

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  
Outside OL

[Redacted]

OL/FMG

25X1

OL/ACG

25X1

Agency Procurement in FY 88

[Redacted]

PE/OL

Video Review of FY 88

OL/PS and OL/P&PG

25X1

[Redacted]

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OL/PS and OL/P&PG

[Large Redacted Box]

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### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)  
 Agenda for OL Quarterly - 4th Qtr FY 88 (3/4 November 1988)

<b>FROM:</b> [Redacted] OL/IMSS	<b>EXTENSION</b>	<b>NO.</b>	<b>DATE</b> 8 September 1988
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<b>TO:</b> (O building)	<b>RECEIVED</b>	<b>FORWARDED</b>	<b>OFFICER'S INITIALS</b>	<b>COMMENTS</b> (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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1.	EO/OL [Redacted]			
2.	DD/L			
3.	D/L		✓	
4.				
5.				
6.	IMSS/OL [Redacted]	9/12		
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Attached is the suggested agenda for the OL Quarterly for the 4th Quarter FY 88 per your notes on the attached list of suggested topics that we submitted for the last OL Quarterly.

Since we'll be showing a 15-minute video review of OL's FY 88 significant activities and the presentations on travel, open office planning, and rotational assignments will take more than 10 minutes each, we suggest holding off on one of the topics until the next quarterly.

Please let me know what you decide, and I'll notify the speakers.

*Thanks*

[Redacted Signature Box]

Attachments:  
As stated

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25X1 ③ Travel Processing Branch

[Redacted] OP/TPB

25X1 ② Open Office Planning

[Redacted] and OL/FMG

25X1 ~~Automation Effort in Procurement~~

~~[Redacted] OL/FMS~~

25X1 ④ Rotational Assignments in OL and Outside OL

[Redacted], OL/FMG  
[Redacted] OL/ACG  
(See attached list)

25X1 ⑤ ~~Personnel Update~~  
*Agency Procurement in FY-1988*

~~[Redacted] C/P&TS/OL~~

⑥ Video Review of FY 88

OL/IMSS and OL/P&PG

CONFIDENTIAL

DATE

907

TRANSMITTAL SLIP

STATO:

ROOM NO.

REMARKS:

FROM:

OC/PETS

ROOM NO.

BUILDING

EXTENSION

**Page Denied**

1416

Have/1145

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

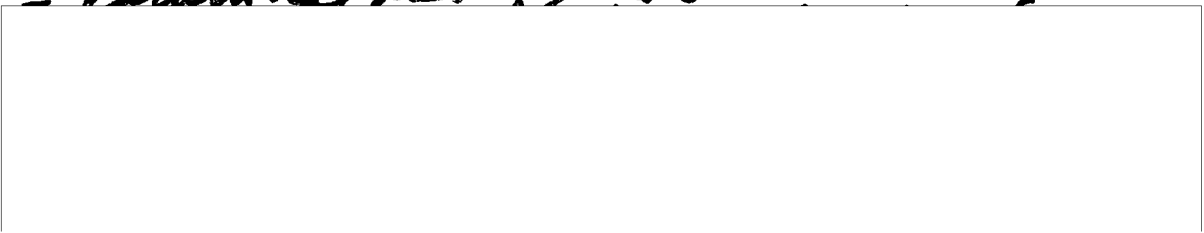


Topic for OL Quarterly - 4th Qtr FY 88

- Video review of FY-88

Travel Processing Branch (15 minutes) OP/TPB is coordinating)

~~Rotational assignments in OL + outside~~



D/LIA NOTES  
RE TOPICS -  
19.8 TR.

