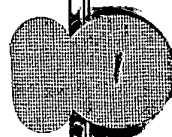


Table of Contents

1. Sign Language Interpreter Service Request	8/24/88
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3. Suggested Agenda and Approved Agenda for OL Qtrly	9/8/88
4. Memo to guest speakers at OL Qtrly	9/12/88
5. Memo to C/MPB/FMG/OL requestion transportation to HQ for OL Qtrly	9/12/88
6. Invitation to OL employees to attend the OL Qtrly	10/13/88
7. P&PG requisitions for slides, photos, pamphlet, etc.	10/18/88, 10/20/88
P&PG requisition for slides for PE	10/18/88
Additional slides for PE	10/25/88
8. List of Employees of the Quarter (sent to P&PG for preparation of pamphlet and photos)	11/7/88
9. Xerox copies of slides of Agenda, <input type="text"/> , presentation, etc.	

STAT



STAT

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. Bob		
2. Tony		
3. Marie		
4.		
5.		

8/24/88

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

The attached Sign Language Interpreter Service Request form is being forwarded to the EO/OL for his signature as Approving Official. The note on the routing sheet is self-explanatory.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Marie	Room No.—Bldg.
	Phone No.

ROUTING AND RECORD SHEET

OL/IMSS Official

SUBJECT: (Optional)

Sign Language Interpreter Service Request - OL Quarterly - 3 November 1988

FROM: EXTENSION NO.

DATE

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

	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. EO/OL <input type="text"/>	8/24		UTB
2. <input type="text"/>			
3. <input type="text"/>			
4. C/IMSS/OL <input type="text"/>			
5. <input type="text"/>			
6. <input type="text"/>			
7. <input type="text"/>			
8. <input type="text"/>			
9. <input type="text"/>			
10. <input type="text"/>			
11. <input type="text"/>			
12. <input type="text"/>			
13. <input type="text"/>			
14. <input type="text"/>			
15. <input type="text"/>			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Attached is a form for your signature as Approving Official in connection with our request for a Sign Language Interpreter for the OL Quarterly at Headquarters on 3 November 1988 from 10 to 11:15 a.m. The OEEO is using WAE contract interpreters until a full-time staff interpreter EODs. Each is paid a minimum of \$45 whether they work at least two hours or not. Our fee for the OL Quarterly will be \$45. Only one interpreter will be needed since the time requested is less than two hours. If the staff interpreter is available for our OL Quarterly, no charge will be made against our FAN.

Please sign the attached request form as Approving Official and fill in the proper FAN number.

Thanks.

Attachment:
As stated

SIGN LANGUAGE INTERPRETER SERVICE REQUEST

REQUESTOR

NAME:

[Redacted Name]

DATE:

8/17/88

ADDRESS/PHONE:

OL/IM/SS [Redacted Address]

SESSION INFORMATION

DATE:

November 3, 1988

TIME:

10 - 11¹⁵ - Thursday

PURPOSE:

Quarterly

Name of person requiring interpreter: _____

LOCATION: _____

FEEES

WAE contract interpreter fees are based on the following: A. \$45.00 for up to two hours. B. \$17.50/hour for each hour after the initial two hours and up to a total of eight hours. C. Time-and-a-half after eight hours. D. For sessions longer than two hours, two ASL interpreters are required.

ESTIMATED COST (this request) \$45.00

APPROVAL

I authorize payment of the preceding request under

24 August 1988
(Date)

[Redacted Signature]

(Typed Name of Approving Official)

EO/OL
(Title/Component)

[Redacted Address]
(Address)

Return completed form to: Handicap Program Assistant/OEEO, 626 C of C

Vicki - yes

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

STAT
STAT
STAT

FROM: C/IMSS/OL	EXTENSION	NO. OL 4093-88
		DATE 25 August 1988

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.				
2.				
3.				
4.				
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6.				
7.				
8.				
9.				
10.				
11.				
12.				

The attached memo gives details regarding the following requirements which are due on the dates indicated:

1. Significant activities for FY 88 - due on 20 September 1988.
2. Updated milestone charts for the Fourth Quarter FY 88 - due 30 September 1988.
3. A comparison of statistics for FY 88 with those for FY 87 - due on 6 October 1988.

13.				
14.				
15.				

OL/IMSS Official

25 August 1988

MEMORANDUM FOR: Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Acting Chief, Agency Contracts Group, OL
[redacted]
Chief, Facilities Management Division, OL
Acting Chief, Printing & Photography Group, OL
Acting Chief, Real Estate & Construction
Division, OL
Acting Chief, Supply Group, OL

STAT

FROM: [redacted]
Chief, Information & Management Support
Staff, OL

STAT

SUBJECT: Reminder of Current and Upcoming Planning
Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

STAT
STAT

1. The next OL Quarterly has been scheduled for 3 and 4 November 1988 in the Headquarters Auditorium [redacted]. Although this will be the Quarterly for the Fourth Quarter FY 88, we'll be preparing a video covering OL's significant activities and statistics for the entire fiscal year as we did last year. You should prepare reports of activities for the Fourth Quarter and statistical comparisons with the same period of FY 87, but these need not be sent to IMSS.

2. At the request of the D/L, Quarterlies are being held much closer to the end of the quarter than in the past. This impacts upon the amount of time we have to prepare and coordinate presentations and have slides made. Accordingly, please forward to IMSS by 20 September 1988 a synopsis of your FY 88 significant activities to date, listed in the order of their importance (along with any relevant pictures or slides). Pertinent statistics for FY 88 compared with FY 87 must be forwarded to IMSS by 6 October. Due to the new stepped-up schedule, you may need to gather statistics earlier than usual. Hopefully, this will enable us to prepare the activities update and have slides and the video made in time for the "Dry Run" on 24 October. Please adhere to these due dates.

OL 4093-88

SUBJECT: Reminder of Current and Upcoming Planning Requirements

3. As in the past, individual presentations in the OL Quarterly will precede the activities update. The D/L has already suggested agenda topics and speakers for the next Quarterly. As soon as the agenda prepared by IMSS is approved, we'll notify the speakers.

