

1 SEP 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

ATTENTION:

FROM:




Assistant Executive Officer, OL

SUBJECT: Updating the OL Strategic Plan

REFERENCE: Memo dated 25 Aug 81 for AEO/OL, Same Subject

1. As requested in the reference this memorandum contains items for possible inclusion in the Office of Logistics (OL) Strategic Plan. The items are listed below by subject area. Those items pertaining to the Printing and Photography Division (P&PD) should be included only after review and concurrence by Chief/P&PD.

a. Information Handling (Assumptions)

- (1) Because of the voluminous amounts of paperwork, OL must become more proficient in information handling techniques. Document creation, control, storage and retrieval will have to be automated wherever possible. Paper file systems will be reviewed; purged of extraneous material; streamlined and standardized where possible. In order to resolve the problem several information handling alternatives will have to be explored.
- (2) OL will be required to perform a review of all its current Headquarters records holdings; update its records schedule; and establish new file systems in compliance with  (Files Management Handbook).
- (3) There will be a requirement for OL to work with ODP and OC and provide support (personnel resources, systems design, and equipment) for remote information media centers in Agency buildings throughout the Washington, D.C. metropolitan area.

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b. Printing and Photography (Requirements)

- (1) In order to meet ever increasing printing and photography demands P&PD will have to seek methods of automating production. More interfaces with the ODP computer systems; more internal ADP training; utilization of electronic printing and laser imaging technology; and increased automation of graphics production will all be necessary in order to meet the customer requirements.
- (2) In addition to those items cited above, P&PD will be required to provide onsite printing/micrographics support to outlying Agency buildings in the Washington metropolitan area. This support will be a drain on existing personnel resources and will impact on the production of the central printing and photography facility.
- (3) P&PD must utilize its Management Information System (MIS) to help streamline its production workflow; to better allocate resources and to better manage its production supplies.

c. Information Handling (Requirements)

- (1) Logistics is a large consumer and generator of information. Managers are being bombarded with information and inundated with paperwork. At the same time, processing, filing, storage and retrieval of information is cumbersome and time consuming.
- (2) In order for OL to cope with the information handling problems cited above, it must seek alternative methods of document creation, storage, and retrieval. There must be standardization in document creation devices such as word processors. There must be automated methods developed to control, disseminate, retrieve, and retire documents. OL must eliminate redundant systems and unnecessary paperwork wherever possible. OL should also take full advantage of the proposed ODP

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electronic mail system, Project AIM. There needs to be an internal clerical training program to cover correspondence control and Agency records systems. This program should help OL clericals become more proficient in information handling.

d. Printing and Photography (Goals and Objectives)

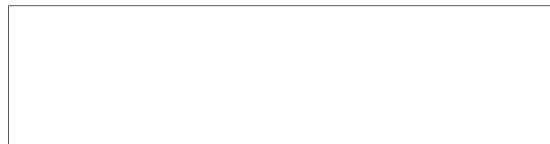
This section should probably stay the same with a possible addition of citing OL/P&PD's support to ODP and OC for establishment of remote information media centers in the Agency's Washington metropolitan area buildings.

e. Other Logistics Goals and Objectives

- (1) Eliminate the item which states microfiche industrial contractor facility data files.
- (2) Add the following items.
 - Develop an automated document control system for Records and Services Branch.
 - Investigate and implement where possible, more efficient methods of document creation, storage and retrieval.
 - Develop an internal training program for correspondence control and records systems.
 - Eliminate, wherever possible, redundant information handling systems.
 - Promote better utilization of existing and proposed OL and ODP automated systems.

2. Hopefully, some of the items outlined in this paper will be of help in developing the OL Strategic Plan. If you need clarification of any of the items or if I can be of further assistance please let me know.

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NOTE FOR: Assistant Executive Officer, OL

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FROM: [redacted]
Plans and Programs Staff, OL

SUBJECT: Updating the OL Strategic Plan

Don,

1. I am in the process of updating the Office of Logistics Strategic Plan and, in reviewing the existing version, I note several areas in which your prognostications would be of value and that may be overlooked by others. They are:

- para h, page 3
- para b, page 8
- para 3, 7, fourth item, page 12

Printing and Photography Division's (P&PD) input, pages 7 and 11.

2. It would seem appropriate to include some groups on the automated registry and remote information media center concepts, as you may wish to predict or comment on their futures. P&PD's existing material dwells on printing, says little about COM, computer graphics and general microfilming--although the asked for updated info is not in yet from Vince or Jerry.

3. Divisions and Staffs were asked to furnish updates by 4 September; that seems to be a good target date if convenient. Don't worry about the esthetics of the writing--just your ideas and suggestions will suffice. A copy of the current plan is attached.

Thanks,

[redacted]

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Distribution:
Orig - Addressee
1 - OL/P&PS Official
1 - OL/P&PS Chrono

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OL/P&PS: [redacted] (25 August 1981)