

Agenda

OL Quarterly - 3rd Quarter FY 88

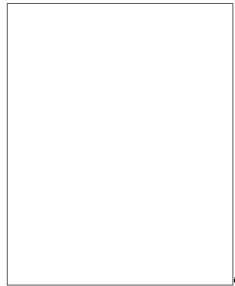
Friday, 29 July 1988 - 10 a.m.



Introduction

John M. Ray, D/L

Receiving Section and Recent Actions to Reduce the Backlog



OL/SD



Co-Op Program in OL

OL/ACG

Removal of Asbestos from External Buildings (especially Key Building)

OL/RECD

(SLIDES AND VIDEO)

A Video Tour of the New Headquarters Building



OL/FMD



(VIDEO)

Practical Impact of CLAS Packages Coming On-line 1 October 1988



OL/IMSS

Personnel Highlights

OL/P&TS



CONFIDENTIAL

DAVID B

1. Intro

#1 - trucks

2. Situation - innundated with opn & admin - 8000sq ft

#2 - photo

3. Gridlock

#3 - dragon

4. Backlog over 600 DCN

0 TF mustered w/ RS personnel as coaches and advisors

0 Mgmt interaction - streamline

#4 - communication

5. Lines of communication

~~0 New form~~

6. Procurement Officer training

0 Invaluable to us - *1st LINE of Defense*

#5 - king

0 We think highly of them

~~0 Two trucks - challenge~~

~~#6 - MRU~~

~~7. MRU duties~~

8. Results

#6 - photo

0 TF assistance reduced 600 to less than 50

#7 - photo

0 AWARENESS - *Biggest By-Product*

#8 - MRU

0 Dir OL to dock

0 Things need to change

0 Proactive

0 Automation

Blank

9. Help each other

0 Familiarize self with [] about material returns
0 Terp system \$17000 and make sure field offices follow it.

0 Signing for material

0 DI copier

0 Process amendments

0 Returns to RS - call first

0 Have you heard the fairy tale about the Logs Off who cried FLASH

STAT Read []

0 Desk for [] isn't a Flash

#9 - phones

10. 0 Leave you with

Planning Section

FOLLOWED BY JOHN GUYANT

Page Denied

JOHN G.

(1)

(1)

THANK YOU, DAVE.....

AS INTRODUCED, I AM...

SLIDE: HERE'S LOOKING.....

THOSE OF YOU THAT HAVE MET ME KNOW THAT I CAN'T TALK WITHOUT MAKING SOME SORT OF AN ANOLOGY.

THE CO-OP PROGRAM IS SIMILAR TO THE SITUATION WE HAVE IN THIS ROOM

THERE ARE MANY OF YOU AND ONLY ONE OF ME
.....

YOU'RE WATCHING AND LISTENING TO ME....I'M HOPING I DON'T MESS UP
.....

WHEN I COMPLETE MY PRESENTATION....YOU WILL HAVE QUESTIONS AND OPINIONS
.....

AND SUPPOSEDLY, MY PRESENTATION IS TO BENEFIT THE OFFICE OF LOGISTICS
.....

THESE ARE THE POINTS I WISH TO EXPAND UPON.

BUT SINCE MANY OF YOU ARE UNFAMILIAR WITH THE CO-OP, LET ME GIVE YOU A BRIEF DEFINITION OF THE PROGRAM

@ PROGRAM IN EXISTENCE SINCE 1961

@ MISSION IS TO BRING IN WELL EDUCATED, TALENTED, AND AGGRESSIVE STUDENTS

@ GIVES THE AGENCY A LARGER RECRUITMENT POOL

@ STUDENT GAINS VALUABLE WORK EXPERIENCE

GOES BEYOND THIS

(1)

(1)

(2)

(2)

SLIDE: CO-OPS INVADE LOGISTICS

OFFICE OF LOGISTICS IS AN EXCELLENT PLACE TO VIEW THE CO-OP PROGRAM

NOTICING AN INCREASING # OF COLLEGE STUDENTS IN YOUR OFFICES

@ COMPONENTS SUCH AS ((RECD)) HAVE FOUND SUCCESS

@ P&PG HAS DEPENDED ON CO-OPS FOR YEARS

@ PROCUREMENT-----MY EXPAMPLE

@ DIVISIONS SUCH AS SUPPLY ARE ADDING CO-OPS NOW

SLIDE: CO-OP FACTS

LET ME OFFER A FEW FIGURES ON THE CURRENT PROGRAM STATUS

NUMBERS ARE FOR CO-OP PROGRAM ONLY.