4. This is also to remind you that updated milestone charts, as of the end of the Fourth Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 September 1988. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

5. Please type at the bottom of each milestone chart a brief description of activity on the objective during the Fourth Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

6. The Planning Calendar and Planning Guide for FY 89 have been prepared by IMSS and are presently being assembled by P&PG. As soon as they are finished, IMSS will distribute them to OL groups, divisions, and staffs.

7. If you have any questions, please contact

STAT
STAT

SUBJECT: Reminder of Current and Upcoming Planning Requirements

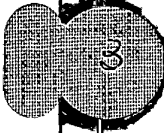
Distribution:

- 1 - Each Addressee
- 1 - O-D/L
- 1 - C/B&FB/OL
- ✓ 1 - OL/IMSS Official ✓
- ~~10~~ - OL/IMSS
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT

OL/IMSS

(24 Aug 88)

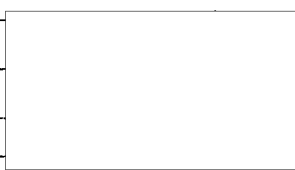


14/6

Marie/1455

There is one other presentation we need to get into the OL Quarterly — "Open Office Planning" — 15 minutes. We have 2 architects in AOOD who will present this topic. See AC/AOOD; he knows about it. Include this item either this quarter or next phase.

STAT



Topic for OL Quarterly - 4th Qtr FY 88

STAT

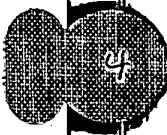
- Video review of FY-88



37622
Travel Processing Branch (15 minutes) ~~OP~~/TPB

STAT





9/12/88

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Tony		9/12/88
2.	Bob (signature please)		12 Sep
3.	Betty (copies please)		
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is a multiple addressee memo to the speakers for the next OL Quarterly (via their component chief. The memo is for Bob's signature.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Marie

5041-102

OPTIONAL FORM 41 (Rev. 7-78)
 GPO (41 CFR) 101-11.600

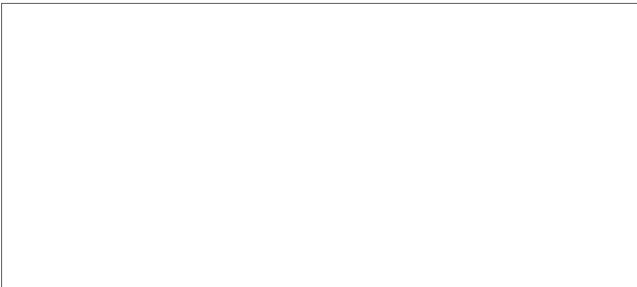
C O N F I D E N T I A L

12 SEP 1988

OL/IMSS Official

25X1

MEMORANDUM FOR:



FROM:

Planning Officer, OL/IMSS

SUBJECT:

Office of Logistics Quarterly
Fourth Quarter FY 88

25X1

1. This is to confirm that you are to be a guest speaker at the next OL Quarterly. This Quarterly will take place in the Headquarters Auditorium on Thursday, 3 November 1988, at 1000 hours [redacted] on Friday, 4 November 1988, at 1000 hours. Prior to the formal presentation, a dry run will take place on Monday, 24 October 1988, at 1000 hours [redacted]

25X1

25X1

25X1

2. The slides used in your presentation should be numbered in the order in which they will be shown. If possible, they should be given to me or [redacted] Building, the day before the dry run to ensure that the slide tray is set up properly. You should be in [redacted] one hour before the dry run to allow practice time and so that we can view all the slides before the presentations are given.

25X1

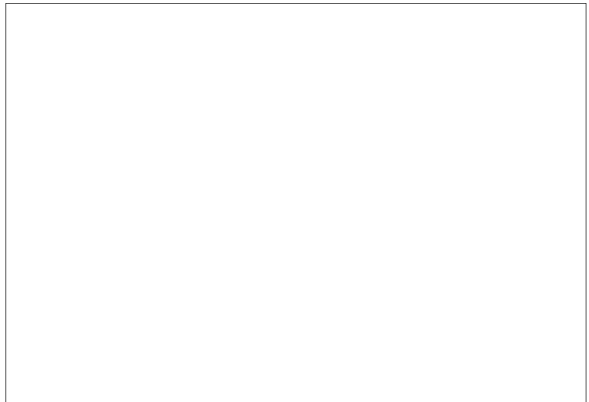
3. A copy of the agenda and suggestions regarding briefing techniques are attached. If you need any assistance or have any questions, please call me or [redacted] (secure).

25X1

Attachments

- A. Agenda
- B. Briefing techniques

25X1



OL 4102-88

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

SUBJECT: Office of Logistics Quarterly - Fourth Quarter FY 88

Distribution:

- 1 - Each addressee, w/atts
- 1 - C/OP/TPB, w Att. A
- 1 - AC/ACG, w/Att. A
- 1 - C/FMD, w/Att. A
- 1 - AC/RECD, w/Att. A
- 1 - OL Reader, w/Att. A
- 1 - OL/IMSS Official, w/atts
- 1 - OL/IMSS Chrono, w/atts

25X1

OL/IMSS (~~20 Jun 88~~)

Agenda

OL Quarterly - 4th Quarter FY 88

Thursday, 3 November 1988 - 10 a.m. - Headquarters Auditorium

25X1 Friday, 4 November 1988 - 10 a.m. [redacted]

25X1 (Dry Run - Monday, 24 October 1988 - 10 a.m. [redacted])

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

25X1 Open Office Planning

[redacted] and
OL/FMG

25X1 Travel Processing Branch

[redacted] OP/TPB

25X1 Rotational Assignments in OL and
25X1 Outside OL

[redacted] OL/FMG
[redacted] OL/ACG

25X1 Agency Procurement in FY 88

[redacted] PE/OL

Video Review of FY 88

OL/IMSS and OL/P&PG

25X1 [redacted]

