

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agenda for OL Planning Conference

FROM

Chief, Information and Management  
Support Staff, OL

EXTENSION

NO.

DATE

14 SEP 1984

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

EO/OL

14/9

[Signature]

2.

DD/L

9/17

[Signature]

3.

D/L

"

[Signature]

4.

5.

6.

IMSS/OL

7.

8.

9.

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15.

Attached for your approval/comment is the proposed Agenda for the OL Planning Conference. If you wish to make changes/adjustments to the agenda, please note them on the attached and we will proceed to finalize the agenda. We plan to disseminate the final agenda in conjunction with a request for each Staff and Division to submit two (2) New Initiatives for FY-87, and two (2) Office Objectives for FY-85.

7/Dave

I'd suggest more bldg time on team & omit C/P+TS session. P.S. I think "team bldg session" should be done by D/L.

LIT

stamp it

## PROPOSED AGENDA FOR OL PLANNING CONFERENCE

AIRLIE FOUNDATION, ~~AIRLIE~~  
~~10 AND 11 OCTOBER 1984~~  
 AIRLIE, VIRGINIA  
 10 AND 11 OCTOBER 1984

10 Oct 1984

0830 - 0900	Arrival and Check-in at "Farmer's House", Airlie	Conference Coordinator
0900 - 0910	Welcome and Opening Remarks	D/L
0910 - 0920	"New Initiatives"	EO/OL
0920 - <del>0950</del> <sup>1020</sup>	"Team Building in OL"	C/PMS & D/L D/L
<del>0950 - 1020</del>	<del>"Forecasting Agency Component requirements for OL personnel resources."</del>	<del>C/P&amp;TS</del>
1020 - 1030	Coffee Break	Conference Coordinator
1030 - 1045	"Data Administration in OL"	C/IMSS
1045 - 1130	"Should OL develop a flexible "Quick Response" support unit?"	C/HOME
1130 - 1215	"Strategy to ensure functional responsibility retention in OL"	C/P&PD
1215-1330	Lunch	"Airlie House"
1330-1400	"Vendor late delivery problem and how to solve it without additional personnel."	C/PD
1400 - 1415	"Contractor Security Issues/ problems"	C/SS
→ 1415 - 1500	(? see attached suggestions from C/SSO. #2023 OK )	C/SD
1500 - 1515	Coffee Break	Conference Coordinator
1515 - 1545	Open Session (TBA)	C/RECD
1545 - <del>1630</del> <sup>1630</sup>	"Contingency Planning for ADP"	C/NBPO
1630 - 1715	"Can we develop a strategy for the downside?"	C/NBPO
1715 - 1815	Attitude Adjustment	"Silo" Lounge
1815 - 1930	Dinner	"Airlie House"
1930 --	Evening Session (if needed), TBA	

11 Oct 1984

0800 - 0900	Breakfast	Airlie House
0900 - 1215*	- "New Initiatives for FY-1987" - "Office Objectivbes for FY-1985	All
1215 - 1330	Lunch	Airlie House
1330 - 1445*	- "New Initiatives for FY-1987" (cont'd.) - "Office objectives for FY-1985" (cont'd.)	All
1445 - 1550/	Wrap-up and closing remarks	D/L
1500 --	Depart Airlie	

\*Includes coffee break.

ALL conference sessions will be held in  
the "TACK ROOM" conference building.

14 September 1984

STAT

NOTE FOR:

SUBJECT: Topics for the LOGS Planning Conference

John,

Since my first four topics were not too well received, let's try again with the following:

1. Explore the possibility of changing our acquisition procedures and where they take place for all actions under \$5,000 (\$25,000, \$20,000, \$15,000, \$10,000, \$1,000).

2. Since the availability of qualified personnel at all grade levels seems to be one of the office's major problems, discuss the options available to us in times of increasing as well as decreasing demands for people.

3. One of the most time-consuming operations now affecting Supply as well as Procurement is in the repair and return field. Explore ways to streamline this operation or come up with an alternate method to handle this type business.

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