3) Devise a Method with OF to Minimize Personal Property Claims for Cash Losses Involving Employees on TDY/PCS

(IMSS-p4) Plan for the New OL and OF Information Services Center in the NHB

(IMSS-p5) Track Implementation of the OL Information Handling Audit Recommendations made by OIT/IRMD

(IMSS-p6) Develop an IMSS Annual Planning Requirements Guide

(IMSS-p7) Develop OL "Image"-related Graphics

25X1

(B&F-p1) Establish PRA Records on Wang

(B&F-p2) Establish New VM System [Redacted]

(B&F-p3) Further Refine the Trend Reports Begun in FY87

(B&F-p4) Establish Monthly C/B&F Visits to Proceed "How Goes It" meetings to correct financial discrepancies

(SS-p1) Review, Reorganize, Purge and Retire Contractor Security Files

(SS-p2) Distribute the New Agency ADP Security Plan (requires coordination with ISSD/OS)

25X1

[Redacted]

(SS-p4) Review and Purge Old FOCI Material

(P&TS-p1) Systematic Review of P&TS File Holdings and Appropriate Reductions

STUDIES

- ~~(FMD-s1) Escort Impact~~
- (FMD-s2) New Parking Deck Feasibility
- (FMD-s3) Auditorium - Refurbish in Minimal Time with Capability that Meets Agency Needs
- ~~(FMD-s4) Control of all Contract Activities on HQS Compound through Clearing House~~
- ~~(FMD-s5) Intergraph Utilization Philosophy and Relocation~~
- (FMD-s6) EDR support to NHB - *Needs Assessment on New Building Facility Hand Out*
- (FMD-s7) Impact of Smoking on Open Landscape Environment
- ~~(FMD-s8) Feasibility of Subsidizing Cafeteria Food Costs~~

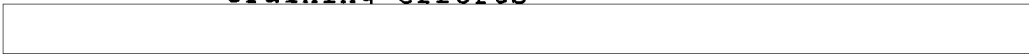
- (PPD-s1) Study Optical Disk Technology (Compact Disk/Read Only Memory (CD-ROM))
- (PPD-s2) Study Options to Streamline Bindery Operations
- (PPD-s3) Study Feasibility of Automating Production of Microfilm for Finished Intelligence Program (FIP)
- (PPD-s4) Study Effectiveness of Secure Printing Project and Identify New Requirements

25X1



- (SD-s2) Develop a demographic profile of MLS and Wage Grade Career Subgroups, compare it with projected requirements (numbers and types of skills), and use the product as a basis for directing recruiting and training efforts

25X1



- (SS-s1) Study Implementation Plan for SECOND/SIMS/SATS Integration

25X1



ATTACHMENT

MBO's

- ^{HQS} Revise/amend ^ACompound Master Plan (D)
- In conjunction with OIT, develop revised courier support plan for NHB & OHB (D)
- Plan for, develop, promote ~~whatever~~, facilitate open office landscape (o)
- Develop centralized as built drawing for OHB & NHB on Intergraph - as built (o)
- Investigate Facility Management activities used in the private sector. (o)
- Establish/Implement utility monitoring/control plan (o)
- Develop ADP Master Plan for FMD (o)
- Initiate FMD Brown Bag Lunch program to improve communication and solicit support officer feedback re FMD support (o)
- Implement S.I. Program to coordinate all activities within FMD (o)
- ILSP (Continue from 87) (D)
- Backfill Project (Continue from 87) (D)
- CAFETERIA EXPANSION (D)

C O N F I D E N T I A L

13 October 1987

NOTE FOR:

OL/IMSS

SUBJECT: FY 1988 - Cafeteria, Backfill and ILSP MBO's

Summary of actions include:

a. Cafeteria & Credit Union - During FY 1988 the final design for the phased expansion of the Credit Union and cafeteria will be completed. The design will develop five phases of facilities renovation and expansion. Construction drawings and specifications for the first will be completed in February 1988 and bidding documents for the next two will be completed in August 1988. All three phases of construction will be awarded as funds become available.

b. Backfill - Headquarters Consolidation Staff anticipates completing the Original Headquarters Building (OHB) Master Plan in late November. The Asbestos Survey Report and the Perimeter Induction Unit Testing and Analysis are scheduled to be completed in early November 1987. The initial Construction Document Package contract (O.I.A.) is scheduled to be awarded by late October with construction commencing in April 1988 and completion in December 1988. We anticipate the addition of a Construction Management Branch to our staff in early 1988. Several independent bid packages will be completed by 30 June 1988 in anticipation of year-end funding.

c. ILSP - During FY 1988, the Integrated Logistics Support Program (ILSP) will manage and coordinate the moves

into the New Headquarters Building (NHB). We will begin the first phase of Headquarters cafeteria construction turning the former "Rendezvous Room" space back into cafeteria seating. We will reallocate Headquarters parking permits to accommodate component relocations into NHB and OHB, and we will use this opportunity to assign gate entry to control peak hour traffic onto the Headquarters compound. In short, we will integrate the plans of OL, OIT, OMS, OS, and Directorates to facilitate the population of NHB and the refurbishing and repopulation of OHB.

C O N F I D E N T I A L

FY68

Personnel MBO's

- ° Impact & Planning for new Facilities Org. (career track - training)
- ° FMD internal Quarterlies
- ° Develop Driver training program
- ° FMD personnel management/counseling/award panel
- ° Expand secretarial cross training/educational efforts within the Division
- ° OPS/Services cross training
- ° Flying Squad participation
- ° Expand mechanic skill base
- ° Cross-train program with OD&E couriers

FY88

Projects

- Asbestos removal/cleanup - kitchen Fan Room
- Establish renovation funding pool at Directorate level
- Establish Engineering Review Board
- Develop A/E standards
- 30 June "wish list" for year end crunch
- Expand Engineering Support
- Expand Contract Staff
- Study Options on Parking/Decals
- Expand and tighten C.M. control
- Develop FMD 5 year plan
- Establish master keying system for ^{HOS} compound
- Catalog all existing engineering/facilities/design studies
- South Dock implementation program
- Develop P.C. local area network within FMG
- Finalize computerized program for chilled H₂O, HVAC & Elec. dist.

