

S E C R E T

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

5 May 1983 - 1000 Hours



25X1

PRESENTER

Daniel C. King, D/L

Opening Remarks

Objectives

Conduct a Comprehensive Review of Personnel Management Functions



25X1

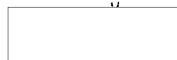
25X1

Provide a System for More Timely and Efficient Response to Space Requirements (CADS)

Implement the Digital Prepress System

Continue to Work with GSA for Improved Service

Construct 50,000 NET Square Feet of Space



25X1

Improve Responsiveness to Politically Sensitive Requirements for Goods and Services

Provide Support to SAFE, Phase II

*Closing Remarks*

*Approved First Quarter*

*Daniel C. King*

Office: OL/P&TS  
 Objective Statement: Comprehensive Review of Personnel Management  
 Responsible Officer: \_\_\_\_\_  
 Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: \_\_\_\_\_

O - Scheduled  
 X - Actual

25X1

SECRET 7

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<p><u>Career Development</u></p> <p>Establish a Logistics Professional Development Program for all OL entrants:</p> <ol style="list-style-type: none"> <li>1. Canvass OL division and staff chiefs on training required in each specialty.</li> <li>2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.</li> <li>3. Implement the program.</li> </ol>		OX										

SECRET

Office: *OL/PITS*

Objective Statement: *COMPREHENSIVE REVIEW OF PERSONNEL MANAGEMENT*

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY 1983

Quarter Ending:

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>RECRUITMENT</u>												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											O	
Utilize outcome of preceding objective in current recruitment effort.											O	
<u>PERSONNEL EVALUATION</u>												
Review OL personnel evaluation criteria and revise as appropriate.												O
<u>COMMUNICATIONS</u>												
1. Develop content of and procedures for interviews with new ML careerists.									O			
Initiate interview program.										O		
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.										O		
Publish first issue of the newsletter.												O

Office: OL/P&TS  
 Objective Statement: Comprehensive Review of Personnel Management  
 Responsible Officer:   
 Significant Funding Allocation: \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: \_\_\_\_\_

O - Scheduled  
 X - Actual

25X1

SECRET 7

SECRET

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<p><u>Career Development</u></p> <p>Establish a Logistics Professional Development Program for all OL entrants:</p> <ol style="list-style-type: none"> <li>Canvass OL division and staff chiefs on training required in each specialty.</li> <li>Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.</li> <li>Implement the program.</li> </ol>		OX										
						O					O	
								O				O

Office: OL/RECD  
 Objective Statement: Provide a training facility  
 Responsible Officer:  
 Significant Funding Amount:  
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Start Construction	OX											
Beneficial Occupancy										0		

Office: OL/LSD

Objective Statement: Provide a system for more timely and efficient response to user requirements

Responsible Officer:  Significant Funding Amount:  FY 83

Quarter Ending:

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					X ←							
Establish requirements for a Request for Proposal (RFP)					X ←							

Office: OL/RECD  
 Objective Statement: Continue to Work with GSA for Improved Services  
 Responsible Officer:   
 Significant Funding Amount:  FY 82 and   
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Either by Delegation of Leasing Authority from GSA or by use of DCI Authority, obtain the following new space for Agency purposes:												
Lease and renovate <input type="text"/> Building												
Begin Renovation		OX										
Complete Renovations and Occupy Building					0	OX						
Lease and renovate <input type="text"/> Building												
Complete requirements drawings and submit to Lessor						OX						
Lessor preparation of contract drawings and submission of cost proposal									0			
Review of Government and Lessor cost determinations and negotiation of construction cost agreement										0		
Complete renovation and occupy building										0	OX	*
*Anticipated occupancy <input type="text"/> Building is November-December, 1983												25X1

25X1

25X1

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25X1

Office: OL/RECD  
 Objective Statement: Continue to Work with GSA for Improved Services  
 Responsible Officer:   
 Significant Funding A  FY 82 and   
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25A1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Investigate improved power plant reliability at Headquarters.												
Utilities reliability study and resource requirements - power plant												
Perform Study	OX	-----	-----	0								
Brief DDA and Staff					0	X						
Brief GSA Staff						0	---	0				
Determine future responsibility for Maintenance & Operation												



Office: OL/LSD and OL/RECD

○ — Scheduled

Objective Statement: To continue to work closely with GSA to improve service to the Agency and obtain independent authority for

X — Actual

Responsible Officer:

the Agency to lease, acquire, or construct real property.

25X1

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
o Meet regularly with project control officer from the Office of the Administrator, GSA.		X		X			0		0		0	
o Perform monthly "Walk-Abouts" with DDA.	X	X	X	X	X	X	0	0	0	0	0	0
o Coordinate action items with GSA Buildings Manager.	X	X	X	X	X	X	0	0	0	0	0	0
o Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions.	X											
o Work with GSA Region III to develop a prospectus for <input type="text"/> Building.							0					