9/8/88

STAT	TO: (Name, office symbol, room number, building, Agency/Post)	Date
1.	Bob	8 Sep 8 SEPT
2.	Tony	
3.	Marie	
4.	LOOKS FINE MARIE	
5.		9/9/88

Action	Note and Return
Approval	Per Conversation
As Requested	Prepare Reply
Circulate	See Me
Comment	Signature
Coordination	

**REMARKS**

Attached is the suggested agenda for the next OL Quarterly. The note on the routing sheet to the O-D/L is self-explanatory. Please review this package and if you approve, I'll send it on to the front office.

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

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

FORM 102

OPTIONAL FORM A1 (Rev. 7-78)



### ROUTING AND RECORD SHEET

**SUBJECT: (Optional)**  
 Agenda for OL Quarterly - 4th Qtr FY 88 (3/4 November 1988)

STAT  
 STAT

<b>FROM:</b> [Redacted] OL/IMSS	<b>EXTENSION</b>	<b>NO.</b>
		<b>DATE</b> 8 September 1988

STAT

STAT

STAT

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		RECEIVED	FORWARDED	
1. EO/OL [Redacted]				<p>Attached is the suggested agenda for the OL Quarterly for the 4th Quarter FY 88 per your notes on the attached list of suggested topics that we submitted for the last OL Quarterly.</p> <p>Since we'll be showing a 15-minute video review of OL's FY 88 significant activities and the presentations on travel, open office planning, and rotational assignments will take more than 10 minutes each, we suggest holding off on one of the topics until the next quarterly.</p> <p>Please let me know what you decide, and I'll notify the speakers.</p> <p style="text-align: center;"><i>Thanks!</i></p> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> <p>Attachments: As stated</p>
2. DD/L				
3. D/L				
4.				
5.				
6. IMSS/OL [Redacted]				
7.				
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25X1 Open Office Planning

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[Redacted] OL/ACG  
(See attached list)

25X1 Personnel Update

[Redacted] C/P&TS/OL

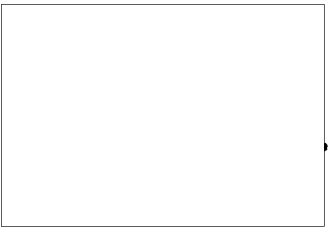
Video Review of FY 88

PS  
OL/IMSS and OL/P&PG

**Page Denied**

Have / 1450

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Topic for OL Quarterly - 4th Qtr FY 88

- Video review of FY-88



Travel Processing Branch (15 minutes) OP/TPB  
[Redacted], is coordinating)

Retention / arrangements in OL + outside





List of Suggested Graphics - OL Quarterly for First Qtr FY 89

1. Agenda for Thursday, 26 January 1989
2. Agenda for Friday, 27 January 1989
3. ~~Update on OL Activities - First Quarter FY 89~~ *OFFICE OF LOGISTICS - FIRST QUARTER 1989 HIGHLIGHTS*

4. OL Planning Conference
5. New Record - Logistics Operations Center (with graphic)
6. William Donovan - desk is on display
7. Child Day Care Center Project (with graphic)
8. New Conference Facility (with graphic)

STAT

9.



STAT

~~10.~~



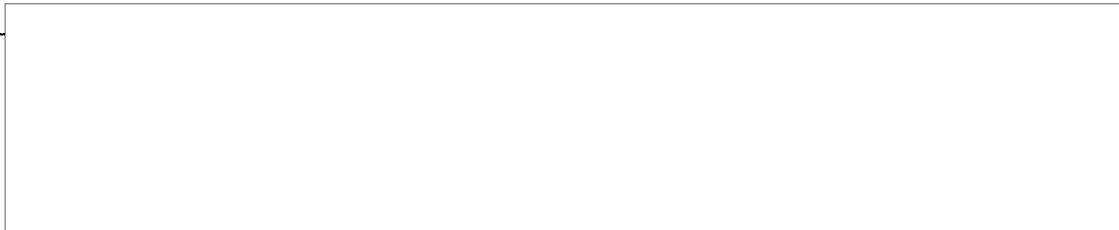
~~11. Certificate of Completion (with graphic of diploma)~~

12. OL Christmas Party (with graphic)

~~13. Fourth "Supervising in OL" Course in December (with graphic)~~

STAT

~~14.~~



15.