- (+) AGENCY WIDE
- (+) LWOP
- (+) LOGISTICS
- (+) CO-OPS ARE NON-COUNTS.....
- (+) EOD GROUPING----- CO-OPS TO STAFF

CO-OP PROGRAM IS EXPANDING RAPIDLY THROUGHOUT LOGISTICS AND THE AGENCY AS A WHOLE

SLIDE: CO-OPS IN PROGRAM

STATISTICAL RECORDS NOT KEPT VERY LONG

TREND IS BECOMING OBVIOUS

(2)

(2)

STAT

@ 1985

[redacted]

@ 1986

SLIGHT DIP DUE MOSTLY TO GRADUATION

@ 1987

LEVEL ROSE TO OVER 100 STUDENTS

SINCE LAST YEAR A SIGNIFICANT RISE TO THE CURRENT LEVEL OF

STAT
STAT

ANOTHER [redacted] ARE EXPECTED TO EOD IN AUG. RAISING THE
LEVEL TO OVER [redacted]

NEARLY A 4 - FOLD INCREASE IN JUST (1) YEAR

STAT

BY 1990 , AT LEAST [redacted] CO-OPS ARE EXPECTED TO BE
WORKING WITH THE CIA

PLANS ARE BEING MADE TO MAKE THE CO-OP PROGRAM AS A
SIGNIFICANT MEANS OF ENTRANCE INTO THE CIA

FROM VOICES OF Mgt.....PACE WILL BE WELL KEPT WITHIN
THE OFFICE OF LOGISTICS

SHOULD BE NOTED THAT THE PROGRAM HAS RECEIVED SUPPORT FROM
DIRECTOR THRU COHERTS

MANAGERS THAT I HAVE SPOKEN TO STATE THAT THE PROGRAM IS
VITAL TO THE FUNCTIONING OF THEIR OFFICES.....

SLIDE: ???? WHY ????

ALONG WITH SUPPORT COMES SOME DESERVING QUESTIONS ABOUT THE
CO-OP PROGRAM

(3)

(3)

(4)

(4)

LET ME FIRST STATE THAT THESE QUESTIONS ARE JUSTIFIED
AND MY DISCUSSION OF THEM IS SIMPLY TO INFORM THE (O L) OF
SUCH QUESTIONS AND TO CLEAR UP ANY POSSIBLE MISUNDERSTANDING

- *** PROBABLY THE MOST COMMON QUESTIONS COME IN DISTINGUISHING
THE CO_OP PROGRAM FROM OTHER PROGRAMS SUCH AS SUMMMER____
- *** ALONG THIS LINE COMES QUESTIONS OF JOB RESPONSIBILITIES
- *** AND FURTHER COMES SECURITY QUESTIONS

SLIDE: BRING ON THE BEST

AS STATED, THESE CONCERNS ARE JUSTIFIED MOSTLY BECAUSE THE
PURPOSE OF THE PROGRAM IS NOT KNOWN

INCREASE THE SIZE AND QUALITY OF THE RECRUITMENT POOL
AGENCY MUST SELL ITSELF

MUST BE COMPETITIVE WITH PRIVATE INDUSTRY

IF A STUDENT DOES NOT GET VERY MUCH OUT OF THEIR TOURS, THEN
THEY MAY GO WITH A COMPANY THAT OFFERS WHAT APPEARS TO BE A
BETTER CAREER PATH.

IN REGARDS TO JOB CLASSIFICATIONS
-----CLEAR DISTINCTIONS ARE MADE

- *** CO-OPS ARE ACTUALLY RECRUITED
- *** STUDENTS ARE CONSIDERED EMPLOYEES YEAR ROUND
- *** THEY ARE TO RECEIVE FULL JOB RESPONSIBILITIES

AS FAR AS SECURITY GOES...CO-OPS GO THRU ALL STANDARD INVEST

- *** ME..... 9 months, poly, physical
- *** COOPS ARE BLUE BADGED, MANY WITH SPECIAL CLEARA
- *** CAN ANSWER GREEN LINES, ESCORT, ETC.

=====GS SCALES AND TUITION ASSISTANCE=====

(4)

(4)

(5)

(5)

COOPS ARE FORTUNATE ENOUGH TO GAIN OPPORTUNITIES OUT OF THE OFFICE

-----COMES BACK TO THE AGENCY SELLING ITSELF.....

IF ALL A STUDENT SEES IS MOUNDS OF PAPERWORK, HIGH C O L, AND 395 south AT 5 p.m.....NOT MUCH INCENTIVE.

ONCE AGAIN THE OFFICE OF LOGS HAS BEEN VERY SUPPORTIVE

(((((MY EXPERIENCE AT FIRST))))

LET ME ADD THAT SUGGESTIONS AND CRITICISMS ARE VITAL

SLIDE: FYI

MANY SUGGESTIONS HAVE BEEN MADE BY COOPS

FOR SUGGESTIONS ASK THE COOPS IN YOUR OFFICE

FOR ADMINISTRATIVE QUESTIONS CALL STUDENT SERVICES

THOSE OF YOU THAT KNOW ME KNOW THAT I ALWAYS HAVE SOMETHING MORE TO SAY.....

SLIDE: JUST YOU WAIT AND SEE

LET CONCLUDE BY SAYING....JUST YOU WAIT AND SEE

THE CO-OP PROGRAM IS LITERALLY THE FUTURE OF THE AGENCY AND LOGISTICS

DON'T BE SURPRIZED TO SEE COOPS FROM YOUR OFFICE MAKING GREAT STRIDES FOR LOGISTICS

WHILE PROBLEMS WILL OCCUR, IT IS IMPORTANT TO REALIZE THAT THE BENEFITS WILL BE MANY IN THE LONG RUN

next presentation will be made by



(5)

(5)

END

STEVE T.