25X1

Office: RECD/OL and LD/SG/NPIC  
 Objective Statement: Construct 120,000 NET SQ. FT.   
 Responsible Officer:   
 Significant Funding A  FY 82 & 83  
 Quarter Ending: 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>CONSTRUCTION PROJECT MILESTONES</u>												
COMPLETE 3rd FLR <input type="text"/> DESIGN	OX											
AWARD OPTION 1 - INTERIOR FINISH FLRS 1-3		OX										
AWARD OPTION 2 - CONSTRUCT FLRS 4-6		OX										
AWARD <input type="text"/> CONSTRUCTION			OX									
<u>CONSTRUCTION SCHEDULE</u>												
RESOLVE FOUNDATION PROBLEM - DIRECT GEN CON TO MODIFY PILINGS				OX								
REVISE CPM NETWORK					0		X					
TOP OUT 6 STORY STRUCTURE (TBR)											0	
STRUCTURE CLOSED TO WEATHER (TBR)												0
<u>TENTATIVE REVISION OF BOD</u>												
FLR 1 & 2 BOD 1 MAR '84												
FLR 3 BOD 10 MAY '84												
FLR 4 BOD 10 MAY '84												
FLR 5 & 6 BOD 1 OCT '84												

25X1

25X1

		ADDITION												25X1														
		COMPARATIVE CONSTRUCTION SCHEDULES																										
		1983				1984				1985																		
		1st Qtr			2nd Qtr			3rd Qtr			4th Qtr			1st Qtr														
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
ORIGINAL CONTRACT										*	1,2,3 Flrs									4,5,6 Flrs								
DELAYED SCHEDULE 5 MONTHS SLIP (1)										*				1,2,3 Flrs									4,5,6					
REVISED SCHEDULE TBR (2)										*	1,2 Flrs			3,4 Flrs			5,6 Flrs											

(1) EXCUSABLE DELAY DUE TO CHANGED SITE CONDITIONS. 3 WEEKS FOR SEWER PROBLEMS, 4 1/4 MONTHS FOR FOUNDATION PROBLEMS.

(2) INCLUDES [REDACTED] ACCELERATION EFFORT DURING CONCRETE STRUCTURE STAGE. 25X1

\* CRITICAL DATE TO BE "CLOSED-TO-WEATHER" OR SLIP ADDITIONAL MONTHS.




ADDITION

25X1

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CONSTRUCTION PROGRESS

- AS OF 10 APRIL - ALL 1st STOREY COLUMNS POURED
  - 25% OF 2nd FLR SLAB POURED
  - EXPECT 2nd FLR COMPLETION BY 25 APRIL '83
  - EXPECT SUBSEQUENT FLOORS EVERY 20 DAYS
  
- CONTRACTOR IS CORRECTING REVISED CPM, DUE BY 18-22 APRIL '83
  - ESTABLISH AMOUNT OF DELAY AND ACCELERATION COSTS FOR AN OCT '84 CONTRACT COMPLETION
  
- MINOR ACCELERATION COSTS  HAVE BEEN INCURRED TO ASSURE WEATHER CLOSURE BY NOVEMBER 1983

25X1

RLH 4/13/83

Office: Procurement Division, OL O — Scheduled  
 Objective Statement: Improve Responsiveness to Requirements for Goods and Services X — Actual  
 Responsible Officer:  that are Politically Sensitive 25X1  
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending: 31 March 83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.												
a. Establish a method of identifying those requirements that need to be monitored upon receipt.			OX									
b. Identify modifications to PDMIS that will automatically monitor the requirements.				OX								
c. Implement and test the modifications to PDMIS.						OX						
II. Execute renewal service contracts by the end of the Fiscal Year (Except those subject to GSA schedule requirements).												
a. Define the problem				O-	-O-	- -	- -	-O				
b. Explore alternative procedures								O-	- -	-O		
c. Implement										-O-	- O	

Office: OL/PD

Objective Statement: Improve Responsiveness to Requirements for Goods and Services that are Politically Sensitive

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY 85

Quarter Ending:

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<p>Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.</p> <p>a. Establish a method of identifying those requirements that need to be monitored upon receipt.</p> <p>b. Identify modifications to PDMIS that will automatically monitor the requirements.</p> <p>c. Implement and test the modifications to PDMIS.</p>			OX									

Office: OL/PD *CONTRACT RENEWALS - AN A/C CIA PROBLEM* O — Scheduled  
 Objective Statement: ~~Improve Responsiveness to Requirements for Goods and Services that are~~ X — Actual  
 Responsible Officer:  Politically Sensitive  
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Execute renewal service contracts by the end of the Fiscal Year (Except those subject to GSA schedule requirements).												
a. Define the problem				0	--	0						
b. Explore alternative procedures								0				
c. Implement										0		

Office: OL/LSD and OL/RECD  
 Objective Statement: Provide support to SAFE, Phase II  
 Responsible Officer:   
 Significant Funding Amount: \$  FY 83  
 Quarter Ending:

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Renovate space and relocate personnel and equipment (LSD).												
a. Complete drawings to relocate the Map Library.		OX										
b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			OX									
c. Free up space for Phase II.					0---	-X						
II. Complete modifications of space (RECD).												
a. Complete Phase II Design.		0----	-X									
b. Award Phase II Construction.					0---	-X						
c. Complete Phase II Construction.											0---	-X



Office: OL/RECD/HEB

O — Scheduled

Objective Statement: Site Construction, Phase II, Project SAFE

X — Actual

Responsible Officer:

[Redacted]

Significant Funding Authority: Y .82

Quarter Ending: 31 December 1983

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Advertise Contract			OX									
2. Open Bids				0								
3. Award Contract					0	X						
4. Site Construction							0					
5. Receive and Install UPS										0		