1,1AD
FY88

Studies

- Escort impact
- New Parking deck feasibility
- Auditorium - refurbish in minimal time with capability that meets Agency needs
- Control of all contract activities on ^{HQS} compound through clearing house.
- Intergraph utilization philosophy and relocation
- EDR support to NHB
- Impact of smoking on open landscape environment
- Feasibility of subsidizing cafeteria food costs

FMD
FY88

90 Initiatives

New Parking Deck \$10M

- Build new Auditorium \$17M
- Develop Scattergood Property \$50M
- EDR Expansion - \$1M

FY88

91 Initiatives

- Rehab existing auditorium - \$3M
- Chiller upgrade - \$3M

OCT 1987

MEMORANDUM FOR: Chief, Information Management Support Staff, OL
FROM:
Chief, Printing and Photography Division, OL
SUBJECT: OL Planning Conference, 21-22 October 1987
REFERENCE: Mtpl. Adse Memo from C/IMSS, dtd 14 Sept 1987,
Same Subject (OL 4131-87)

1. In preparation for the fall planning conference scheduled for 21-22 October in Fredericksburg, Virginia, the Office of Logistics, Printing and Photography Division (OL/P&PD) is pleased to present the following objectives, studies, and projects for consideration. Please note that P&PD has not identified any additional budget initiatives for FY-1990 or FY-1991.

2. The following objectives are proposed by P&PD for FY-1988:

0 a. Implement Bar Coding in P&PD--P&PD proposes to utilize bar code technology for the automated capture of employee production information and supply management data for input to P&PD's Management Information System. This objective fits neatly with paragraph 4 of the D/L Action Plan.

0 b. Establish approval/control mechanism for Desk Top Publishing Systems--The advent of Desk Top Publishing Systems is expected to have a profound impact on P&PD. These systems are currently available as inexpensive software packages available to users of personal computers, and run the gamut up to large stand-alone dedicated systems. P&PD proposes to establish procedures for advice and approval of these systems based on customer requirements.

0 c. Develop a system for automatic planning of printing jobs--P&PD proposes to use computers to automatically plan printing jobs by utilizing priorities, route through the plant, number of pages, complexity of the job, and customer required date to find a "best fit" for job scheduling. A mechanism to adjust scheduling of jobs to allow for machine down-time, staffing constraints, and other contingencies will also be included in this system.

STAT

SUBJECT: OL Planning Conference, 21-22 October 1987

STAT

0 e. Complete Baseline Study of Printing and Photography-- This objective was begun last fiscal year, and saw the development of the Printing Plant capacities. To complete this objective, P&PD must establish capacities for the Photography Branch, and conduct customer surveys to identify new or changing requirements.

0 f. Improve versatility in the work force--P&PD proposes to improve personnel management by upgrading the versatility of its work force through the cross training of willing employees in trades other than their primary skill. This personnel related objective will result in a more mobile work force which will allow greater flexibility in daily task assignments.

X g. Implement Closed-Circuit Television to improve communications--P&PD proposes to implement Closed-Circuit Television (CCTV) within the Printing and Photography Building to improve communications within the Division. Monitors will be placed in strategic locations throughout the building to provide the capability for "live" or pre-recorded broadcasts, and monitors can be selectively turned on or off at the system console depending on broadcast content and classification. This is a personnel related objective for FY-1987.

3. In addition to these objectives, P&PD proposes the following studies to be undertaken in FY-1988:

S a. A study of optical desk technology, also known as Compact Disk/Read Only Memory (CD-ROM), will be undertaken in FY-1988 to determine the feasibility of using this technology as a replacement for current microfilm/microfiche applications. This study will focus on equipment necessary to create disks and read them, reliability of the media, and applicability within the Agency.

S b. A study of various options available to streamline Bindery operations will be accomplished in FY-1988 to determine which would be most advantageous for P&PD. Options available include in-line addressing, in-line wrapping, spot tinting of self covers, and others.

S c. In FY-1988, P&PD will study the feasibility of automating the production of microfilm for the Finished Intelligence

SUBJECT: OL Planning Conference, 21-22 October 1987

Program (FIP). This study will include a revalidation of requirements for this program, which was initiated in 1974, and a proposal to automate the production of FIP microfiche as required.

STAT



4. There are three projects proposed for P&PD to be accomplished in FY-1988. These projects are:

P

a. Replacement of current Photo Morgue with electronic images utilizing CD-ROM technology;

P

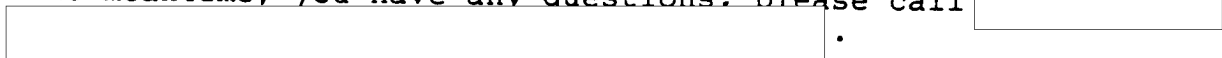
b. Relocation of COM and D&PC to Printing and Photography Building, and centralization of composition functions in Headquarters;

P

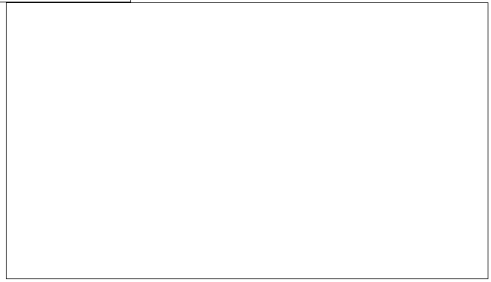
c. Replacement of existing Delta Data terminals with Personal Computers.