[redacted] - Fire Protection Engineer with Office of Medical Services presently assigned to Office of Logistics Real Estate Construction Division.

Slide 1: My topic of discussion is asbestos in external office buildings.

I'll explain what it is first, then go over its various uses within commercial buildings. I'll also discuss the health concerns that are associated with asbestos; and finally go over how we are managing asbestos material in the external buildings through control and abatement measures.

First, what is asbestos?

Slide 1a:

Asbestos is a naturally occurring mineral based material. It's found all over the world. However, its primary mining locations are in Canada, the Soviet Union, Australia, and South Africa.

Slide 2:

This slide shows asbestos in its natural form.

Slide 3:

Here's a magnified view of the material.

The properties which make asbestos fibers so valuable to industry are its resistance to heat and chemicals thereby making it an ideal component in insulating materials.

Slide 4:

Here, it's used to insulate a hot water storage tank.

Slide 5:

And here, it's used as insulation on water lines

Slide 6:

Asbestos is also a highly fire resistant material. In this application, asbestos material is sprayed on to structural steel members to prevent them from weakening or collapsing during a fire.

Slide 7:

Asbestos excellent bonding properties and sound dampening qualities make for an ideal material for use in acoustical tile as is shown here.

One other characteristic of asbestos is that it's virtually indestructible. This characteristic is asbestos' greatest attribute -- and its greatest flaw.

Slide 8:

In 1965, through clinical studies of asbestos insulation workers, a link between asbestos and cancer was established. It was eventually determined that the inhalation of asbestos fibers could lead to:

- Asbestosis;
- Lung Cancer;
- Mesothelioma;

Once fibers become trapped in the lungs, the body has no natural means of dissolving or expelling them. Further, they cannot be surgically removed.

Slide 9:

In the early 1970's the government took action to control the hazard; This took the form of:

- banning the use of asbestos products in new buildings (this was an EPA action)

- developing air quality standards (this was an OSHA action)

- and issuing stringent standards for asbestos removal (again an EPA action)

One action the government did not initiate and still has not initiated is the immediate removal of asbestos materials from all office buildings. The primary reason is that asbestos in a non-airborne state is not a health hazard. Probably, a factor that influenced their action was the widespread use of the material. At one time, it is believed that at least one asbestos containing product could be found in virtually every building constructed from 1900 to the mid-1970s. Consequently, improper removal could actually cause a health hazard where none existed before.

Slide 10:

What has resulted is the present policy of asbestos management

The first and foremost concern is to prevent disturbance of asbestos materials which could lead to the release of fibers into the air. Often this means limiting basic facility maintenance and construction work in areas which contain asbestos. In conjunction with this is the periodic monitoring of the air to ensure that levels of asbestos fibers are below the most stringent OSHA standard in force. That level today is 0.1 fibers/cubic centimeter and is based on exposure time of eight hours. I want to point out that all Agency external buildings (where asbestos is known to be present) comply with this standard. You may be wondering "suppose I was exposed for a short period of time when nobody was there to monitor it?" Well, presently there is no way to quantitatively assess the risk of such an exposure, but what we know about asbestos indicates that the risk is relatively low. To try to put it in perspective, you should know that asbestos is found in the air surrounding city streets and that you risk exposure to inhalation of asbestos fibers when you stand on the street corner at a stoplight. One use for asbestos that has not been banned is the use of asbestos in brake linings. Fibers can be released into the air when car brakes are applied.

The second concern is to ensure that asbestos is not disturbed during any construction alteration. This usually means the systematic removal or encapsulation (a means of sealing the material) prior to construction. Any removal or encapsulation must be in accordance with applicable EPA, OSHA, and State regulations.

The third concern is to prevent government agencies from leasing facilities which contain asbestos. Present government leases require removal or encapsulation of any asbestos materials prior to entering into a lease agreement or lease renewal. It should be pointed out that encapsulation is rarely accepted as a method for meeting the terms of the lease.

Many of our leased facilities such as Jefferson, Commonwealth, Monroe, and most recently Roosevelt have had asbestos materials removed prior to lease renewal.

Other external buildings such as South, Central, East, [redacted] [redacted] still contain asbestos materials. Consequently, a policy of non-disturbance of asbestos-containing materials is in effect in these buildings.

STAT
STAT

Slide 11:

Key building, as you may be aware is presently undergoing the phased removal of asbestos containing ceiling tile. To date, removal of ceiling tile from six floors is complete.

In order to give you a feel for the effort involved in removing asbestos containing material, I'd like to show you recent footage taken of the removal at Key building.

Roll Tape:

Note that this footage was taken from video cameras set in place by office of Security Tech monitors who handle personnel security during the removal operations.

