

Office of Logistics
Staff Meeting
n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 2 Dec 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

3 December 1987

REMINDER: The OL Christmas Party will be held on 17 December, at 1500 hours, in the [redacted] Be sure to mark your calendars.

1. The Office of Logistics (OL) is pleased to welcome its newest employees:

[redacted]

- Printing and Photography Division
- Information and Management Support Staff
- [redacted]
- Supply Division

2. [redacted] Deputy Chief, Transportation Management Branch, [redacted], was presented with an Exceptional Accomplishment Award on 2 December 1987, for his outstanding TDY performance [redacted] during the period 19 March through 2 July 1987. During this time, Alex rendered invaluable support to [redacted]

[redacted]

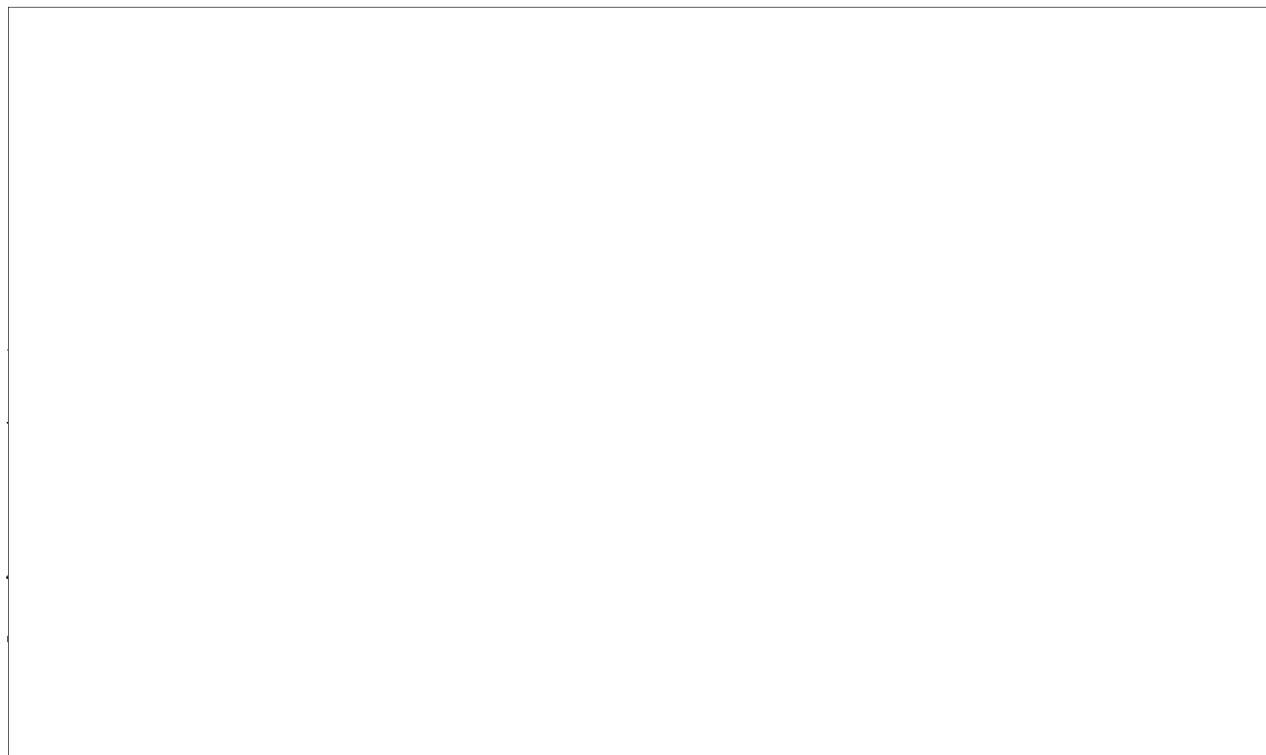
3. [redacted] Logistics Officer, was presented with an Exceptional Accomplishment award on 2 December 1987, for her efforts [redacted] during the period from March to June 1987. During this time Rose ensured the coordination and delivery of critical materiel for this important operational activity. In addition, she was required to travel over roads, sometimes impassable for a period of 18 hours a day one way to supervise shipments of supplies and materiel. Her dedication and hard work were demonstrated on numerous occasions during her TDY. [redacted]

[redacted]

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OL Staff Notes 2 December 1987

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7. [redacted], OL's Combined Federal Campaign Chairman, reported that we have now reached 98.5 percent of our goal of \$21,345. As of 1 December, \$21,030 has been pledged. Chatman advised that there are 15 cards outstanding. [redacted]

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8. On 1 December, a working session was held with the [redacted] Project Office [redacted], OL, and representatives from each office scheduled to move [redacted]. The purpose of the work session was to provide additional information to the office representatives regarding the planning process for Reston and to initiate a preliminary program to determine Reston space requirements. The target date for completion of the preliminary program is early February 1988. [redacted]

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9. The Interior Design Staff, FMD, reports that the exhibit "The Growth of the United States COMSEC, 1900-1945," borrowed from the National Security Agency, will be on display in the Headquarters Exhibit Hall from 1 through 31 December. This display represents the evolution of communications equipment and methods during the early 1900's. [redacted]

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10. A scheduled power outage for the Headquarters Compound Motor Pool was accomplished on 29 November. This outage was required to separate the power cable feeding the Hammermill from the cable for the Motor Pool. The damaged PCB transformer at the Hammermill can now be removed and the cleanup of the PCB spill completed. [redacted]

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OL Staff Notes 2 December 1987

11. During the past week, representatives from the New Building Project Office supervised the installation of a traffic signal at the intersection of Route 123 and Saville Lane and the pouring of the concrete median strip along Route 193. The Shirley Contracting Corporation installed the top coat of pavement along east and westbound Route 123 and the Headquarters entrance road and started landscaping the area between Route 193 and the Evermay community. The Virginia Department of Transportation field inspector estimates that this project could be complete within 4 weeks.

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13. Real Estate and Construction Division reports that Agency-occupied space at the Broyhill Building, Arlington, was terminated on 30 November. OL orchestrated the removal of Foreign Broadcast Information Service equipment and termination procedures with the General Services Administration.

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Attachment
One Individual Can Make a Difference

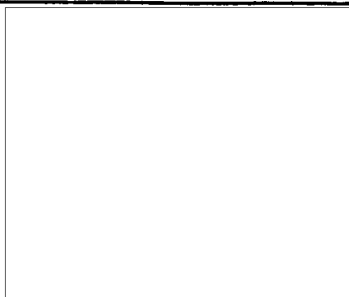
***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can-do" image of our office:

In a Memorandum dated 17 November 1987, from Allen R. Elkins, Director of Finance, the following individuals were commended for their outstanding efforts in assuring a successful fiscal year 1987 year-end closing process:

Contract Information Branch

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Inventory Control System

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Information and Management Support Staff, DAS/TG/OL

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Budget and Fiscal, OL

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[Redacted] of Contracts and Procurement Staff, OSO, was commended in a letter of appreciation, dated 23 November 1987, from [Redacted] Chief, Operations Group (OG)/OSO, for his outstanding support in negotiations on a number of important and sometimes complex developmental projects for OG. In addition, Tom played a very important role in a project requiring parallel contracts with two different contractors.

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