

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Briefing Book

FROM:

Chief, Plans and Programs Staff, OL

EXTENSION

NO.

DATE

12 October 1982

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

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Attached are Plans and Programs Staff articles for inclusion in OL Briefing Book.

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PLANS AND PROGRAMS STAFF

Responsibilities (LI 1-7)

The OL Plans and Programs Staff (P&PS) is responsive to and is an advisory body to the Director of Logistics on matters concerning OL support missions, responsibilities, and capabilities. Through reviews, survey, evaluations, audits, analyses, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies, this staff provides support to OL functions, projects and programs while at the same time ensuring that applicable policies, procedures, regulations, and statutes are followed.

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The Chief, Plans and Programs Staff functions as the Chairman, Headquarters Claims Review Board, Chairman, Headquarters Survey Board, and as the DDA representative on the CIA Emergency Planning Committee. The Chief also is the Agency representative on the Interagency Committee on Metric Policy.

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SIGNIFICANT ACTIVITIES AND ACCOMPLISHMENTS - FY 1982

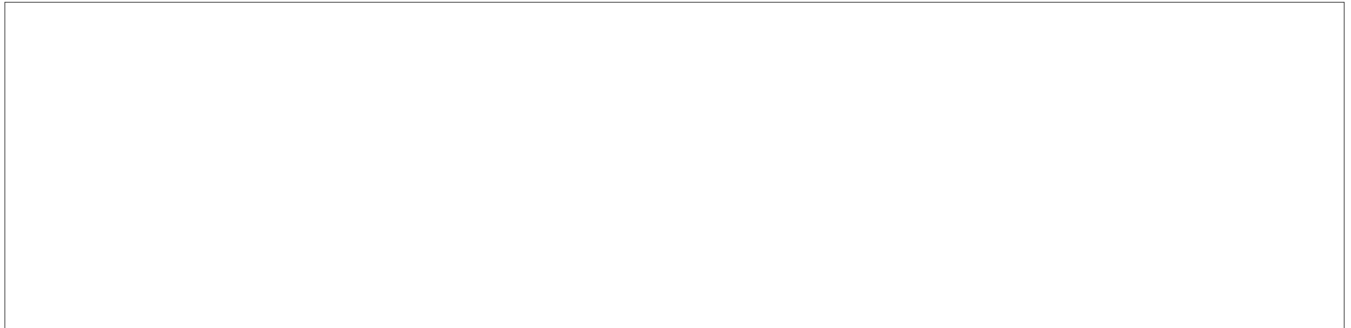
1. The Plans and Programs Staff has continued to serve as the focal point in the development of a major OL initiative - the creation of a Logistics Integrated Management System (LIMS) - an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency. The accomplishments of FY-82 include: the design, testing and implementation of an Agency Standard Automated Property System (ASAPS) that has already identified thirteen component applications; the evaluation and award of a quality assurance contract; the updating and publication of project objectives and functional requirements; the inclusion of an automated vendor payment function (endorsed and supported by the Office of Finance); the implementation of new techniques and methodologies, together with the Office of Data Processing, that formalize project development and assure its ultimate success; planning for the inclusion of presently autonomous OL data bases; participating in and acquiring substantially greater project resources; resolving myriad issues, questions and concerns; developing and coordinating specific details leading to LIMS' implementation in FY-85.

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In sum, this past year witnessed the project's transition from adolescent uncertainties to a mature, fully-supported, well-managed program that will accomplish Logistics' basic goal of being more responsive to its customers.

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4. A number of studies and projects associated with the following subjects were orchestrated.

- o Logistics Integrated Management System (LIMS)
- o Paid Parking
- o Silver Recovery
- o Proposed Reorganization of the Office of Logistics
- o Long-Range Strategic Planning

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HEADQUARTERS CLAIMS REVIEW BOARD

1. The Headquarters Claims Review Board (HCRB) reviews and processes to adjudication all claims for loss of or damage to personal property submitted by Agency employees in accordance with the eligibility criteria stated in

25X1 [redacted]
 25X1 [redacted] The composition of the HCRB, the authorities
 25X1 for which it is responsible, and the limitations on its
 25X1 authorities are expressed [redacted]

2. Most claims result from loss/damage incurred during PCS movement of household effects and air freight while others are the outcome of automobile accidents, theft, fire, and damage to, or loss of effects in long-term storage.