5. I am looking forward to discussing these objectives, studies, and projects with you at the Planning Conference. If, in the meantime, you have any questions, please call [redacted] on

STAT
STAT



STAT



ADMINISTRATIVE - INTERNAL USE ONLY

PROCUREMENT MANAGEMENT STAFF, OL

PROPOSED FY 1988 OBJECTIVES

Directorate

- Develop an acquisition management training program for Agency procurement.
- Develop ADP enhancements to Agency procurement system.
- Perform procurement management reviews.

Office

- Devise program and implement plan for technical maintenance of CIA Contracting Manual and Guide for the Use of Solicitation Provisions and Contract Clauses, Volumes I and II.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PMS

PROCUREMENT MANAGEMENT STAFF, OL

PROPOSED FY 1988 OBJECTIVES

Directorate Level1. Develop an Acquisition Management Training Program for the Agency (Category Group C).

To further improve the quality of the Agency acquisition work force, OL/PMS proposes to develop, in cooperation with the Office of Training and Education and the Directorate of Science and Technology (DS&T), a comprehensive professional acquisition management training program as a personnel-related objective. The program would involve employees from all directorates. The following activities are planned:

a. Review and expand all existing Agency acquisition-related training programs, i.e., Contract Officer Intern Program, Contract Process Course, ADP training, workshops, DS&T project management courses, etc.

b. Develop a comprehensive Agency acquisition management training program for all personnel involved in acquisition activities.

c. Prepare a plan of action to obtain managerial approval.

d. Coordinate the establishment of the program.

2. Develop ADP Enhancements to Agency Procurement System (Category Group C).

Recognizing a long overdue need to automate many aspects of the Agency procurement process, OL/PMS proposes this objective in an effort to streamline the procurement process and reduce numerous labor intensive functions. The following activities are planned:

a. Establish a communication link with General Services Administration to receive weekly updates of the Debarred, Suspended, and Ineligible List.

b. Automate Bidders List.

ADMINISTRATIVE - INTERNAL USE ONLY

- c. Automate Agency Contract Review Board process.
- d. Develop contract team local area network (CTLAN) prototype.
- e. Develop LOTUS 1-2-3 applications, with training aids, request for proposal instructions, and formats.
- f. Install CTLANs with selected contract teams.

NOTE: This MBO does not conflict with the CLAS development.

3. Perform Three to Seven Management Reviews (Category Group C).

In accordance with a Coopers and Lybrand recommendation for review criteria of contract teams, OL/PMS proposes to continue with the established plan for procurement management review of contract teams. The following activities are planned, subject to available personnel:

- a. Review two Office of Development and Engineering teams (CPG and SPG) and prepare reports.
- b. Review the Office of Technical Service team and prepare a report.
- c. Review the team and prepare a report.
- d. Review the Directorate of Operations team and prepare a report.
- e. Review the team and prepare a report.
- f. Review an OD&E team and prepare a report.

STAT

STAT
STAT

Office Level

Devise Program and Implement Plan for Technical Maintenance of CIA Contracting (CCM) and Guide for the Use of Solicitation Provisions and Contract Clauses, Volumes I and II (Category Group C).

It is essential that these recently developed policy and procedural tools be maintained. Without an effective program for technical maintenance, OL resource investment will be lost and the material will soon become useless.

PROCUREMENT MANAGEMENT STAFF, OL

PROPOSED FY 1988 PROJECTS

- Implement a Certificate of Appointment system for contracting officers (CO).
- Develop and implement a monthly workshop program.
- Sponsor four workshops in conjunction with Commercial Systems and Audit Division, Office of Finance, to facilitate CO skills building in cost and pricing techniques.
- Implement and manage the OL/PMS Resource Center.

STAT



- Develop and implement a system in CONIF for reporting significant trends and activities, including budget data, commitments, and obligations, on a regular basis for use by contract teams and their host offices.
- Review and determine improvements needed for the settlement process.
- Develop a briefing on successful Agency Contract Review Board presentations.
- Publish a Procurement Newsletter quarterly.

PROCUREMENT MANAGEMENT STAFF, OL

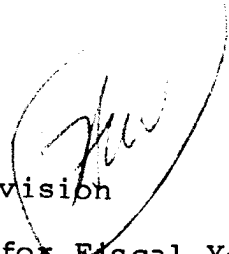
FY 1990/1991 INITIATIVES

1. Implement Automation of Contract Teams' Activities and Expand Use of Computer Applications (\$250,000). The teams' activities will be automated and in close coordination with program offices' activities and Agency management information systems. Advanced spreadsheet applications will be developed for cost/price evaluations of proposals and contract negotiations. Expert systems will be developed for complex areas, such as acquisition planning.

2. Establish Agency Training Program for Procurement (\$TBD). Establish a comprehensive Agency training program to be coordinated among procurement and program offices and to include all personnel involved in the Agency procurement system (contracting officers, contracting officer's technical representatives, contract officer internees, and contract support assistants). Program will include courses taught by internal personnel and external contractors.

5 October 1987

STAT MEMORANDUM FOR:
 Chief, IMSS/OL

STAT FROM : 
 Chief, Procurement Division

SUBJECT : Objectives, Projects for Fiscal Year 1988

The following proposed objectives for Fiscal Year 1988 are prepared at an interim phase in the reorganization of Procurement Division into the Agency Contracts Group (ACG). The first Objective lays out the formal establishment of the ACG, and all others assume its existence as the norm for FY-1988.

FY-1988 OBJECTIVES (All Category C)

0 1. Formation of the Agency Contracts Group

This objective details the steps necessary to implement plans for the Agency Contracts Group (ACG). It includes scheduled deadlines for negotiating positions with other Offices, as well as schedules for the movement of personnel and redistribution of workload among the Teams.

0 2. Implement Review Procedure for ACG Contract Process

Over the first half of FY-'88 the ACG will introduce in phases a review of all elements of the contracts process, from review of ACRB dockets, through sole source justifications, to proposed contracts. The Review Board will be chaired by the Deputy Chief/ACG, with two members from among the Team Chiefs.