Here, we have removal of ceiling tile in a commo equipment room. Note that the area is draped with plastic, and that the workers wear respirators and uni suits. The uni suits are disposed of when they leave the asbestos containment area. All ceiling tile is double bagged for disposal at an EPA approved disposal site.

Here, you see an asbestos worker spraying a water based solution into the air. This is done to reduce the number of asbestos particles that may be released during the tile removal.

Once the tile removal is complete, all surfaces within the area are wet wiped to ensure the removal of any fiber that may have settled. Also, the air is being circulated through large filtering equipment which remove asbestos fibers from the air.

Once the entire removal process is deemed complete, Industrial Hygenists from two independent monitoring companies (one which represents the building owner and one representing the government) take air samples and perform a visual inspection to ensure that complete and proper removal has been accomplished, and the room is considered safe for reoccupancy.

This footage shows removal taking place in a vaulted area. In order to minimize the disruption to the office environment, the majority of the classified material was protected in place by wrapping the material with an opaque plastic.

Note that all removal is taking place either at night or on weekends. This again was to minimize the disruption to the office environment. It should be pointed out that the building owner is responsible for the removal process and paying for all costs associated with it.

I want to point out that even though the building owner is responsible for the removal, the efforts of many Agency personnel have helped make it possible:

- Logistic Component Officers have been preparing component areas for the removal, as well as taking care of any last minute details.
- Building Services Branch has been supplying the material needed to protect the classified material in place, as well as providing the initial guidance on the wrapping process.
- MPTV provided invaluable assistance in procuring the proper Video equipment needed to provide effective security.
- OMS industrial hygienist has provided periodic monitoring as well as numerous hours at Key during the removal to ensure that appropriate safety procedures are being utilized.
- and Headquarters Security Division has been providing the site Security for this after hours project and has shown tremendous flexibility in adapting to a dynamic schedule.

Looking ahead to the 1990's, my view of asbestos management in external buildings is optimistic. If we stay with our present policy, we probably won't have to concern ourselves with asbestos because we would have removed it all.

That's all I have. If you have any questions, I can be reached
STAT Our next speaker will be

END

OL QUARTERLY CHECKLIST

- STAT ✓ 1. Reserve the HQ Auditorium [redacted] for the first Quarterly day and reserve [redacted] O-D/L, for the second Quarterly day and for the dry run (which is at least a week or two before the Quarterly).
- STAT ✓ 2. Confirm the dates with C/P&TS so that the plaques will be ready on time [redacted]. Remind P&TS to prepare briefing cards and send them to the D/L two days before the Quarterly at which the awards are to be presented. ~~The AEO/OL will bring the plaques, and the D/L will bring the briefing cards to the Quarterly.~~
- STAT ✓ 3. Have D/L approve the list of speakers and topics.
- STAT ✓ 4. Call the DDA's secretary [redacted] to get on his calendar for him to present the Employee of the Quarter Awards at Headquarters Auditorium. (*ADDA is to substitute for DDA.*)
- ✓ 5. Then, prepare the agendas for the two days of the Quarterlies and telephone the selected speakers about their having been chosen by the D/L to make a 10-minute presentation. Suggest that they coordinate with D&PC/P&PG regarding any slides that they will want to have prepared. Send memos to speakers (via their group, division, or staff chiefs), giving dates of the Quarterlies, dry run, etc., and forwarding the agendas and briefing techniques.
- STAT ✓ *arrange* 6. Call the EEO and request an interpreter for the deaf for the Auditorium [redacted] (black) to tell her whether or not an interpreter will be at the Quarterly at Headquarters.
- STAT ✓ 7. Get three P&PG requisition numbers from the OL/RMO. Use one number for the request for slides to be made for the quarterly update of activities. Three copies of these slides must be delivered to IMSS two days before the Dry Run. Use the second number when you call for a photographer assignment number (Photo Planning Desk, [redacted] and fill out Form 70C requesting a photographer, slides, and 8x10 prints (see sample 70C). Then fill out Form 70 requesting printed copies of the Quarterly brochure, using the third requisition number and referencing the P&PD requisition number of the photo request. Attach a copy of a sample brochure from a previous Employee of the Quarter Award ceremony. Three copies of each slide are to be delivered to IMSS early in the morning of the day the Quarterly is to be given [redacted] Building. Use one copy of the slides at the Quarterly, retain one copy, and give one copy to the AEO/OL.
- STAT

OL Quarterly Checklist (continued)

