

MEMORANDUM OF CALL

Previous editions usable

TO:

Jim

YOU WERE CALLED BY-

YOU WERE VISITED BY-

Neal

OF (Organization)

P & PD

PLEASE PHONE

ETS

AUTOVON

STAT

WILL CALL AGAIN

IS WAITING TO SEE YOU

RETURNED YOUR CALL

WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY

14

DATE

4-13

TIME

12:35

63-110 NSN 7540-00-634-4018 STANDARD FORM 63 (Rev. 8-81)

1 FEB 1988

MEMORANDUM FOR: ALL OL EMPLOYEES

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Quarterly -
Tuesday, 23 February 1988, Headquarters Auditorium

1. You are invited to attend the next OL Quarterly scheduled for 1000-1100 hours, Tuesday, 23 February, in the Headquarters Auditorium. Please see the attached agenda for the speakers and their topics.

25X1 2. There is no need to limit the number of OL careerists attending this session as seating is plentiful; however, we do ask that you call in the number of attendees by noon, 19 February, to Dawna, Marie, or Brenda [redacted] (secure).

25X1 3. These Quarterlies are one of our most valuable means of communicating what OL is doing and who's doing it, and we're constantly trying to make the presentations more interesting as well as informative. Your constructive feedback is always appreciated.

[redacted]
John M. Ray

Attachment

Unclassified When Separated
from CONFIDENTIAL Attachment

~~C O N F I D E N T I A L~~

AGENDA

OL QUARTERLY - 1st QUARTER FY 1988

Tuesday, 23 February 1988, 1000 hours - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

Henry P. Mahoney, ADDA

25X1 What is Supply Management Branch?--Where
does it fit?--Why should I know anything
about it?--Do's & Don'ts of Processing
Requisitions--Volume of business

OL/SD/SMB

Update on Integrated Logistics Support
Plan (ILSP)--Cafeteria Expansion

OL/FMD

25X1

[Redacted]

[Redacted], OL/RECD

25X1

Personnel Matters

[Redacted], C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

[Redacted] C/IMSS/OL

C O N F I D E N T I A L

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