

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 21 OCTOBER 1986

Still

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

No

(1) ICS (Inventory Control System). A TG technician has completed the work on an RFC which creates the new PAC code "OIT" in the ICS. The new PAC code in ICS is the result of OIT's plans for a PC Software Store. The new PAC code will allow OIT to place a direct order for software by calling an approved vendor.

STAT No

(2) LETTS (Logistics Employee Training and Tracking System). A preliminary list of people to be given access to the LETTS system has been submitted [redacted] (OL/P&TS). These names were submitted with the request for two new minidisks. The request asked that the users named be given vlink access to the minidisks. One minidisk will contain the LETTS database and the other will contain the system procedures.

STAT No

(3) The OL Wang Systems Coordinator, [redacted] is attending Index '86 -- an equipment exposition and series of seminars conducted by Wang Laboratories, Inc., in Boston this week.

No

(4) Key CONIF personnel have begun visiting selected decentralized procurement teams. The DDI visit of 16 October appeared to be very productive.

Why not in PMS report?

No

(5) Training continued in the use of the mailing label generation system for employees of the Dissemination Section/P&PD. Two more employees were trained in the use of the system bringing the total trained to seven. No further training is expected. The user manual begun last week for the mailing label system has been completed and disseminated.

B. CLAS

STAT No

(1) ISAD Briefing: The CLAS Manufacturing Team briefed [redacted] Information System Audit Division, IG, on questions raised by him regarding the functional evaluation of MSA software packages. [redacted] was satisfied with explanation of his concerns.

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No

(2) Responses to Functional Evaluation: Responses from Procurement Division, Procurement Management Staff, [redacted] SD, were received this past week. These responses will be analyzed by the CLAS teams, and briefings will be scheduled to address concerns raised regarding functional capabilities. One issue raised in each of the responses was a lack of specificity in many areas, and that a hands-on demonstration would be helpful. Demonstrations will be accommodated.

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No

(3) Comptroller Briefing: DC/IMSS briefed [redacted] DA representative to the Comptroller, on 16 October, on the status of the CLAS initiative, FY 86 accomplishments, and FY 87 objectives. A Memorandum for the Record has been written with details.

Need a copy of this.

No

(4) MSA Image Conference: Five members of the CLAS team are attending a User's Conference in Denver, CO this week. They will return on Thursday.

C. Regulations

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No

(1) IMSS actions on regulations included the following:

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*Didn't C/SD
also go at this
time?*

3. Projected Significant Happenings for Forthcoming Week

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(1) C/IMSS will conduct a visitation with logisticians [redacted] (OC/AMD/WBG/P&SB and OC/AMD/WBG/ENG) on Thursday 23 October 1986.

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(2) C/IMSS will meet with [redacted] on 31 October 1986, regarding their review of OL ADP activities.

No

(3) MSA and Cullinet Trip: Representatives from the CLAS teams, Office of Finance, Office of Information Technology, and the Audit Staff will be visiting both MSA and Cullinet next week for the purpose of re-assessing the package software of these two vendors. The CLAS teams are assembling an agenda of concerns, functional capabilities required, and questions to be addressed by the vendors.

No

(4) Records Management: The RMO/OL will attend a Directorate RMO meeting on Wednesday 22 October. The meeting will include discussions on Vital Records, Privacy Act Requests, implementing the new records control schedules, and the upcoming Agency Records Management Officers Conference on 30 - 31 October.

4. Perspective of Staff Activities During Forthcoming Week

No

(1) Planning and coordination efforts continued with individual presenters, graphics designers, and the front office in preparation for the next OL Quarterly presentation.

No

(2) The focus of the CLAS initiative at this time is two-fold. The first issue holding our attention is the evaluation of the functional report of MSA packages by the Procurement and Supply components. The responses reflect considerable study by those who evaluated the report, and have raised some legitimate concerns that must be addressed either through software modification or procedural change. The second issue is one dealing with the CLAS project's relationship with OIT and OF from a system integration (technical) and an "Agency System" (functional) perspective. The second issue is one we're trying to resolve by re-examining MSA and Cullinet functionality from Logistics and Finance points of view and from OIT technical perspective. A meeting between the three offices is scheduled for 5 November to resolve this issue to the satisfaction of each.

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staff notes: Note the dates for the next OL Quarterly.

[redacted]