- STAT ✓
STAT
STAT
STAT
8. Five or six weeks before the Quarterly, call the dispatcher at the Motor Pool [redacted] to schedule a bus (for 30 to 35 passengers) to leave [redacted] at 0900 and one (for 20 to 30 passengers) to leave [redacted] at 0915 on the day of the Quarterly to be held at Headquarters Auditorium. The buses should also be scheduled to leave Headquarters Auditorium at approximately 1130 for the return trip [redacted]. Send a confirmation memo to Chief, Motor Pool Section/FMD.
- STAT ✓
9. Two weeks before the Quarterlies, send invitation memo for OL distribution, with copy of the agenda.
- STAT ✓
10. Get the list of Employees of the Quarter from P&TS (Patty, [redacted]). Check that they have been notified and told to arrive early. Prepare large name cards to place beneath seats in the front center row of the Auditorium, in the order in which the employees will be called to receive their awards.
- STAT ✓
11. About a week before the Quarterlies, call [redacted] (BSB/FMD/OL) [redacted] to have an announcement regarding the Quarterly shown on the HQ message video.
- STAT ✓
12. A week before the Quarterly [redacted], call BSB [redacted] to arrange to have the conference table moved out [redacted] into the hallway beside the conference room (preferably the night before the Quarterly). Check with whoever is using [redacted] the afternoon before the Quarterly to be sure it will be convenient for BSB to move the table out of [redacted] that evening. If not, have BSB move it out first thing on the morning of the Quarterly. Also, ask BSB to deliver 30 folding chairs to [redacted]. Arrange all the chairs, leaving enough room in the middle aisle for the cart on which the slide projector will be set up.
- STAT ✓
13. The day before the Quarterly at Headquarters, call Ruth, FMD/Parking [redacted] to reserve three parking spaces in front of HQ Auditorium during the morning of the first day (front office car: [redacted] C/P&TS car: [redacted] interpreter's car: make, color, and license number).
- STAT ✓
14. Make Xerox copies of the Agendas for the D/L, DD/L, EO/OL, C/IMSS/OL, Planning Officer, speakers, etc.
- STAT ✓
15. On the day of the Quarterly at Headquarters, plan to arrive at HQ by 0900. Take with you:

OL Quarterly Checklist (continued)

✓ a. Two trays with the slides to be shown. One tray will consist of slides of OL employees (preferably new EOD's and those whose pictures have not been shown previously), the Update of Significant Activities for the Quarter, and the agenda for that day (to be shown to the accompaniment of music before the Quarterly begins). The other tray will have the agenda for the day and the speakers' slides.

✓ b. Any videos to be shown.

✓ c. The tape for the musical accompaniment to be played before the Quarterly.

✓ d. The three-ring notebook with name tabs for insertion of the agenda for the day and any notes the speakers may wish to use for their presentations.

✓ e. The name cards of the Employees of the Quarter (first name, last initial) to be placed under the seats (center front row of HQ Auditorium) from right to left, in the order in which their names will be called to receive their awards.

f. The employees should go onstage when the D/L calls their name, wait beside him while he reads the text, cross to the left-hand side of the stage, shake hands with the DDA while accepting the award, face the photographer while their picture is being taken, and either be seated in one of the chairs or stand behind the chairs in the order in which they are called. A group picture is taken at the end of the ceremony, and all return to their seats in the Auditorium.

✓ g. Copies of the agenda for the day. Give a copy to the projectionist and review the program with him. Place one in the notebook on the podium for the D/L.

✓ h. Extra large envelopes, scissors, tape, labels, a pen, etc.

✓ ~~i. Before leaving for HQ, be sure that the AEO/OL has the plaques for the OL Employees of the Quarter and that the D/L has the briefing cards.)~~

✓ 16. Ask the projectionist to run through all the slides. Let the speakers practice speaking into the microphone and pressing the button to signal the projectionist to show the desired slide.

OL Quarterly Checklist (continued)

STAT

✓ 17. On the day of the Quarterly [redacted], be sure to change the agenda slides in both trays. The first slide in the tray with the speakers' slides should be the agenda for that day. You should insert the slides of the Employees of the Quarter right after the agenda slide. (You'll receive these slides from P&PG first thing in the morning.) You should insert another agenda slide and an OL logo slide right after the slides of the Employees of the Quarter and before the slides of the first speaker.

STAT

✓ 18. Be sure the chairs [redacted] have been arranged in rows. Borrow two slide projectors and a spare bulb from O-D/L. Move the cart for the slide projector from the locked room behind [redacted] (the key is in O-D/L) to the middle aisle of [redacted]. Tape the remote control device to the podium. Place the notebook with the agenda for the day and the speakers' notes on the podium. Tape the cords from the cart to the rug so that no one trips over the cords.

STAT

✓ 19. Run through all the slides and play the musical accompaniment tape to be sure everything is in order. (The radio/tape player should also be borrowed from O-D/L.)

✓ 20. After the Quarterlies, send copies of the Employee of the Quarter photos to the AEO/OL for distribution, including personal copies of individual photos to the Employees of the Quarter.

21. Send the Employees of the Quarter brochure to the AEO/OL for preparation of an Item of Interest in the next edition of the OL Notes & Quotes and for distribution.

22. Notes regarding slides - When working with D&PC/P&PG on the preparation of slides, remind them:

- Use bold colors and contrasts. Do not use pale or muted colors.
- Do not use Army green on blue backgrounds.
- Use bold letters for all text so that even the smallest print can be read from the rear of the Auditorium.
- Do not use too much text on a single slide.
- Make all slides horizontal. The pictures on vertical slides go off the screen at the top and bottom.

