

## OFFICE OF LOGISTICS AWARDS DURING FY 88

<u>TYPE</u>	<u>NUMBER</u>	<u>AMOUNT</u>
Intelligence Medal of Merit	1	
Career Intelligence Medal	5	
Intelligence Commendation Medal	4	
Quality Step Increase	33	
Employee of the Quarter	28	\$ 11,600
Employee Suggestion Award	4	925
Exceptional Accomplishment	72	57,600
Special Achievement	143	127,748
Exceptional Performance	34	29,900
TOTALS:	324	\$227,773

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 59 percent increase in cash.

P&TS

PROFESSIONAL/TECHNICAL RECRUITMENT STATISTICS - FY 88

Applicant files/resumes reviewed	870
Interviews requested	322
Interviews scheduled	346
Applicants placed in process	214

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Applicants who entered on duty	
Conversions to ML careerists (professional/technical)	
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Total new ML careerists (professional/technical)	
Clerical and Wage Grade	
GRAND TOTAL	
*includes 13 from ML clerical	
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## OL Training

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

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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

- Facilities Management Career Handbook
  - Handbook for GS Evaluation Panel Members
  - Employee Personnel Profile
  - Wage Grade Task Force Report
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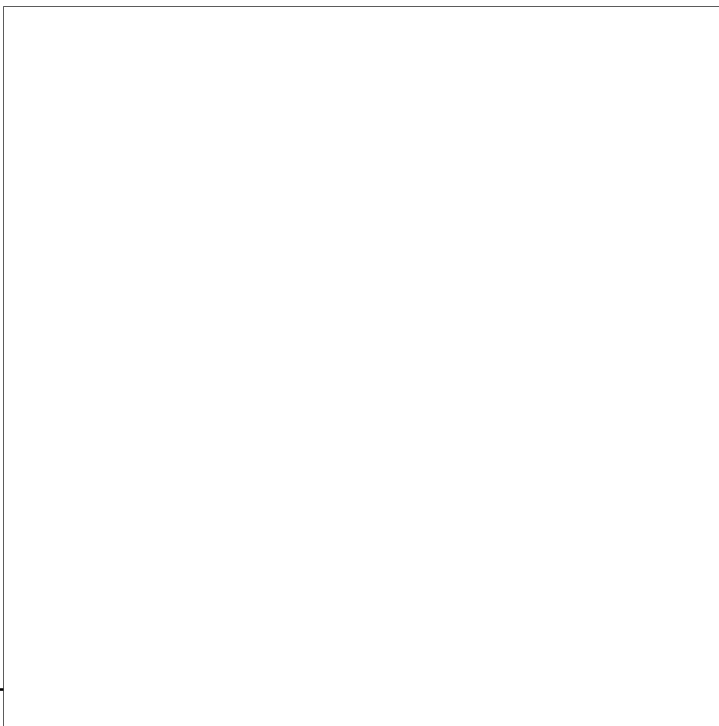
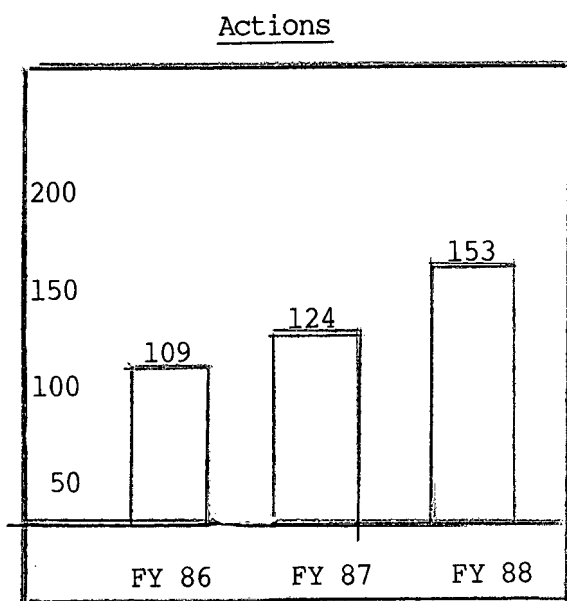
In addition to authoring these booklets, P&TS participated in in the formation of the new Facilities Management (MLF) Career Service and gave briefings on conversion to this career service. The handbook outlines training and experience necessary for career progression in the facilities management field.

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.

Contract Activities by Real Estate & Construction Division

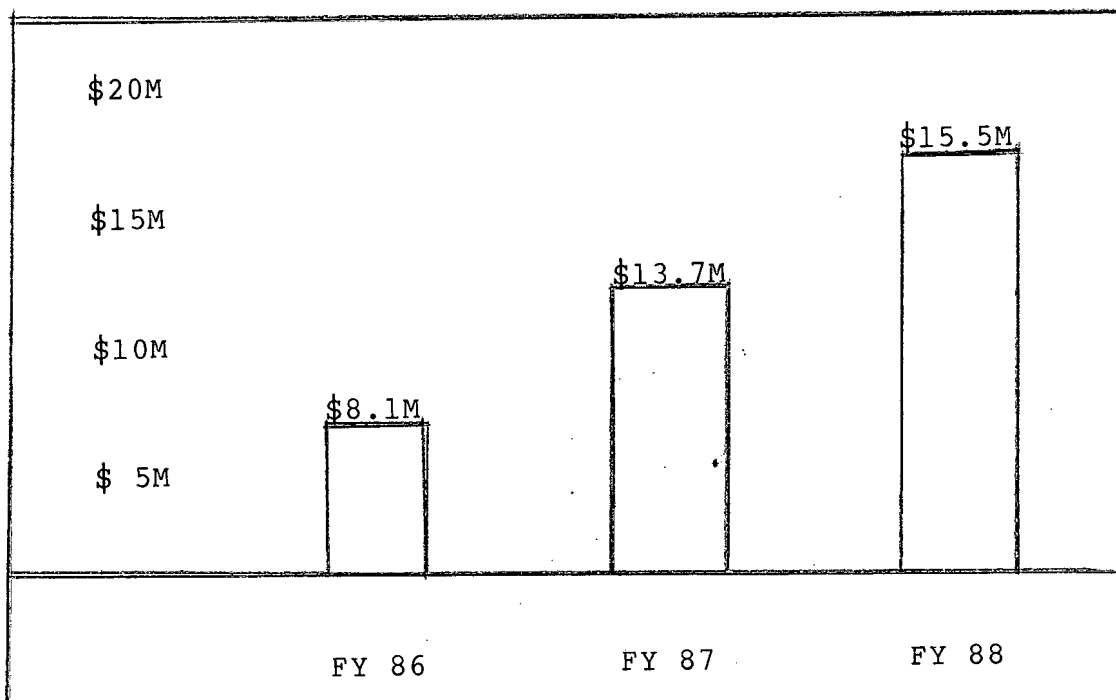
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In FY 88 RECD's contract actions and contract dollar values were up *by 23%* and *6%*, respectively, ~~slightly~~ over FY 87, but contract actions were up by 40 percent over FY 86 and contract dollar values were up by 60 percent over FY 86.

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## CIA Direct Lease Program



In FY 88 RECD's direct lease payments were up by 13 percent over FY 87 and were up by 91 percent over FY 86.