0 3. Move Settlement of Cost-type Contracts to Settlements Branch

Responsibility for settling all Cost-type contracts of ACG Teams will gradually be absorbed by Settlements Branch, with speed of phase-in dependent on reconfiguring the vault to hold more contracts, and on identifying personnel to process the settlements. Teams will forward these contracts for settlement once the contracts reach a specific point in the contract process, a point to be outlined by Settlements Branch prior to the movement of any files.

0 4. Plan, Institute Monthly Activities for the COI's, POI's

ACG will schedule bi-monthly meetings of all Contract Officer Interns and Procurement Officer Interns with either the Chief or Deputy Chief/ACG, to increase management awareness of their needs and improve the program. In addition, quarterly briefings for the COI's and POI's at other OL components and other offices throughout the Agency will be planned, and implemented.

0 5. Introduce ACG Personnel to Contract Negotiation Process

ACG management will develop and implement a plan to ensure that ACG personnel at all levels attend contractor - Agency fact-finding sessions and negotiations in-house and/or at contractor facilities, to broaden understanding of the process and educate personnel in this least-understood facet of the contract process.

0 6. Establish a "Mentor System" for COI's, POI's

In order to ensure that Contract Officer Interns and Procurement Officer Interns receive consistent one-on-one training during the internship period, the head of the MLM Sub-Career Service will work with his peers in the S&T and OD&E contracts groups to implement a consistent "mentor system" that will follow COI's and POI's throughout their internship.

0 7. Acquire 16 Additional Contracting Officers

The ACG will recruit and hire, or otherwise acquire 16 additional Contracting Officers or Contracting Officer Interns beyond the 12 already planned for Fiscal Year 1989, in order to meet the requirements for new contract officers outlined in the Coopers and Lybrand Report, to maintain the COI program, and to account for attrition.

0 8. Expand Temporary Typing Aid to All Teams, All Contracts

The current use of temporary typing assistance to prepare contracts for GPB will be expanded from four to six temporaries, three of which will be cleared to type classified contracts. The temporaries will assist all ACG teams in clearing contract typing backlogs.

0 9. Develop Program of ACG Manager Visits to Teams, Contractors

The ACG Chief and Deputy Chief will visit ACG Teams bi-weekly in order to foster a Group identity and a common working approach. In addition, each quarter the Chief and Deputy Chief will meet with high-level officials from among ACG's most important or trouble-prone contractors.

P

PROJECT: PROCUREMENT CONTRACT AUTOMATION

The ACG plans to replace the current contract preparation system in place throughout most of the ACG with a broader, more flexible and maintainable system to produce a better product, standardize the system, and improve efficiency.

Ideally, any replacement for the present Wang Alliance in-house system should be compatible with the DOS-based Agency work-station now under development and should interface with the Office of Logistics' CLAS system. At a minimum any new procurement package should work off an Agency work station terminal, as should CLAS.

ACG management will begin to identify and compare commercially available software for contract preparation, matching them to our present Wang Alliance system for a short-term quick fix if possible, while identifying a system that will meet the ideal noted in the second paragraph. Any information generated in this effort will be shared with CLAS personnel and PMS.

Proposed RECD MBOs for FY-88

STAT

[Empty rectangular box]

3. Reorganization of RECD Drafting Room - Catalog all plans and develop computerized listing of all information available in RECD drafting room.
4. DataBase REB - Exploit the new MacIntosh and IBM computer equipment purchased in FY-87 beginning in Real Estate Branch. Purchase equipment for other RECD components. Develop computer tracking system for all RECD statistics.

STAT

[Empty rectangular box]

Projects

Decentralized Support - Publish a manual designed to support RECD architect/engineers assigned to external components.

Initiatives

STAT

[Empty rectangular box]

5 October 1987

SUGGESTED NEW INITIATIVES

STAT



-Operation & Maintenance of MWA External Buildings

-Proposal - Assume total O&M responsibility for operation and maintenance of selected external buildings in the Metropolitan Washington Area

-Problem - At both locations, working through GSA to accomplish O&M tasks is ineffective - responsiveness will be improved only by assuming direct Agency control and initiating O&M contracts

-Initial operating capability - FY1989

-Full operating capability - FY1990

-Cost Estimate:

- FY1989 - TBD
- FY1990 - TBD
- FY1991 - TBD
- FY1992 - TBD
- FY1993 - TBD
- FY1994 - TBD

NOTE - Cost estimate for O&M contracts - does not include offsets for reduced RENT (SLUC)