BRIEFING POINTERS for OL QUARTERLIES

1. Know your subject thoroughly.
2. Be sure your presentation is appropriate for the audience and location.
3. Use slides instead of vugraphs. Coordinate with Linda Rood, Design & Presentations Center, P&PG, GJ4008 HQ, early, for guidance/suggestions on your slides. Remember that P&PG must have time to work on them -- and that you'll need them for the "Dry Run" with the D/L (item 11 below).
4. Keep the slides simple. They should add to, not be, the presentation. Make sure that all are of uniform good quality in bright, contrasting colors and with large printed text. They should be horizontal pictures, not vertical.
5. If you'll use notes, have them typed double-spaced on 8 1/2- x 11-inch paper for insertion into a notebook (which IMSS will prepare and have ready for use on the speaker's stand), but DO NOT READ NOTES - MEMORIZE THEM.
6. Practice your presentation in front of a mirror. Time your talk with your visual aids. To keep to the one hour allotted, it's essential to hold your presentation to 10 minutes or less.
7. When you begin, introduce yourself and state what you'll be talking about. When you finish, introduce the next speaker ("Our next speaker will be _____" or "I'll be followed by _____," etc.)
8. Face the audience, not the slides. Glance at each slide to make sure it's the correct one and, if suitable, use a pointer. (If you plan to use the electric-beam pointer in the HQ Auditorium, practice with it beforehand. This pointer is hard to control; to keep it from dancing all over the screen, point it toward the floor when you're not actually pointing.)

STAT

Briefing Pointers for OL Quarterlies (continued)

- STAT 9. [] you'll have a remote device that you can operate yourself to change your slides (practice with this just before the "Dry Run"). In HQ Auditorium you must press hard on the button on the right-hand side of the lectern top to signal the control-booth operator to change the slides (meaning you won't have quite the same instantaneous response [] You can practice with this the day of the presentation.
- STAT 10. Inject some humor if possible. Tell a brief anecdote if appropriate.
11. Have a "Dry Run" with your group/division/staff chief and/or the IMSS Planning Officer before the official "Dry Run" with the D/L.
- STAT 12. On the day of the official "Dry Run," arrive at [] Building about one hour early to allow time to insert your slides into the slide tray and run through them once and to test the sound level for your voice. (Be sure to number your slides in the order in which they are to appear in the tray.)
- STAT 13. Remember that you'll be making your presentation both days -- in the HQ Auditorium []
14. For the actual presentations, arrive at least one hour early if you're bringing your slides, 30 minutes early if they're already in the tray.
15. Enjoy yourself. We're all "family."



CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1 Transportation for OL Quarterly

25X1 FROM: []

OL/IMSS

EXTENSION

NO.

OL 4101-88

DATE

12 September 1988

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

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1.	C/FMD/OL 3E14 Headquarters			
2.				
3.	C/MPB/FMD/OL 3E14 Headquarters			
4.				
5.				
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13.				
14.				
15.				

Unclassified when separated from CONFIDENTIAL attachment

CONFIDENTIAL

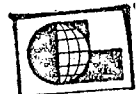
MEMORANDUM FOR: Chief, Motor Pool Section, OL/FMD
VIA: Chief, Facilities Management Division, OL
25X1 FROM: [redacted]
Planning Officer, OL/IMSS
25X1 SUBJECT: Transportation for OL Quarterly [redacted]

1. The OL Quarterly for the 4rd Quarter FY 88 will take place on 3 November 1988 at Headquarters Auditorium. Please schedule a bus to transport approximately 35 employees from the [redacted] to the Headquarters Auditorium at 0900 on that date and to be available to return [redacted] at approximately 1130 hours. [redacted]

2. Also, please schedule a bus to transport between 20 and 30 employees from [redacted] to the Headquarters Auditorium at 0915 hours on 3 November 1988, with return [redacted] Building at approximately 1130 hours. [redacted]

3. If you have any questions concerning these requests, please call me or [redacted]

OL 4101-88



CONFIDENTIAL

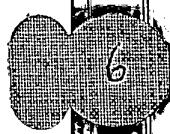
One copy

25X1 SUBJECT: Transportation for OL Quarterly

Distribution:

- Orig - Adse
- 1 - C/FMD/OL
- 1 - OL Reader
- 1 - OL/IMSS Official
- 1 - OL/IMSS Chrono

25X1 OL/IMSS (15 Jun 88)



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly - 3 and 4 November 1988

FROM: [Redacted] OL/PS

EXTENSION

NO.

DATE

13 October 1988

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

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PS/OL [Redacted]

2. D/OL [Redacted]

RECEIVED

FORWARDED

13/10 *[Signature]*

Signature please

3. C/PS/OL [Redacted]

4.

5. C/OC/OL-ISC [Redacted]

Please make distribution OL, LC, CT. Thanks [Redacted]

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

OL/PS Official

CONFIDENTIAL

13 October 1988

MEMORANDUM FOR: All OL Employees

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Quarterly -
Thursday, 3 November 1988 - Headquarters Auditorium
Friday, 4 November 1988 [redacted]

25X1

1. You are invited to attend the next OL Quarterly scheduled for 1000 hours, Thursday, 3 November, in the Headquarters Auditorium. Buses to the Headquarters Compound will leave from [redacted] at 0900 hours and from [redacted] Building at 0915 hours. Please see the attached agenda for the speakers and topics. [redacted]

25X1

25X1

2. Please call in the number of attendees by COB 2 November to Brenda, Dawna, or Marie [redacted] (secure). Those who will not be able to attend the quarterly at Headquarters are encouraged to attend the session held in Room [redacted] on Friday, 4 November, at 1000 hours. [redacted]

25X1

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]

25X1

25X1

John M. Ray

Attachment

25X1

[Large redacted area]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Office of Logistics Quarterly -
Thursday, 3 November 1988 - Headquarters Auditorium
Friday, 4 November 1988