CONFIDENTIAL

Agenda
OL Quarterly - 3rd Quarter FY 88
Thursday, 28 July 1988 - Headquarters Auditorium

Introduction

John Ray, D/L

**Presentation of OL "Employee
of the Quarter" Awards**

R.M. Huffstutler, DDA

**Receiving Section and Recent Actions
to Reduce the Backlog**

OL/SD

Co-Op Program in OL

OL/ACG

**Removal of Asbestos from External
Buildings (especially Key Building)**

OL/RECD

**A Video Tour of the New Headquarters
Building**

OL/FMD

**Practical Impact of CLAS Packages Coming
On-line 1 October 1988**

OL/IMSS

Personnel Highlights

OL/P&TS

CONFIDENTIAL

CONFIDENTIAL

Agenda
OL Quarterly - 3rd Quarter FY 88
Friday, 29 July 1988 - 10 a.m.

Introduction

John Ray, D/L

**Receiving Section and Recent Actions
to Reduce the Backlog**

David Barth, OL/SD (C)

Co-Op Program in OL

OL/ACG

**Removal of Asbestos from External
Buildings (especially Key Building)**

OL/RECD

**A Video Tour of the New Headquarters
Building**

OL/FMD (C)

**Practical Impact of CLAS Packages Coming
On-line 1 October 1988**

OL/IMSS

Personnel Highlights

OL/P&TS

CONFIDENTIAL

CONFIDENTIAL

FYI

OL 2 July

Agency's Child Day Care Center

Construction should begin this summer

Situated on the Scattergood-Thorne tract

First enrollment will be through a lottery selection

Will accommodate 100 children from 3 months to 5 years old

(SUPERIMPOSE OVER APPROPRIATE GRAPHIC - DOLLS, BALLS, TEDDY BEARS, CRIBS, CRADLES, ETC.)

mnstive

The Harry E. Fitzwater Children's Center has been funded. By late summer, you should see new construction in progress just west of the main entrance gate, bordering the South parking lot.

3

FMD Activities - 3rd Qtr FY 88

25X1 Project Officers are monitoring



OHB & NHB renovation, repair, maintenance
and construction - approximately 367,000 sq. ft.

(GRAPHICS OF LADDERS, HAMMERS, PAINT BUCKETS, ETC.)

SECRET

Memorial Day Weekend Move

25X1

BSB Crew Moved [] Center from OHB to NHB

69,000 tapes and 260 pieces of equipment

Weight: in excess of 42,000 lbs.

(GRAPHIC OF PEOPLE MOVING TAPES AND EQUIPMENT ON DOLLIES, ETC.)

25X1

Due to superb coordination and team effort by the BSB crew, the move of the [] Center from the Original Headquarters Building to the New Headquarters Building during Memorial Day weekend went smoothly.

SECRET

5

Schedule of moves into the New Headquarters Building
(North Tower and center core area)

OTS - July

OSWR - August

OEA - September

NESA - September

MPSS - September

OIT - November/December

Portions of some DA support components will move in October.

During 1989 components will be moved into the remainder
of the center core area and South Tower.

(Highlight "(North Tower and center core area)" in yellow)

The first components into the remainder of the center core area and South Tower will be the Office of the Inspector General and the Office of the General Counsel. The last components to move into NHB will be portions of the DA's Office of Personnel, Office of Security, and Office of Logistics.

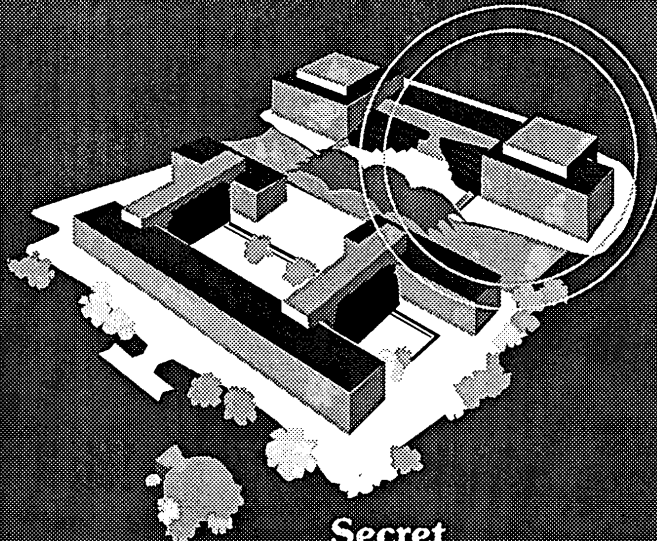
SECRET

6

Secret

**Schedule of moves into the
New Headquarters Building
(North Tower and center core area)**

- **OTS – July**
- **OSWR – August**
- **OEA – September**
- **NESA – September**
- **MPSS – September**
- **OIT – November/December**