3. Chief, Plans and Programs Staff is the Chairman of the HCRB, and the HCRB Claims Officer (CO) is a member of P&PS. The CO reviews and recommends action on claims to the HCRB. The CO also briefs PCS overseas and domestic departees attending the OTE Overseas Orientation Course, the Office of Communications Overseas Orientation Program [redacted]

25X1 [redacted], and the Field Administration Course held at
 25X1 [redacted] An unclassified pamphlet
 25X1 entitled "Government Liability for Personal Property Claims"
 25X1 was prepared to better acquaint people [redacted], the claims
 processing procedures, maximum amount payable for a valid claim, and category limits on certain items. The pamphlet is periodically updated and distributed through area support offices, Central Processing Branch, the Family and Employee Liaison Office, the claims office, and used as a handout at the above mentioned courses. All individuals anticipating TDY or PCS assignments (overseas or domestic) are being encouraged (by Central Processing Branch, Office of Personnel) to seek guidance from the HCRB on what should be done by each individual to protect their personal property during transit or assignment.

* Pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964 (31-U.S.C. 240-243, as amended by Public Law 97-226, 28 July 1982).~~SECRET~~

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GOALS FOR FY 1983

1. During FY 1983, the Plans and Programs Staff expects to complete the requirements definition phase of the LIMS project. The component property accounting system will be fully developed, tested, and ready for installation at selected Headquarters elements. 25X1
2. OL objectives listed in the Long-Range Plan will be maintained on a current basis, incorporated in MBO's and an annual progress report prepared. 25X1
3. Obtain as much advanced notice as possible on mission support requirements through the provision of a logistical annex on all significant projects. 25X1
4. Continue as the OL focal point on audits, regulation coordination, legislation reviews, liaison with other Government entities, employee suggestions, studies and general support to the line organization, as requested. 25X1

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Systems Analysis Branch (SAB) was established in 1976 to provide the Office of Logistics (OL) with an automated data processing (ADP) maintenance and development capability. SAB acts as a consulting facility for OL divisions and staffs and is charged with the responsibility for developing and maintaining automated systems in OL. Its products are feasibility studies, project proposals, system designs and application programs. SAB directly supports the Chief, Plans and Programs Staff (P&PS), OL in his capacity as ADP Control Officer. The branch is composed of six Office of Data Processing (ODP) professionals and one OL computer technician.

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1. In FY82, SAB programmers and analysts have continued their support to the several projects listed below. With changes in procurement and financial tasks as dictated by Congress, several modifications have been required for the CONIF, ICS, and PDMIS systems. More responsibility for the FARS minicomputer system has been released to the operating office. A total of 13 INFO applications are now operating in OL. Most of these were created by the user personnel with guidance by SAB. The AIM facility is now available for OL employees.

2. Systems maintained or supported by SAB include:

ACM Agency Copier Management System
(P&PD)

AEMMS Agency Equipment Monitoring and
Maintenance System (RECD)

AVR Agency Vehicle Records System (SD)

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CONIF Contract Information System (PMS)

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ETECS Electronic Text Editing and
Composition System (P&PD)

EXDINR Executive Dining Room System (LSD)

FARS Federal Automated Requisitioning
System (SD)

FEDPARK Federal Paid Parking System (LSD)

ICS Inventory Control System (SD)

MPATS	Material Procurement Allotment Tracking System (SD)
PDMIS	Procurement Division Management Information System (SD)
REALESTATE	Agency Real Property Summary Reporting System (RECD)
SECOND	Security Contractor Data Systems (SS)
25X1 SUPPLYMAN	Supply Management Reports (SD) <input type="checkbox"/>

3. SAB has allocated a specific work order for consultation. Each division and staff is invited to discuss any problems or any projected automation plans. The SAB is an OL asset and can be used in the planning, implementation, and support environment.

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Plans and Programs Staff

Responsibilities (LI 1-7)

The OL Plans and Programs Staff (P & PS) is responsive to and is an advisory body to the Director of Logistics on matters concerning OL support missions, responsibilities, and capabilities. Through reviews, survey, evaluations, audits, analyses, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies, this staff provides support to OL functions, projects, and programs while at the same time ensuring that applicable policies, procedures, regulations, and statutes are followed.

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The Chief, Plans and Programs Staff functions as the Chairman, Headquarters Claims Review Board, Chairman, Headquarters Survey Board, and as the DDA representative on the CIA Emergency Planning Committee. The Chief also is the Agency representative on the Interagency Committee on Metric Policy.