25X1

Distribution:

- All OL Employees, w/att
- 1 - OL Files, w/att
- ~~1~~ - OL/PS Official, w/att
- 1 - OL/PS Chrono, w/att

25X1

OL/PS: (13 Oct 88)

CONFIDENTIAL

Agenda

OL Quarterly - 4th Quarter FY 88

Thursday, 3 November 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

25X1

Open Office Planning

[redacted] and
OL/FMG

25X1

Travel Processing Branch

[redacted] OP/TPB

25X1

Rotational Assignments in OL and
25X1 Outside OL

[redacted] OL/FMG
[redacted] OL/ACG

25X1

Agency Procurement in FY 88

[redacted] PE/OL

Video Review of FY 88

OL/IMSS and OL/P&PG

25X1


[redacted]

CONFIDENTIAL

25 OCT '88

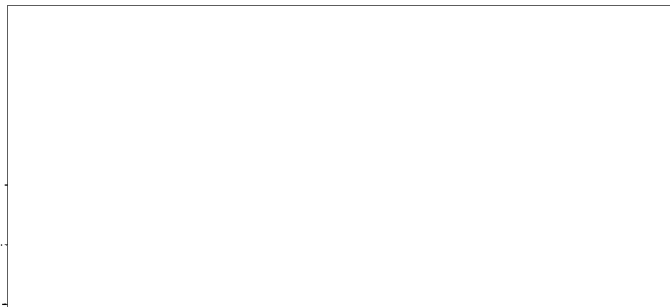
C/D+PC-

STAT

 JUST PASSED
THESE 5 ROUGHS FOR SLIDES TO ME
FOR PRODUCTION BY D+PC FOR THE
OL QUARTERLY BRIEFING HE WILL
DELIVER. TWO OF THESE ARE JUST
MINOR UPDATES TO EXISTING SLIDES,

THANKS FOR YOUR HELP

STAT



Page Denied

Next 4 Page(s) In Document Denied

P&PD PHOTOGRAPHIC REQUISITION 25X1 ROOM G-67, P&PD BUILDING 25X1 _____ REQUESTED BY 25X1 _____ OFFICE PE/OL BUILDING 25X1 _____ EXTENSION _____		THE ITEMS IN THIS BLOCK MUST BE FILLED BEFORE REQUEST CAN BE RELEASED	
		SECURITY CLASSIFICATION SECRET	DOCUMENT CONTROL NO. _____
		<input type="checkbox"/> Finished Intelligence. <input type="checkbox"/> Preparatory work in direct support of finished intelligence. <input checked="" type="checkbox"/> Administrative, regulatory, instructional, or other support item. <input type="checkbox"/> This is copyright material. * <small>* Permission to reproduce this material must be included with requisition</small>	PRIORITY SERVICES REQUEST? DATE REQUIRED TIME: <u>Oct. 1988</u> <input checked="" type="checkbox"/> 0830 <input type="checkbox"/> 1200 <input type="checkbox"/> 1530
		JUSTIFICATION FOR PRIORITY: Briefing	SCHEDULED DELIVERY DATE (LAB USE ONLY) <input type="checkbox"/> VIA COURIER <input checked="" type="checkbox"/> CALL WHEN READY*
		THIS JOB IS FOR OFFICIAL USE: AUTHORIZED SIGNATURE <u>M. M.</u>	DATE <u>10/18/88</u>

STANDARD SERVICES PROVIDED BY P&PD

MOTION PICTURE/TELEVISION	BLACK & WHITE	COLOR	MICROFILM
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC -OPTICAL	ORIG. FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PR. NT SIZE 35 mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Transp. (vg): Dupe Vg, Photo Prints Other custom services available on request	ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To Film Format) 4 X 5 5 X 7, 8 X 10, 11 X 14 Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos	PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.

DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:

Three slides, one Vugraph, and 11 suggested graphics for slides.

LAB USE ONLY

ACTUAL COUNT VERIFICATION

BY _____

DATE _____

DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

1. Please make three copies each and Xerox copies of the attached three slides.
2. Please make three slides from the attached Vugraph and make Xerox copies.
3. Please make three copies each of slides from the attached suggested graphics (//) on Procurement Activity FY 1988 and make Xerox copies. These are all required by _____ by Friday, 14 October 1988, for a briefing. This material will also be used by the Planning Staff for inclusion in a video on FY 88 significant activities.

25X1 PLEASE CALL _____ WHEN ALL SLIDES & XEROX COPIES ARE READY.

LAB USE ONLY

MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE
TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS			
RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____			
JOB RECEIVING: <input type="checkbox"/> COURIER <input type="checkbox"/> HAND CARRY—CUSTOMER <input type="checkbox"/> OTHER				PLANNER				RELEASE TO: _____ SIGNATURE, PICK-UP _____				<input type="checkbox"/> COURIER BADGE NO. _____ DATE _____			

ILLEGIB

Declassified in Part - Sanitized Copy Approved for Release 2012/12/21 : CIA-RDP91-00280R000100060002-5

Page Denied

Declassified in Part - Sanitized Copy Approved for Release 2012/12/21 : CIA-RDP91-00280R000100060002-5

1

XEROX COPY

10/14/88

PROCUREMENT
ACTIVITY
FY 1988

2

Total Contracting Activity
FY 1988



25X1

SECRET

Page Denied

Next 5 Page(s) In Document Denied

SKILLS WORKSHOPS IN FY 1988

- INTRODUCTION OF THE NEW FORM 1218 AND THE REVISED BUSINESS JUSTIFICATION
- THE ROLE OF THE SECURITY OFFICER IN THE PROCUREMENT PROCESS
- HOW CONTRACTORS RESPOND TO GOVERNMENT-ISSUED RFPs
- NEW DEVELOPMENTS IN CONTRACT LAW
- IMPROVING INTERPERSONAL COMMUNICATION SKILLS
- STAYING OUT OF TROUBLE -- ETHICS IN GOVERNMENT
- INTRODUCTION AND OVERVIEW OF PROCUREMENT IN THE CIA
- FOIA, HOW IT IMPACTS ON EXTERNAL CONTRACTING