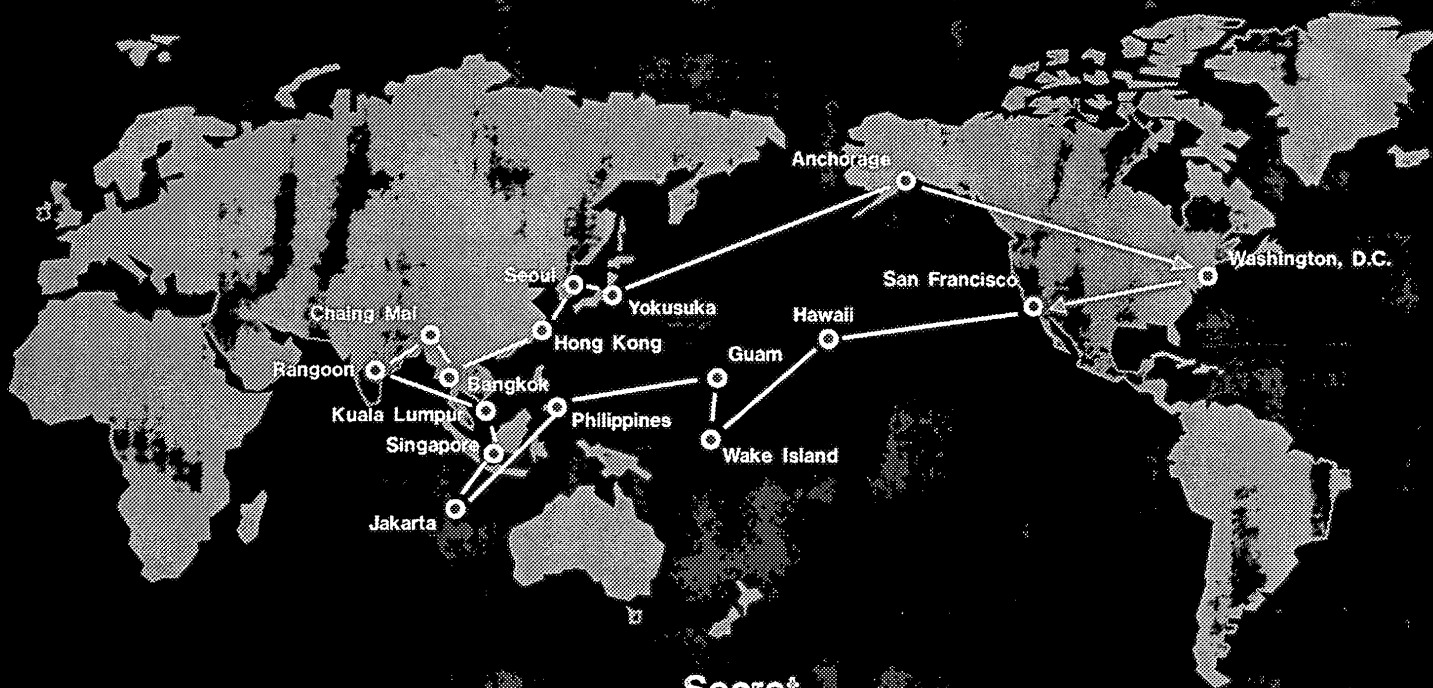


Secret

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Secret

Maiden flight of Special Logistics Support Flight to East Asia departed on 16 June 1988



Secret

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New Canon Color Laser Copier in P&PG

- Expedited turnaround for customers
- Eased priority workload of the Color Section
- Generated more than 6,000 prints in four weeks
- Attracted new customers to P&PG

(Make this a very colorful slide, perhaps with a rainbow of colors extended across the slide)

A Canon Color Laser Copier was placed in service in P&PG during the 3rd Qtr FY 88. Satisfied customers have come from all Agency components and the intelligence community. Some products have been delivered to the White House.

SECRET

P&PG printed unclassified World Factbook

25,102 copies used 36 rolls of 35-inch paper

(paper is roughly equivalent to 189 miles)

300 pages of text

13 full color maps

(WITH PICTURE OF WORLD FACTBOOK)

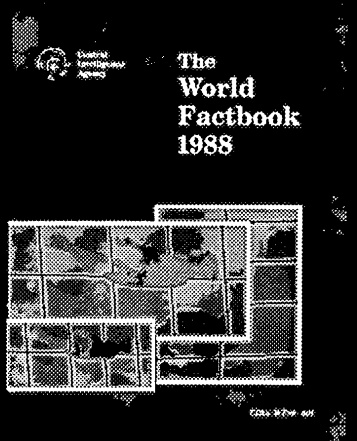
The amount of paper used would stretch from Washington, DC
to Pittsburgh, Pennsylvania.

12

Secret

P&PG printed unclassified World Factbook

- **25,192 copies used 36 rolls of 35 – inch paper (Paper is roughly equivalent to 189 miles)**
- **300 pages of text**
- **13 full color maps**



Secret

Mentorship
Outstanding Unit Citation

Printing and Photography Group

The first ever bestowed on P&PG

(SUPERIMPOSED OVER "CONGRATULATIONS!" IN BOLD PRINT DIAGONALLY
ACROSS THE PAGE.)