STAT

14 OCT 1987

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

FROM: [Redacted]
Chief, Supply Division, OL

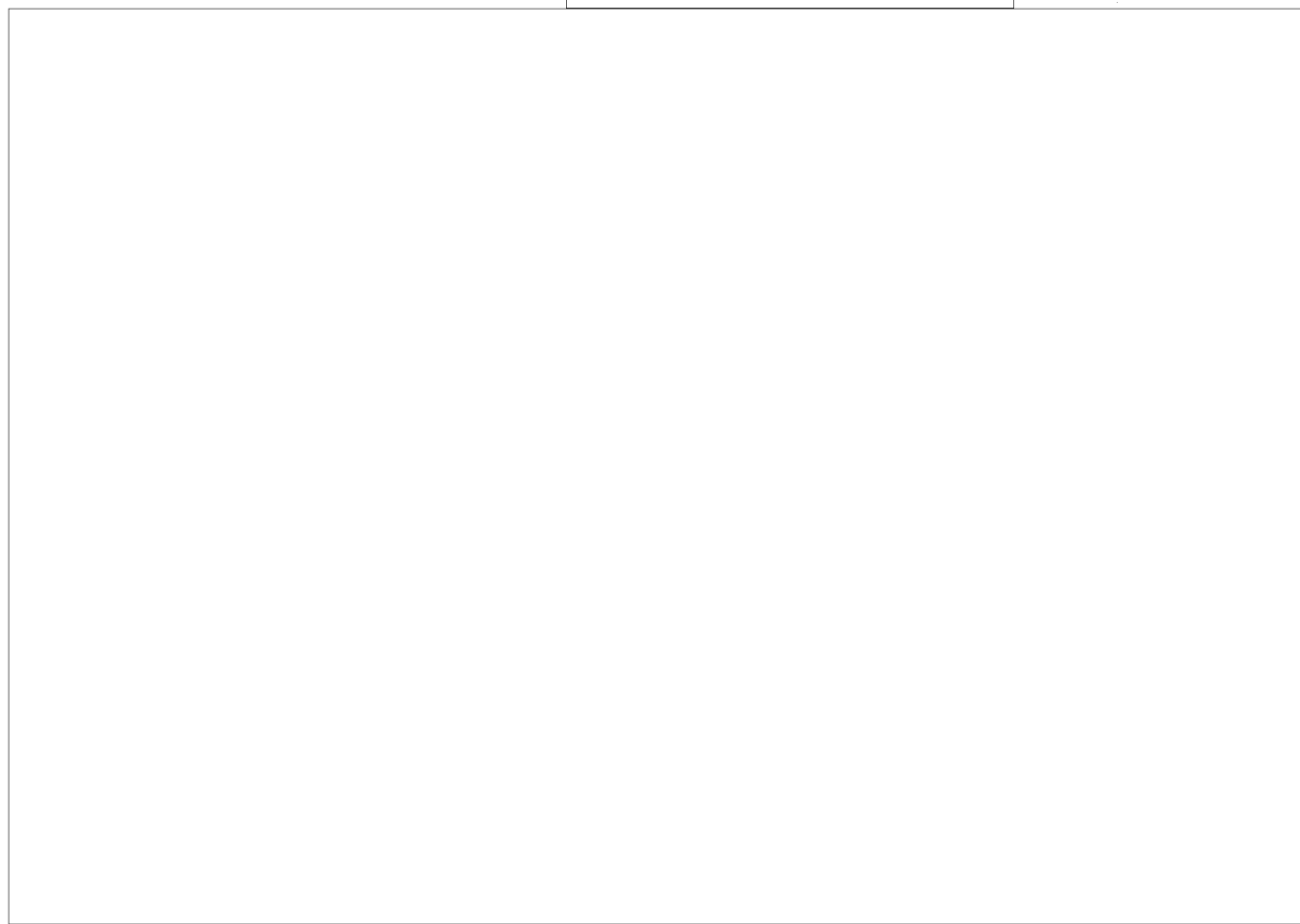
SUBJECT: OL Planning Conference 21-22 October 1987

REFERENCE: Memo for Multiple Addressee fr C/IMSS, dated
14 Sep 87, Same Subject

1. As requested in the referent memorandum, attached find new objectives, initiatives, projects, and studies submitted by Supply Division for discussion at the subject planning conference:

A. Major Prioritized Objectives - Fiscal Year 1987⁸

1. Devise a plan to relocate Supply Division elements located at [Redacted] Reallocate, renovate, and backfill space [Redacted]



SD

SUBJECT: OL Planning Conference 21-22 October 1987

3. Implement a CRAFT/WANG based property accountability system and deploy overseas.

The installation of secure automated data systems within our overseas locations provides SD with the opportunity for converting our station property accountability records from a manual to an automated system. Development of a software package for this purpose and its deployment abroad will greatly enhance our ability to maintain accurate and timely property accountability records.

4. Develop and implement an efficient method for disposal of government property.

25X1 The relocation of most Agency offices associated with occupancy of the new Headquarters building and development of the [redacted] will result in disposal of large quantities of government equipment and materiel. New procedures and methods to efficiently dispose of this materiel need to be developed.

25X1 5. Continue with implementation of strategy items outlined
25X1 during Fiscal Year 1987 [redacted]

[redacted]

B. Personnel Related Objectives - Fiscal Year 1988

1. Develop language capabilities of MLS employees.

The development of language capabilities for MLS employees will greatly enhance our ability to provide strong responsive logistical support at overseas locations.

2. Develop a viable CO-OP recruitment program for Supply Division.

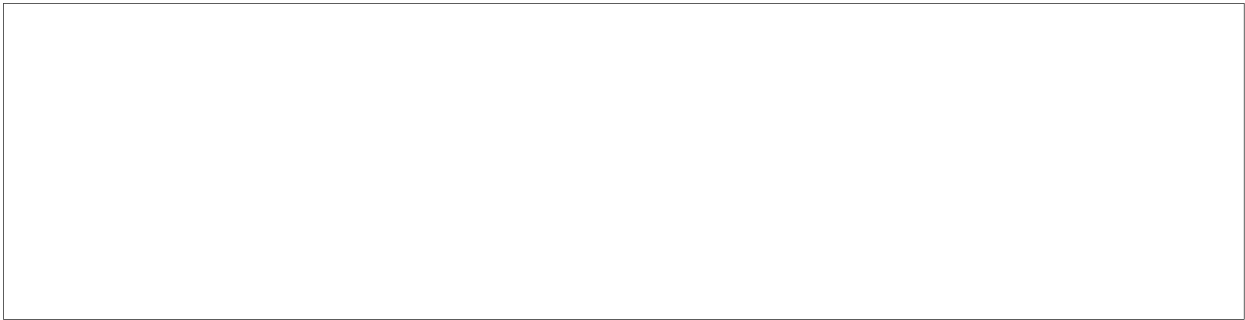
SUBJECT: OL Planning Conference 21-22 October 1987

The CO-OP program has proven to be a reliable asset in the recruiting and development of committed highly motivated entry-level professionals.