PROCUREMENT TRAINING
COMPLETED IN FY 1988

Number of Courses Completed	300
Number of COIP Graduates	12

11

Declassified in Part - Sanitized Copy Approved for Release 2012/12/21 : CIA-RDP91-00280R000100060002-5

PROCUREMENT MANAGEMENT REVIEWS FOR FY 1988

- OFFICE OF COMMUNICATIONS CONTRACT TEAM
- [REDACTED] PROCUREMENT TEAM
- OFFICE OF TECHNICAL SERVICES CONTRACT TEAM
- OFFICE OF SIGINT OPERATIONS CONTRACT TEAM
- DIRECTORATE OF OPERATIONS CONTRACT TEAM
- [REDACTED]
- NATIONAL INTELLIGENCE EMERGENCY SUPPORT OFFICE
CONTRACT TEAM

STAT

STAT

THE ITEMS IN THIS BLOCK MUST BE FILLED IN BEFORE REQUEST CAN BE RELEASED

P&PD PHOTOGRAPHIC REQUISITION

25X1 ROOM G-67, P&PD BUILDING	SECURITY CLASSIFICATION SECRET	DOCUMENT CONTROL NO.	REQUISITION NO.
25X1	<input type="checkbox"/> Finished Intelligence. <input type="checkbox"/> Preparatory work in direct support of finished intelligence. <input checked="" type="checkbox"/> Administrative, regulatory, instructional, or other support item. <input type="checkbox"/> This is copyright material. * <small>* Permission to reproduce this material must be included with requisition</small>	PRIORITY SERVICES REQUEST? DATE REQUIRED TIME Immediately (for review) <input type="checkbox"/> 0830 <input type="checkbox"/> 1200 <input type="checkbox"/> 1530	SCHEDULED DELIVERY DATE (LAB USE ONLY)
25X1	OFFICE OL/Planning Staff	JUSTIFICATION FOR PRIORITY: OL Quarterly	<input type="checkbox"/> VIA COURIER <input type="checkbox"/> CALL WHEN READY
25X1	DING EXTENSION	THIS JOB IS FOR OFFICIAL USE:	DATE 20 Oct. 88
25X1	AUTHORIZED SIGNATURE		

STANDARD SERVICES PROVIDED BY P&PD

MOTION PICTURE/TELEVISION	BLACK & WHITE	COLOR	MICROFILM
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC -OPTICAL	ORIG. FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35 mm 4X6, 5X7, 8X10 70mm 4X6, 5X7, 8X10 CUSTOM SERVICES: 120 5X5, 8X8, 11X11 4X5 8X10, 11X14, 16X20 8X10 8X10—30X40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8X10 Transp. (vg): Dupe Vg, Photo Prints Other custom services available on request	ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5X7, 8X10, 11X14 126 5X5, 8X8, 11X11 120/220 5X5, 8X8, 11X11 (Matched To) 5X7, 8X10, 11X14 (Film Format) 4X5 8X10, 11X14 Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos	PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.

DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:

LAB USE ONLY

25X1 Narrative, slides, and various videos [redacted] NHB, contract teams, etc.) to be used to make a video on OL significant accomplishments for FY 88.

ACTUAL COUNT VERIFICATION

BY _____

DATE _____

DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

25X1 prepare OL video production as discussed with [redacted] OL/PS, for OL Quarterly for the 4th Qtr FY 88, to be held on 3 and 4 November 1988 at 1000 hours at HQ Auditorium and 25X1 [redacted] respectively.

Video to be prepared immediately so that it can be reviewed before being shown at the OL Quarterly on 3 November 1988.

LAB USE ONLY

MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE

TECH. COMMENTS	TECH. COMMENTS	TECH. COMMENTS	TECH. COMMENTS
RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____

JOB RECEIVING: <input type="checkbox"/> COURIER <input type="checkbox"/> HAND CARRY—CUSTOMER <input type="checkbox"/> OTHER	PLANNER	RELEASE TO: SIGNATURE, PICK-UP _____	<input type="checkbox"/> COURIER BADGE NO. _____ DATE _____
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ROOM 154, P&PD BUILDING

SECRET

CONTROL CHANNEL	CONTROL NUMBER	THIS DATE	DATE WORK REQUIRED
		20 Oct 1988	9 Nov 1988
SIGN	IAL	EXTENSION	

- Finished intelligence.
- Preparatory work in direct support of finished intelligence.
- Administrative, regulatory, instructional, or other support item.

(Photo Branch)

25X1 Form (see box *) Other

25X1 PLEASE INCLUDE SAMPLE WITH THIS ORDER

REQUESTER	PHONE EXTENSION	* FORMS APPROVAL SIGNATURE
ORDERING OFFICE, STAFF, DIVISION BRANCH	FORM NUMBER	QUANTITY
ROOM NO. - BUILDING	LOGISTICS CONTROL NUMBER	

NO COPIES REQD	FINISHED SIZE	NO ITEMS SENT P&PD	DISPOSITION OF ORIGINALS NEGATIVES OR MANUSCRIPT	DISTRIBUTION OF PRINTED MATERIAL
250	See attached	1		VIA MAIL & COURIER BRANCH
INCLUDING	MANUSCRIPT	RETURN TO REQUESTER	PER FINISHED INSTRUCTIONS OR DISTRIBUTION LIST	
NEGATIVES	POSITIVES	DESTROY		
CAMERA COPY	ORIGINAL ART	RETURN TO FILE (forms only)	CALL FOR PICK-UP	

SPECIAL INSTRUCTIONS:

Dylux Check Copy Required Before Printing

Please produce a pamphlet of the 3 November 1988 OL Quarterly Awards ceremony - 4th Quarter FY 1988.

Sample format is attached.