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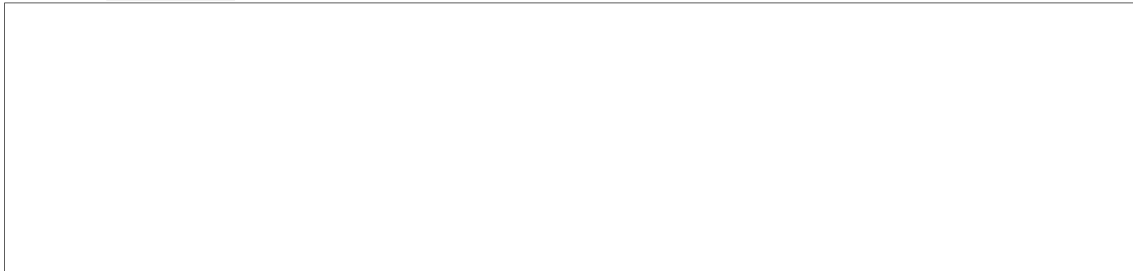
Significant Activities and Accomplishments—FY 198~~X~~

1. The Plans and Programs Staff, in coordination with OL divisions and the Office of Finance (OF), is developing a computer based "Logistics Integrated Management System" which will meet the information handling needs of OL and OF in the next decade. The project known as LIMS transcends all levels of the Logistics organization including development of a model component property accounting system for use by both Headquarters and field components. General and specific objectives have been formulated and documented based on inputs from OL divisions and staffs including in-depth consultations with OF and the Audit Staff. Milestones have been developed for the component system which is scheduled for implementation in early calendar year 1982. Milestones for the total LIMS system project a fully operational system in calendar year 1985.

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4. A number of studies and projects associated with the following subjects were orchestrated.

- Logistics Integrated Management System (LIMS)
- ~~Cost Reduction and Efficiency (CORE)~~
- Paid Parking -
- ~~Expenses of SAB~~
- Silver Recovery
- ~~Office of Communications Recapitalization Program~~
- Proposed Reorganization of the Office of Logistics

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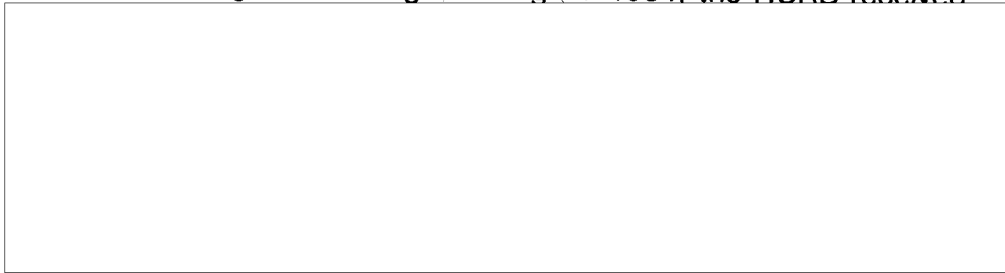
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Headquarters Claims Review Board

25X1 1. The Headquarters Claims Review Board (HCRB) adjudicates
25X1 reimbursement claims for the loss of or damage to personally-owned
property, submitted by Agency employees in accordance with the
eligibility criteria stated [redacted]. The
composition of HCRB, the authorities for which it is responsible, and
the limitations on its authorities are as expressed [redacted]

25X1 2. Most claims result from loss/damage incurred during PCS
movement of household effects and air freight while others are the
outcome of automobile accidents, theft, fire, and damage to, or loss
of effects in long-term storage. During FY 1981, the HCRB received



25X1 3. Chief, Plans and Programs Staff is the chairman of the
HCRB, and the HCRB Claims Officer (CO) is a member of P & PS.
The CO reviews and recommends action on claims to the HCRB. The
CO also briefs PCS overseas departees attending the Office of
25X1 Training Intelligence School as well as those attending the Telecom-
munications School [redacted] on Agency claims
policy. All individuals anticipating TDY or PCS overseas assignment
are being encouraged (by Central Processing Branch, Office of
Personnel) to seek guidance from HCRB on what should be done by
each individual to protect personally-owned property during transit or
25X1 assignment outside of CONUS. [redacted]

See attached

* Pursuant to the Military Personnel and Civilian Employees Claims Act of 1964 (31 U.S.C. 240-243, as amended by Public Law 93-455, 18 Oct 1974).

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Goals for FY 1982

1. During FY 1982, the Plans and Programs Staff expects to complete the requirements definition phase of the LIMS project. The component property accounting system will be fully developed, tested, and ready for installation at selected Headquarters elements.
 25X1
2. OL objectives listed in the Long-Range Plan will be maintained on a current basis, incorporated in MBO's and an annual progress report prepared. 25X1
3. Through-put time for processing employee claims will be reduced, and a revision to the information brochure will be published.
 25X1
4. Obtain as much advanced notice as possible on mission support requirements through the provision of a logistical annex on all significant projects. 25X1
5. Continue as the OL focal point on audits, regulation coordination, legislation reviews, liaison with other Government entities, employee suggestions, studies and general support to the line organization, as requested. 25X1