C. Additional budget initiatives for FY 90 and proposed new budget initiatives for FY 91.

25X1 1. Automation [] functional activities. (Acquisition for stand-alone computer capability that works in distributed processing mode and will integrate with ICS/CLAS.

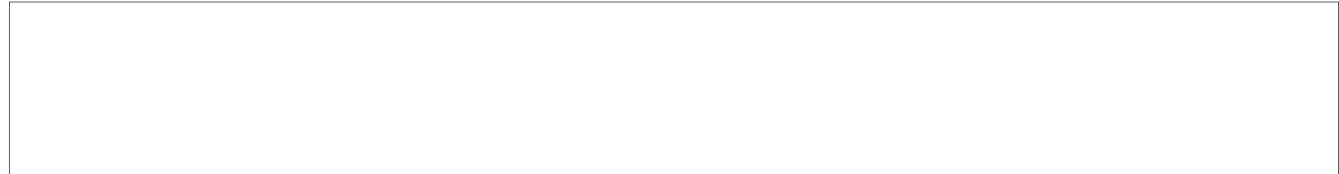
\$4 million FY 90



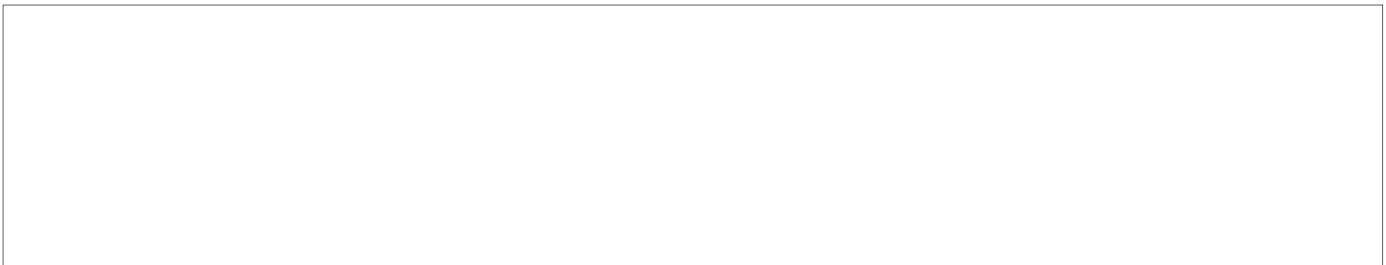
25X1 5. Communication links to establish decentralized receiving points at major customer locations.

\$300,000 FY 91

D. Projects for FY 88



25X1 3. Develop and implement an action plan for exploitation of ICS conversion to CLAS.



SUBJECT: OL PLanning Conference 21-22 October 1987

25X1

[Redacted]

25X1

7. Expand Bar Coding capabilities [Redacted]

25X1

8. Develop Bar Coding capability [Redacted]

9. Continue to enhance communications between SD and component logistics offices.

10. Advise all SD returnees from overseas locations of their new assignments prior to their PCS departure.

25X1

[Redacted]

E. Studies for Fiscal Year 1988

25X1

1. Develop a master plan for automation [Redacted] functional activities which will integrate with CLAS.

2. Develop a demographic profile of MLS and Wage Grade Career Subgroups, compare it with projected requirements (numbers and types of skills) and use the product as a basis for directing recruiting and training efforts.

25X1

[Redacted]

2. Additional information or explanation of the objectives, projects, and studies listed above is available within Supply Division if required. I did not provide a narrative description of the project (1D) as I believe they are self-explanatory.

25X1

[Redacted]

Attachments

2 October 1987

MEMORANDUM FOR: Chief, Information Management Support Staff, OL

FROM:
Chief, New Building Project Office, OL

SUBJECT: OL Planning Conference, 21-22 October 1987

REFERENCE: Mtpl. adse memo from D/L, dtd 27 August 1987,
Subject: OL Planning Calender and Guide for FY 88
and Tasking for Fall OL Planning Conference

In response to the reference, NBPO submits the following:

a. Major prioritized objectives.

- o Task 1 - Monitor Rt. 123/193 Roadway Improvements Project
- o Task 2 - Assist Annuitant in Writing History of the New Headquarters Building Project

b. Personnel-related objectives.

Task 1 - OL/P&TS coordinate the reassignments of all OL/NBPO personnel.

c. Additional budget initiatives for FY 90 and proposed new budget initiatives for FY 91. None.

d. Projects. Establish a joint NBPO/FMD/Records Management Officer review of NBPO files to determine which should be destroyed, retained, or sent to archival storage. The review should be completed by the close of the 2nd Quarter of FY 88.

e. Studies. None

STAT



Office: NBPO

Objective Statement: Monitor Rt. 123/193 Roadway Improvements Project

Responsible Officer:

Significant Funding Amount: \$ _____ FY 88

Quarter Ending: 31-December 1987

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Coordinate construction progress and ensure Agency traffic concerns are met.	0	0	0									
Complete roadway construction.	0											
Complete landscaping.		0										
Complete project.		0										
<p>NOTE: Contractual completion date for roadwork is 15 October 1987. Contractual completion date for landscaping and finishing work is 30 November 1987. However, the contractor has recently announced that he intends to ask for an extension of time on the project. As of 1 October, it is not known how long the requested extension will be.</p>												

NBPO

Office: New Building Project Office
 Objective Statement: Assist annuitant in writing history of the New Headquarters Building Project
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 88
 Quarter Ending: 31 March 1988

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Identify additional source - material for history reference.	0											
Annuitant reports for duty.		0										
Responsible officer to provide assistance as required.		0	0	0	0	0						
Annuitant determine estimated project completion.			0									

NBP0

Proposed Personnel-Related Objective for FY 88

1. Task: OL/P&TS coordinate the reassignment of each OL/NBPO employee with the OL Career Subgroups and non-OL Career Services as appropriate.