16.

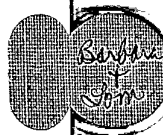
~~17. Commercial Logistics Applications System (CLAS)~~

~~18. New Version of Federal Automated Requisitioning System (FARS)  
(with graphic)~~

19. "President-Elect Transition Papers Update"

~~20. Agency-wide Copier Supply Program (with graphics)~~

~~21. New Fluorescope Machine (with graphic of explosion)~~



**OL QUARTERLY PRESENTATION**

**GOOD MORNING 1. Barbara 2. Tom**

**For the past 4 and 1/2 years my career with the Office of Logistics has been managing and supervising the Director's Dining Room and Executive Dining Room. More recently as liaison with the Food Service Companies operating the cafeterias and snack bars at AGENCY locations.**

**This slide indicates what companies operate and where they are located.**

*Slide # 1*

**GSI  
Guest  
Service**

**OGDEN  
Food  
Service**

**BOB  
Business  
Opportunities  
For The Blind**



STAT

**Some of the accomplishments have included:  
Questioners on the quality of food and service**

**The results were given to the respective cafeteria managers. I feel they are working toward satisfying customer suggestions. I have visited [ ] several times.**

STAT  
STAT  
STAT



**The flagship of these operation is the Director's Dining Room and Executive Dining Room located on the 7th floor of the original HQS building.**

*Slide # 2*

**I am often asked, "Why is there an Executive Dining Room?"**

*Slide # 3  
EDR*

**This facility was established in 1952, with the approval of Congress, to provide the Director, Deputy Director, and Senior Agency officials, a physically secure area, staffed with cleared personnel, to transact AGENCY business.**



○ The Director's personal dining room seats a maximum of 12 and minimum of 2. Often hosting foreign and U.S. government officials for breakfast, luncheons and dinners.

Slide #4  
DET DR

During my time in service some of these people have included:

STAT.

[Redacted]

Senators

Lee Iacoca

Shirley Temple Black

Sandra Day O'Connor

Congressmen

FBI Director, Sessions

More recently the EDR staff set up refreshments in the Director's office and conference room where President Bush met and was briefed during his visit to HQS. Two staff members assisted in the HQS cafeteria with the visiting officials.

STAT The EDR also provides services to all types of catered functions and special events. You may have attended a retirement or reception held either here at HQS [Redacted] or the EDR on the 7th floor.

Slide #5  
Deans Lunch

Also, last week for the reception held for Mr. GATES in the NHB ATRIUM the EDR was there with cookies and punch.

○ TOM will now give you specifics about the EDR operation.

## OL QUARTERLY PRESENTATION

This misconception that we would [REDACTED] like to <sup>DISPER</sup> [REDACTED] today is that the Exec. Dining Room is a small, limited operation. As the next two slides will show, this is definately not the case.

Slide # 67

Although some months - DEC and JAN are busier; and some are slower; we feel these figures are a fair assessment of an "AVERAGE" month. During this month we served approximately 2400 customers; 1800 in either the DCI DR or the EDR as individual meals; the balance thru an assortment of special functions.

THESE FUNCTION consist of OFFICIAL LUNCHESES AND DINNERS:  
EVENING RETIREMENTS AND RECEPTIONS:

and a variety of smaller formats. In addition to this, ap 2600 cups of coffee are delivered to conference rooms thru out the HQS in support of component requirements. As the next slide well illustrates; it takes a lot of food to attend to these customers. We use almost a TON of raw meat, fish and poultry per MONTH. We use close to 800 lbs of flour and sugar and some 1900 eggs. The bulk of which goes into producing over 3000 homemade rolls and muffins.