25X1 photo prints and negatives will be sent from Photo Branch

COMPOSITION <input type="checkbox"/> ETECS <input type="checkbox"/> TYPESET <input type="checkbox"/> TYPESCRIPT <input type="checkbox"/> SCRIPT REEL NO. <input type="checkbox"/> EPIC <input type="checkbox"/> GALLEY PROOFS <input type="checkbox"/> PAGE PROOFS	FOR MAP & GRAPHIC USE				PRESS	X	BINDERY	X
	IMAGE SIZE	X	TOP	BOTTOM	ONE SIDE		ASSEMBLED	
	REDUCE AB TO AC		LEFT	RIGHT	TWO SIDES		UNASSEMBLED	
	SAME				HEAD TO HEAD		FASTENED	
	OTHER				TUMBLEHEAD		PUNCHED	
	PLATE NO.	COLOR	NUMBER	SCREEN NO.	PAPER		PADDED	
					KIND	COLOR	PERFORATED	
					INK			
					COLOR	NUMBER		
	DELIVERY TICKET	JOB NO.	DELIVERY TICKET	JOB NO.	DELIVERY TICKET	JOB NO.		
NAME		NAME		NAME				
ROOM NO. & BLDG.	QUANTITY	ROOM NO. & BLDG.	QUANTITY	ROOM NO. & BLDG.	QUANTITY			

THE ITEMS IN THIS BLOCK MUST BE FILLED IN BEFORE REQUEST CAN BE RELEASED

PHOTOGRAPHIC REQUISITION 25X1 ROOM G-67, P&PD BUILDING 25X1 _____ REQUESTED BY 25X1 _____ OFFICE OL/Planning Staff 25X1 _____ EXTENSION 25X1 _____	SECURITY CLASSIFICATION <input type="checkbox"/> Finished Intelligence. <input type="checkbox"/> Preparatory work in direct support of finished intelligence. <input checked="" type="checkbox"/> Administrative, regulatory, instructional, or other support item. <input type="checkbox"/> This is copyright material. * <small>* Permission to reproduce this material must be included with requisition</small>	DOCUMENT CONTROL NO. _____ REQUISITION NO. _____ PRIORITY SERVICES REQUEST? DATE REQUIRED _____ TIME: 3 Nov. 1989 <input type="checkbox"/> 0830 <input type="checkbox"/> 1200 <input type="checkbox"/> 1530 JUSTIFICATION FOR PRIORITY: OL Quarterly	SCHEDULED DELIVERY DATE (LAB USE ONLY) _____ <input type="checkbox"/> VIA COURIER <input type="checkbox"/> CALL WHEN READY THIS JOB IS FOR OFFICIAL USE: _____ AUTHORIZED SIGNATURE _____ DATE 30 Oct. 88
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STANDARD SERVICES PROVIDED BY P&PD

MOTION PICTURE/TELEVISION	BLACK & WHITE	COLOR	MICROFILM
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC -OPTICAL	ORIGIN FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Transp. (vg): Dupe Vg, Photo Prints Other custom services available on request	ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To Film Format) 4 X 5 5 X 7, 8 X 10, 11 X 14 Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos	PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.

DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:

Assignment 746, photos of Employees of the Quarter.

LAB USE ONLY

ACTUAL COUNT VERIFICATION

BY _____

DATE _____

DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

Please provide photo support on 3 November 1988 at 1000 hours in HQ Auditorium for OL Quarterly to take photos of OL Employees of the Quarter (4th Qtr FY 88). Photos of each Employee of the Quarter as well as a group picture are to be taken. Two copies, each, of slides are to be made and delivered to _____ by 0900 on 4 November.

Photos required are two prints each of individual Employee of the Quarter and 15 each of the group picture.

Names of persons in photo will be sent to Photography Branch following the ceremony. Please send negatives and prints (one each) to Print Planning for use in _____

LAB USE ONLY

MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE

TECH. COMMENTS	TECH. COMMENTS	TECH. COMMENTS	TECH. COMMENTS
RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____	RELEASED TO: _____ DATE _____

JOB RECEIVING: <input type="checkbox"/> COURIER <input type="checkbox"/> HAND CARRY—CUSTOMER <input type="checkbox"/> OTHER	PLANNER	RELEASE TO: _____ SIGNATURE, PICK-UP _____	<input type="checkbox"/> COURIER _____ BADGE NO. _____ DATE _____
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THE ITEMS IN THIS BLOCK MUST BE FILLED IN BEFORE REQUEST CAN BE RELEASED

25X1 **PHOTOGRAPHIC REQUISITION**
 ROOM G-67, P&PD BUILDING
 25X1

SECURITY CLASSIFICATION SECRET	DOCUMENT CONTROL NO.	REQUISITION NO.
<input type="checkbox"/> Finished Intelligence. <input type="checkbox"/> Preparatory work in direct support of finished intelligence. <input checked="" type="checkbox"/> Administrative, regulatory, instructional, or other support item. <input type="checkbox"/> This is copyright material. * <small>* Permission to reproduce this material must be included with requisition</small>	PRIORITY SERVICES REQUEST? DATE REQUIRED: Oct. 1988 TIME: <input checked="" type="checkbox"/> 0830 <input type="checkbox"/> 1200 <input type="checkbox"/> 1530	SCHEDULED DELIVERY DATE (LAB USE ONLY)
JUSTIFICATION FOR PRIORITY: OL Qtrly video	<input type="checkbox"/> VIA COURIER <input checked="" type="checkbox"/> CALL WHEN READY	
THIS JOB IS FOR OFFICIAL USE: 70. 11.		DATE: 10/18/88
AUTHORIZED SIGNATURE _____		

REQUESTED BY
 25X1
 OFFICE
OL/Planning Staff
 BUILDING
 25X1
 EXTENSION

STANDARD SERVICES PROVIDED BY P&PD

MOTION PICTURE/TELEVISION	BLACK & WHITE	COLOR	MICROFILM
Film Duping - SOUND OR SILENT Audio Duping - CASSETTE OR REEL TO REEL Video Duping - U-MATIC-BETA-VHS Film Editing - VIDEO EDITING Live MP Production Live TV Production - AUDITORIUM-1A-07 Sound Recording - MAGNETIC -OPTICAL	ORIGIN FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Transp. (vg): Dupe Vg, Photo Prints Other custom services available on request	ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To) 4 X 5 5 X 7, 8 X 10, 11 X 14 (Film Format) Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos	PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm. REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche.

DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL:

Attached is a list of 17 slides to be made for the OL Quarterly for the 4th Qtr FY 88. (MORE TO COME)

LAB USE ONLY

ACTUAL COUNT VERIFICATION

BY _____

DATE _____

DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

Please make three copies each of slides and Xerox copies of the attached suggested graphics to be used in a video to be made for the OL Quarterly to be held on 3 and 4 November 1988.

LAB USE ONLY

MOTION PICTURE/TELEVISION				BLACK & WHITE				COLOR				MICROFILM			
SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE	SERVICES	TECH.	TOTAL TIME	DATE
TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS				TECH. COMMENTS			
RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____				RELEASED TO: _____ DATE _____			
JOB RECEIVING: <input type="checkbox"/> COURIER <input type="checkbox"/> HAND CARRY—CUSTOMER <input type="checkbox"/> OTHER				PLANNER				RELEASE TO: _____				<input type="checkbox"/> COURIER SIGNATURE, PICK-UP _____ BADGE NO. _____ DATE _____			

SECRET

SECRET

List of Slides for OL Qtrly - 4th Qtr FY 89

1. Agenda - Thursday, 3 November 1988 -
2. Agenda - Friday, 4 November 1988
3. Mail & Courier Branch - Statistics with appropriate graphic of letters, trucks, etc.
4. Building Services Branch - Statistics with appropriate graphics of carpet installation, classified trash disposal, etc.
5. Building Services Branch - Statistics with appropriate graphics of trucks at loading dock, etc.
6. Architectural Design - Statistics with appropriate graphic of blueprints
7. Office of Logistics Awards during FY 88 - Statistics with appropriate graphic of award medals, etc.
8. Professional/Technical Recruitment Statistics - FY 88 (statistics with appropriate graphics - slide attached as suggestion)
9. Office of Logistics Promotions - FY 88 - Statistics with appropriate graphic (suggested slide attached)
10. Office of Logistics Training - FY 88 (statistics with appropriate graphic)
11. Booklets Authored by OL/P&TS - FY 88 (with appropriate graphics)
12. Contract Activities by Real Estate & Construction Division (bar charts)
13. CIA Direct Lease Program - (bar charts)
- 25X1 14. [redacted] (statistics)
- 25X1 15. [redacted] (statistics)
- 25X1 16. [redacted] (statistics)
17. [redacted] Activities (statistics)

SECRET

Agenda

OL Quarterly - 4th Quarter FY 88

Thursday, 3 November 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the Quarter Awards

R. M. Huffstutler, DDA

25X1

Open Office Planning

[Redacted]

and
OL/FMG

25X1

Travel Processing Branch

[Redacted]

OP/TPB

25X1

Rotational Assignments in OL and

[Redacted]

, OL/FMG

25X1

Outside OL

[Redacted]

OL/ACG

25X1

Agency Procurement in FY 88

[Redacted]

PE/OL

Video Review of FY 88

ps
OL/~~FMS~~ and OL/P&PG

(1)

Agenda

OL Quarterly - 4th Quarter FY 88

Friday, 4 November 1988 - 10 a.m.

[Redacted]

Introduction

John M. Ray, D/L

Open Office Planning

[Redacted]

and
OL/FMG

Travel Processing Branch

[Redacted]

OP/TPB

Rotational Assignments in OL and
Outside OL

[Redacted]

OL/FMG
OL/ACG

Agency Procurement in FY 88

[Redacted]

PE/OL

Video Review of FY 88

^{PS}
OL/~~FMS~~ and OL/P&PG

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SECRET

Building Services Branch

	<u>FY 87</u>	<u>FY 88</u>	<u>% Change</u>
Workstations delivered	14,077	12,337	- 12%
Carpet installed (square yards)	2,494	9,603	+285%
Classified trash disposal (tons)	4,261	3,952	- 7%

(WITH APPROPRIATE GRAPHIC)

The increase in square yards of carpet installed results from recarpeting in buildings that will not be vacated in the near term; e.g., Key Buildings.

25X1

(4)

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SECRET

Architectural Design

	<u>FY 87</u>	<u>FY 88</u>	<u>% Change</u>
Jobs received	171	231	+ 35%
Jobs completed	170	191	+ 12%

(WITH APPROPRIATE GRAPHIC)

6

OFFICE OF LOGISTICS AWARDS DURING FY 88

<u>TYPE</u>	<u>NUMBER</u>
Intelligence Medal of Merit	1
Career Intelligence Medal	5
Intelligence Commendation Medal	4
Quality Step Increase	33
Employee of the Quarter	28
Employee Suggestion Award	4
Exceptional Accomplishment	72
Special Achievement	143
Exceptional Performance	34
Total number of awards	324
Total dollar value of awards	\$227,773

(WITH APPROPRIATE GRAPHIC)

IN FY 87, 249 awards totaling \$143,150 were given out.
FY 88's totals represent a 30 percent increase in the number
of awards and a 59 percent increase in cash.