Background: Upon completion of the New Headquarters Building (NHB) in April 1988, some of the NBPO positions will be absorbed into FMD. It is unclear at this time just how many and which NBPO employees will be absorbed into FMD along with the positions. However, it is clear that all NBPO personnel will be reassigned circa April 1988. Discussions should be initiated in first quarter FY 88 so that decisions regarding reassignment can be made in early second quarter of FY 88.

Proposed Project for FY 88

Review NBPO files to determine which should be destroyed, retained in FMD or elsewhere in OL, or sent to archival storage. This should be a joint responsibility of NBPO, FMD, and the OL Records Management Officer.

NEW OL/IMSS INITIATIVES, OBJECTIVES,
PROJECTS & STUDIES FOR FY88

OBJECTIVES

- 25X1 1) Have CLAS Beta (Test) Site Facility Operational (IOC) by
01 Oct 88 - (Office level) - [redacted]
- 25X1 2) Develop and Establish Standards for OL Personal Computer
25X1 and Bar Coding Systems - (Office level) - [redacted]
[redacted]
- 25X1 4) Oversee Scheduled Reduction of OL File Holdings in
Preparation for Moves to the NHB - [redacted] joint w/
divisions & staffs)

PERSONNEL OBJECTIVES

- 1) Establish an OL All-skills Bank - (to be determined)

PROJECTS

- 25X1 1) Convert Federal Acquisition Regulations System (FARS)
to IDMS/R Database Management System - [redacted]
- 25X1 2) Plan for Move of OL ADP Equipment to NHB - [redacted]
- 25X1 3) Devise a Method with OF to Minimize Personal Property
Claims for Cash Losses Involving Employees on TDY/PCS
[redacted]
- 25X1 4) Plan for the New OL and OF Information Services Center
in the NHB - [redacted]
- 25X1 5) Track Implementation of the OL Information Handling
Audit Recommendations made by OIT/IRMD - [redacted]
- 25X1 6) Develop an IMSS Annual Planning Requirements Guide
- [redacted]
- 25X1 7) Develop OL "Image"-related Graphics - [redacted]

CONFIDENTIAL

OBJECTIVES

- 25X1 1) Have CLAS Beta (Test) Site Facility Operational (IOC) by 01 Oct 88 - (Office level) - [redacted]

This objective will establish, at IOC, a fully integrated system to replace the Inventory Control System (ICS) and Contract Information System (CONIF). CLAS will integrate with the Office of Finance's Budget, Accounting and Resources System (BARS), including funds control.

- 25X1 2) Develop and Establish Personal Computer and Bar Coding Systems - (Office level) - [redacted]

This objective will result in OL-wide standards for PC hardware and software for use in local area networks (LANs) and for use with mainframe computers to the extent possible. Also, OL will develop bar code applications w/ scanners, readers and hardware.

- 25X1 3) Place an Operational Foreign Computer System (FCS) in Selected Field Sites - (Office level) - [redacted]

This objective will focus on completing the conversion of available software that provides accountable property and inventory control capabilities to support OL requirements. PCs will be installed in OC field sites with one or more capabilities.

- 25X1 4) Oversee Scheduled Reduction of OL File Holdings in Preparation for Moves to the NHB - [redacted] joint w/ divisions & staffs)

This project will focus on destroying inactive files or retiring files to the Archives and Records Center. The reduction of OL file holdings will result in less time and effort to prepare files for the move to the NHB and will require less file storage space in the NHB.

PERSONNEL OBJECTIVES

- 1) Establish an OL All-skills Bank - (to be determined)

Conduct an OL-wide employee skills and skills interest survey and establish an OL all-skills bank as a quick reaction resource for meeting ongoing and unique OL support needs, and as a reference point for further employee development and career development.

CONFIDENTIAL

PROJECTS

- 25X1 1) Convert Federal Acquisition Regulations System (FARS)
to IDMS/R Database Management System - []

FARS will have the elements, records, tables and maps created during September/October 1987. In October, November & December 1987, the DG FARS programs and reports will be reviewed and rewritten to PL/I for use with IDMS/R. From January thru March 1988, IDMS/R FARS will be tested and parellel testing will be performed between IDMS/R FARS and DG FARS. In April 1988, IDMS/R FARS is scheduled for production.

- 25X1 2) Plan for Move of OL ADP Equipment to NHB - []

Coordinate Data/Voice requirements with OIT and OC to ensure operational capabilities for all OL ADP equipment. Submit forms 4340 and associated floor plans for all ADP hardware. Schedule and coordinate sequence of ADP hardware relocation to NHB

- 25X1 3) Devise a Method with OF to Minimize Personal Property
Claims for Cash Losses Involving Employees on TDY/PCS
[]

By regulation, \$300 is the maximum payable for cash losses. Employees are advised to carry traveller's checks for excess amounts but they often disregard the regulation and carry amounts of cash which, when stolen, are not covered under the Claims Act. In conjunction with OF, OL will explore ways to resolve this problem.

- 25X1 4) Plan for the New OL and OF Information Services Center
in the NHB - []

In conjunction with the C/OC-OL/ISC, OF/RMO and OIT/IRMD plan for the appropriate accomodation of equipment, furniture, and administrative procedures for the new OL-OF/ISC.

- 25X1 5) Track Implementation of the OL Information Handling
Audit Recommendations made by OIT/IRMD - []

An information handling audit was conducted in OL during FY-87. The audit report, which contains recommendations to improve information handling and records management practices in OL, is being prepared by OIT/IRMD and should be completed soon. This project is to ensure that the recommendations are implemented and to assist the divisions/staffs as needed.

CONFIDENTIAL

25X1 6) Develop an IMSS Annual Planning Requirements Guide

IMSS will develop a calendar to label the points in the year where IMSS functions in support of OL annual planning are to occur. Also, a guide on how to handle these annual requirements will be prepared. This will be in far greater detail than the current OL Planning Calendar and Guide which was developed by IMSS to guide the OL divisions and staffs.