Slide # 7

All of this food preparation is delivered to the NORTH DOCK where our Chef's do quality and quantity inspections. Unacceptable items are shipped back to the purveyor and acceptable merchandise is taken by hand truck back to the 7th floor kitchen. Inadequate refrigeration and storage has forced us into ordering in smaller quantities and consequently we receive from 1 to 5 deliveries "per day" to adequately keep fresh products on hand.

You probably are wondering where we purchase this food. The majority is purchased from local food purveyors thru out the DC, METRO AREA;

EXAMPLE; U.S.FISH

slide

And  inspects the next shipment of grain.

slide.

Slide # 8

Slide # 9

STAT

All of this food has to be cut or chopped, sliced or diced, trimmed or fillet and finally cooked. This work is accomplished by 4 Chefs all trained at some point in their career at the OTHER CIA the Culinary Institute of America in Poughkipsie, N.Y. (from left to right are Chef's MIKE, JIM, MARY JO AND [redacted]). The Culinary Institute is a fully accredited college of the Culinary arts. It consists of a <sup>2</sup> year program; <sup>10</sup> months of intensive classroom training and <sup>4</sup> months of apprentice or extern training in pre-approved restaurants across the United States. Graduates are fully certified and coveted by the Food Industry for their high degree of skills and training.

Slide # 10

<sup>DUAL TRAINING</sup>  
Incidentally, this makes the AGENCY CHEF's possibly OL's only

Slide # 11

official double agents. HERE THEY ARE IN DEEP COVER!

The meals are served by an excellent staff of 4 waitress---

Slide # 12

Rosa, Nita, Nancy and [redacted] whose sole responsibility is the services required in the Director Dining Room. The wait staff must always be aware of their customer's dietary requirements and be cognizant of the unique time constraints they are under. Barbara and I are proud to say it would be difficult to find a more dedicated and hard working group of professionals.

Slide # 13

Slide # 14

○ On the **ECONOMIC** side, the **EDR** is run much like any other **Restaurant**. We are responsible for maintaining an accurate and complete set of books for accounting and audit purposes. We also must maintain continually updated chart of accounts for each member. There are presently  **EDR** members and component accounts;  of which are active during any given month. Up until a gear ago, both the financial and member account information was calculated by hand and entered into the **Delta Data** thru **VM**.

In an effort to better, and more efficiently maintain this information, the **EDR** recently brought on line a **STATE OF THE ART BAR CODE/FINANCIAL MANAGEMENT SYSTEM**.

○ The system consists of 2 **IBM PC'S** one which acts as a host computer and is located in the office; and the other which acts as a register and is located in the **Executive Dining Room**.

When a member eats in the dining room he fills out a card (chit) which contains his account number and his order. The waitress quickly scans this information into the **PC** located in the dining room where it is simultaneously stored on the member account and sent into the kitchen as an order for the **Chef**.

Slide # 15

Slide # 16

Slide # 17

○ At the end of the day the account information is transferred via floppy diskette – to the host computer located the office (2E54 HQDs).  
The host computer has an updated member account file as well as a complete financial management package.

SLIDE 18

Updated account charges and balances are now accessible to members at any time. EDR management has current accounting forms; such as balance sheets, income statements and budgetary analysis are produced monthly to aid in running the operation.

BARBARA

○ Because of the lack of available space the EDR facilities are scheduled for renovation and expansion. The kitchen built over ~~FIFTY~~ *Twenty Five* YEARS ago to prepare food for the DCI and a total EDR membership of 25 now prepares food for the DCI and 100 member a day. The present plans for expansion; include doubling the size of the kitchen and dining area.

SLIDE 19

TOM:

SLIDE 20

In closing Barbara and I would like to thank the Office of Logistics and FMG for their support of what is certainly a "WILD CARD" operation. Also at least until completion of the expansion - we recommend that those people using the facilities make reservation far in advance. THE LINES ARE OUT OF CONTROL.

SLIDE 21

BARBARA:

STAT Introduction of  C/FMG





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