P&PG was honored during the 3rd Qtr FY 88 with an
Mentorship
Outstanding Unit Citation, the first one ever bestowed on P&PG
and a richly deserved award.

The citation was in recognition of P&PG's performance during
the period 1 February 1987 through 15 August 1987. P&PG
employees not only carried out their normal responsibilities in
a truly professional fashion, but many also served with
distinction on the OL Flying Squad, which, in fact, originated
in P&PG. These volunteers carried out critical assignments
throughout the world, performing tasks outside their respective
tradecrafts. Without this outstanding effort, OL could not have
supported critical Agency projects.

In spite of the absence from the P&PG work force of
employees serving on the Flying Squad, those staying behind
shouldered the additional workload and met increased production
requirements during the period.

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Meritorious Unit Citation

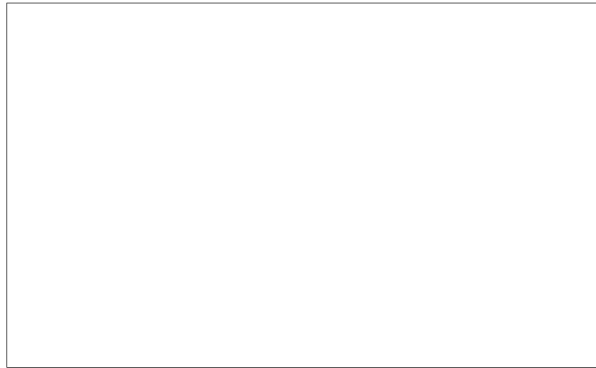
**Printing and Photography Group
(The first ever bestowed on P&PG)**

CONGRATULATIONS!

Contract Officer Intern Program

Completed in June 1988

STAT



(SUPERIMPOSE OVER "COI" IN LARGE LETTERS)

Certificates of Achievement, along with the Contract Officer Certificates of Appointment, were presented to the four contract officers who successfully completed the Contract Officer Intern Program. Among the many stringent requirements of the program are completion of 13 required internal and external training courses and completion of two on-the-job assignments as a contract officer.

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Question and Answer Session on

MLF Career Subgroup

6 July 1988 from 1500 to 1700 hours

Room 3E14 Headquarters

Facilities Management Career Handbook published in May 1988

(PICTURE OF FACILITIES MANAGEMENT CAREER HANDBOOK)

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This session is open to all interested parties. If you need any additional information, you may contact on

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OL published a Facilities Management Career Handbook in May 1988. It outlines training experience necessary for career progression in the facilities management field. For a copy,

contact P&TS,

or Facilities Management Division, on

One-Hour "Brown Bag" Lunch Sessions

6-10 June and 13-16 June

Conducted by Chief, Operations Support Branch

Cable reading, writing, and understanding

18 students successfully completed the workshops

(SUPERIMPOSE OVER LARGE BROWN BAG)

16.

WANTED!**Suggestions - Suggestions - Suggestions**

- Increase OL efficiency
- Reduce bureaucracy
- Streamline functions

Cash awards will range from \$200 to \$1,000

Notations will be made in PARS

(Superimpose "WANTED," section over brightly lit light bulbs signifying ideas) AND (superimpose "Cash awards" section over large dollar signs)

AIUO

WANTED !!!

Suggestions – Suggestions – Suggestions

Increase OL efficiency

Reduce bureaucracy

Streamline functions

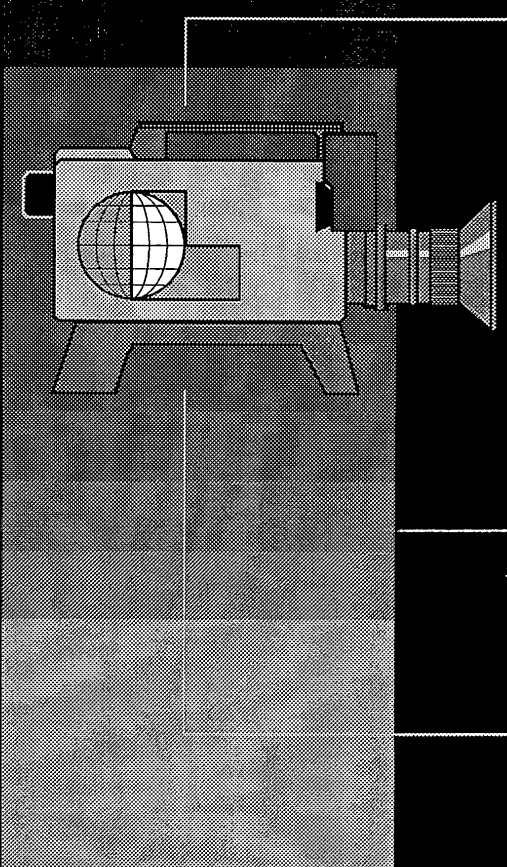
Cash awards will range from

\$200 to \$1,000

Notations will be made in PARs

AIUO

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A VIDEO TOUR OF THE NEW HEADQUARTERS BUILDING

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