25X1 7) Develop OL "Image"-related Graphics

IMSS will produce appropriate "image"-related articles, posters, or other graphic products during FY88.

CONFIDENTIAL

FY 88 OBJECTIVES:

1. Improve/Strengthen the SS/OL Industrial Security Program (Office Level)

- A. Conduct an annual security seminar on both the east and west coast for selected contractors. (Requires coordination with SEG/OS)
- B. Establish a formal training program for new ISOs.
- C. Conduct industrial security briefings regarding security's role in the contract process for key offices involved in procurement activities.
- D. Institute a program of periodic ISO stable review aimed at realignment of cognizance as appropriate.
- E. Establish a formal procedure/review process with ISSD/OS to ensure proper computer security coverage of contractors as appropriate.
- F. Revise the industrial security inspection reports to make them more comprehensive and usable.

2. Improve and enhance the role of the clerical staff in the function of the office. (Office level) (Personnel objective)

- A. Establish a security oriented skills workshop for the clerical staff.
- B. Promote liaison with the contractors for better mutual understanding (includes site visits).
- C. Establish clerical staff liaison with CD/OS to help streamline clearance processing.

3. Establish a SECOND/SIMS interface based on the study completed FY87. (Directorate level) (Requires interface with IMSS, OS, OIT)

- A. Coordinate with OS to analyze requirements/common data items.
- B. Create an Interface control document.
- C. Create software interface for both systems.

D. Test system and train operators/Update Documentation.

E. Implement final system interface.

4. Enhance the area security program at OL. (Office level)

A. Institute/Implement a reinvestigation program briefing for OL. (Requires coordination with OS/CD)

B. Institute/Implement a security briefing program

[Redacted]

STAT

FY 88 PROJECTS:

1. Review, Reorganize, Purge and Retire contractor security files.

2. Distribute the new Agency ADP security plan. (Requires coordination with ISSD/OS)

3. Conduct semi-annual visits

[Redacted]

[Redacted]

4. Review and get rid of old FOCI material.

STAT
STAT

FY 88 STUDIES:

1. Study implementation plan for SECOND/SIMS/SATS integration. (Requires interface with OS, IMSS, OIT)

2. Conduct feasibility/cost study for a secure commo system
[Redacted] (Requires coordination with OIT, CSAD/OF, OC)

STAT

INCOMPLETE FY 87 OBJECTIVES:

Assigned as an FY 88 objective

MEMORANDUM FOR: Chief, Information Management Support Staff, OL

25X1 FROM: [redacted]
Chief, Budget and Fiscal Branch, OL

SUBJECT: OL Planning Conference

REFERENCE: IMSS memo, dtd 14 Sept 87, same subject

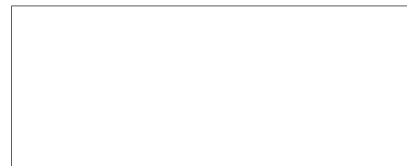
25X1 1. In response to reference, I wish to advise that [redacted]
25X1 [redacted] will attend the planning conference in my place as I
will be on leave. B&F will have the following projects for FY
88:

a) Establishment of PRA records on the WANG. Currently all requisitions issued by OL are manually recorded and updated in B&F. Beginning in FY 88 we plan to place these records on the WANG which will allow for quicker analysis and facilitate record updating.

25X1 b) Establishment of new VM system to maintain [redacted]
25X1 obligations. The current system used [redacted] is an info only
25X1 system which provides no backup in cases of power failures.
25X1 B&F will work with [redacted] and IMSS to design a new system that
will meet the needs of [redacted] and B&F.

c) Further refine the Trend Reports that we began using in FY 87. B&F Trend Reports will continue to be forwarded semi-monthly and will be revised to clarify perceived ambiguity concerning the display of "frozen funds".

d) C/B&F will begin monthly visits preceding the scheduled "How Goes It" meetings to review and correct any discrepancies existing between B&F and Division financial records. These meetings will allow us to correct recording errors that frequently don't appear until later in the fiscal year and ensure that projected requirements raised in the "How Goes It" sessions are developed from a common base.



DIRECTORATE LEVEL

Office: OL/P&TS

Objective Statement: Recruit Candidates for OL Employment in Sufficient Numbers to Insure that Career Service is at Ceiling on 30 September 1988

O — Scheduled
X — Actual

Responsible Officer: _____
Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Actively recruit and systematically track professional, technical, clerical and wage candidates for eventual EOD in OL. D/L will be briefed regarding in-process status in conjunction with development of priority lists.			0			0			0			0
2. Develop strategy for increased recruitment of co-op candidates.		0										
3. Report to D/L on increased co-op recruitment activities.			0			0			0			0

P&TS

Office: OL/P&TS
 Objective Statement: Training Review - Phase II
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY _____
 Quarter Ending:

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop list of core training courses careerists in each functional subgroup should have taken before being promoted to the next grade level.			0									
2. Submit proposed training lists to Training and Awards Panel members for review.				0								
3. Selected evaluation panels to test training criteria during annual/semi-annual reviews.						0						
4. Submit list to LCB for approval.											0	
5. Publish OL notice with lists of training courses and how they will be used.												0

P&TS

Office: OL/P&TS
 Objective Statement: Annual Personnel Questionnaires (APQ)
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY _____
 Quarter Ending:

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Tailor APQ to fit specific needs of functional subgroups.		0										
2. Develop plan to distribute to all OL careerists on basis of PAR submissions.		0										
3. Insure that APQ's are included in careerists OL personnel folders prior to panel evaluations			0	0	0	0	0	0	0	0	0	0

P&TS

STAFF PROJECT - FY88

Office: OL/P&TS

O — Scheduled

Objective Statement: Systematic Review of P&TS File Holdings and Appropriate Reductions

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Systematic review of P&TS file holding and reduction as appropriate.												
	Continued throughout fiscal year											

P&TS