OFFICE OF LOGISTICS

PROFESSIONAL/TECHNICAL RECRUITMENT STATISTICS - FY 88

STAT

Applicant files/resumes reviewed	
Interviews requested	
Interviews scheduled	
Applicants placed in process	


Applicants who entered on duty	
Conversions to ML careerists (professional/technical)	

Total new ML careerists (professional/technical)	
Clerical and Wage Grade	
GRAND TOTAL	
*includes 13 from ML clerical	

8

OFFICE OF LOGISTICS PROMOTIONS - FY 88

STAT

<u>TO</u>	<u>NUMBER</u>
GS-15	
GS-14	
GS-13	
GS-12	
GS-11	
GS-10	
GS-09	
GS-08	
GS-07	
GS-06	
GS-05	
GS-04	
Wage	
IS-02	
IS-03	
IS-04	
GP	
Total Promoted	

9

OFFICE OF LOGISTICS TRAINING - FY 88

Internal training requests (11% more than FY 87)	1,388
External training requests (15% more than FY 87)	<u>924</u>
Total	2,312

Other Training not Included Above

	<u>Attendees</u>
6 OL Orientation courses	138
1 Supervising in OL course	30
4 Skills Workshops	182
2 PAR Workshops with OC	47
3 OL Midcareer Courses	<u>48</u>
Total	445
Full-time Academic Sponsorships	2
Women's Federal Executive Program	<u>1</u>
Total	3
Total incidences of training in FY 88	2,760

(WITH APPROPRIATE GRAPHIC)

Although OL budgeted \$250,000 for training in FY 88, we actually spent \$261,000, compared to just \$70,000 five years ago.

The OL Supervisory Course is mandatory for all OL supervisors.

Because of OL's goal to improve customer services and relations, the Training Officer sponsored a workshop on "Customer Relations."

OL components have also implemented training programs to ensure maximum flexibility and cross-fertilization of the work force.

Booklets Authored by OL/P&TS - FY 88

- Facilities Management Career Handbook
- Handbook for GS Evaluation Panel Members
- Employee Personnel Profile
- Wage Grade Task Force Report

(WITH APPROPRIATE GRAPHIC)

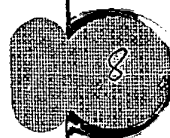
In addition to authoring these booklets, P&TS participated in in the formation of the new Facilities Management (MLF) Career Service and gave briefings on conversion to this career service. The handbook outlines training and experience necessary for career progression in the facilities management field.

P&TS formed the Wage Grade Assignment Panel and gave briefings to wage grade personnel on findings and recommendations made by the Wage Grade Task Force.

P&TS designed and implemented the "Courier Retention Bonus" and briefed couriers on the retention bonus and assignment policy.

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MEMORANDUM

OF CALL

Previous editions usable

TO:

Mari

YOU WERE CALLED BY— YOU WERE VISITED BY—

Wayne

OF (Organization)

PPG

PLEASE PHONE STAT AUTOVON

WILL CALL AGAIN IS WAITING TO SEE YOU
 RETURNED YOUR CALL WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY	DATE	TIME
		<i>12:53</i>

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

STAT

STAT

STAT

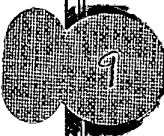
STAT

TRANSMITTAL SLIP		DATE	11/7/88
TO: C/Photography Branch/P&PG/OL			
Attn: [redacted]			
ROOM NO.	BUILDING		
G67	P&P		
REMARKS:			
Attached is a list of the Employees of the Quarter for the Fourth Quarter FY 1988 for the pamphlet and the photographs to be prepared.			
[redacted]			
FROM:		[redacted] OL/PS	
ROOM NO.	BUILDING	EXTENSION	
[redacted]	[redacted]	[redacted]	

FORM NO. 241 1 FEB 56 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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AGENDA

OL Quarterly - 4th Quarter FY 88
Thursday, 3 November 1988 - 10 A.M.
Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

^{25X1}Open Office Planning

[REDACTED] and
[REDACTED], OL/FMG

^{25X1}Travel Processing Branch

[REDACTED] OP/TPB

^{25X1}Rotational Assignments in OL and
^{25X1}Outside OL

[REDACTED] OL/FMG
[REDACTED] OL/ACG

^{25X1}Agency Procurement in FY 88

[REDACTED] PE/OL

Video Review of FY 88

OL/PS and OL/P&PG

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241-0603-88-001-IM

AGENDA

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OL Quarterly - 4th Quarter FY 88
Friday, 4 November 1988 - 10 A.M.



Introduction

John M. Ray, D/L

Open Office Planning



and
OL/FMG

Travel Processing Branch



OP/TPB

Rotational Assignments in OL and
Outside OL



OL/FMG



OL/ACG

Agency Procurement in FY 88



PE/OL

Video Review of FY 88

OL/PS and OL/P&PG

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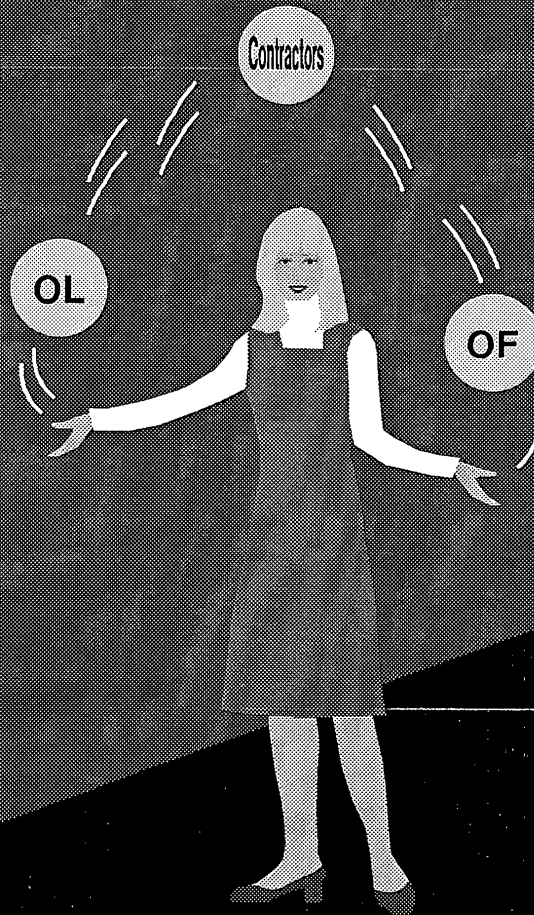
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STAT



Benefits of Rotational Assignments

