

Office of Logistics

Staff Meeting

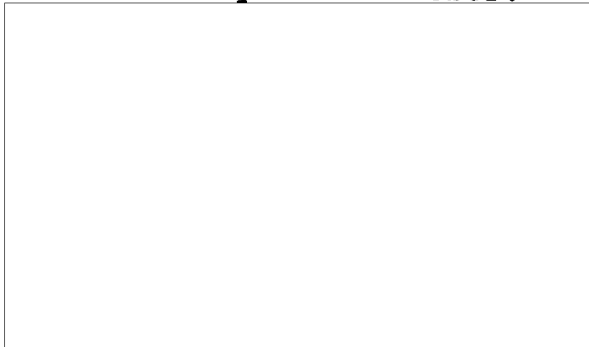
n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 28 Oct 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.

30 October 1987

1. The Office of Logistics (OL) is pleased to welcome its newest employees [redacted], assigned to the Logistics Operations Center. [redacted]

2. We are pleased to announce that the following OL employees successfully completed the Career Trainee Program and were presented their certificates by Judge Webster at a graduation ceremony on 2 October:



Logistics Officer, Latin America Division/DO Foreign Buildings Office/RECD Real Estate and Construction Division Facilities Management Division Procurement Management Staff [redacted]

3. a. All division and staff chiefs have been asked to collect a list of volunteers to run the OL Christmas party. If you are interested in serving on any of the various committees, please call Marie, Dawna or Brenda on [redacted]

b. The Basic Tenets of OL Personnel Policy have been sent to every Logistics careerists. If you have not received your own copy of this very important document please contact Marie, Dawna or Brenda on [redacted]

4. a. There are now [redacted] handicapped employees working as full time Agency employees; 29 more than in 1986.

b. In 1980 33.8% of the Agency population was female; the total now is 40.1%.



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[Redacted]

25X1
25X1

5. Approximately [Redacted] employees attended a successful one-day symposium on career issues and strategies sponsored by the Federal Women's Program Advisory Council on 14 October. The keynote speaker was Commissioner Patricia Price Bailey of the Federal Trade Commission. Other speakers included Judy Mann, Washington Post columnist; Dr. Geraldine Cox, Vice President of the Chemical Manufacturers Association; Michele Lord, Executive Director of the Congressional Caucus; and a panel of Agency SIS women.

25X1

6. Other Significant Events which Occurred in OL this reporting period were:

a. Renovations in the Office of Information Technology second and third floor computer centers in the NHB were completed during this reporting period. [Redacted]

25X1

b. OL took possession of the fourth floor (east portion) of the North Tower of the NHB. This area is slated for occupancy by the Office of Scientific and Weapons Research in January 1988. [Redacted]

25X1

c. Shirley Contracting Corporation installed the base coat of pavement along westbound Route 193 near the intersection of Route 123 and at the intersection of Route 193 and the Turkey Run Access Road. On 28 October, the contractor rerouted traffic and raised the elevation along eastbound Route 193. During the construction, the contractor will provide a separate lane for Agency employees turning from eastbound Route 193 onto Turkey Run Road., [Redacted]

25X1

d. On 27 October 1987, the backfilling of a trench across the Turkey Run Access Road construction entrance was completed. This allowed the construction traffic flow to return to normal. Construction traffic had been diverted to the Turkey Run Access Road employee entrance as a temporary measure. [Redacted]

25X1

e. On 13 October, an OL team with assistance from Allied and Kane Movers, started a lengthy project of rearranging the secure, essential and non-essential power in the New Headquarters Building (NHB) to conform with the furniture layout. The project will last until the last office in the NHB is turned over to the component for occupancy. A deadline of 23 October was given for the third floor so that the Office of Information Technology could pull commo and data

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lines to the 100 holes drilled in the floor tiles. Upon
completion of the third floor, a new deadline will be set for
the completion of the fourth floor.

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Attachments

- A. One Individual Can Make a Difference
- B. November Visitations
- C. Item of Interest from PMS

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ATTACHMENT A

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

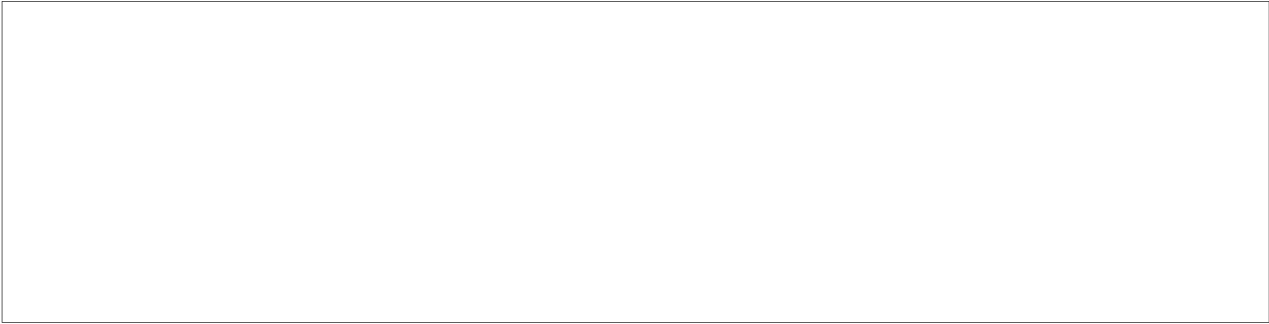
The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can do" image of our office:

The Mail and Courier Branch, FMD, was commended in a letter of appreciation, dated 26 October 1987, from Barry [redacted] Special Assistant to the President for National Security Affairs and Senior Director for Intelligence Programs, for the excellent assistance and speedy delivery of time-sensitive compartmented information to various agency and department heads. [redacted] stated that the response was positive and immediate. Also commended were [redacted] and [redacted] Mail and Courier Branch, for their superb assistance in the pickup and delivery of mail for the National Security Council.

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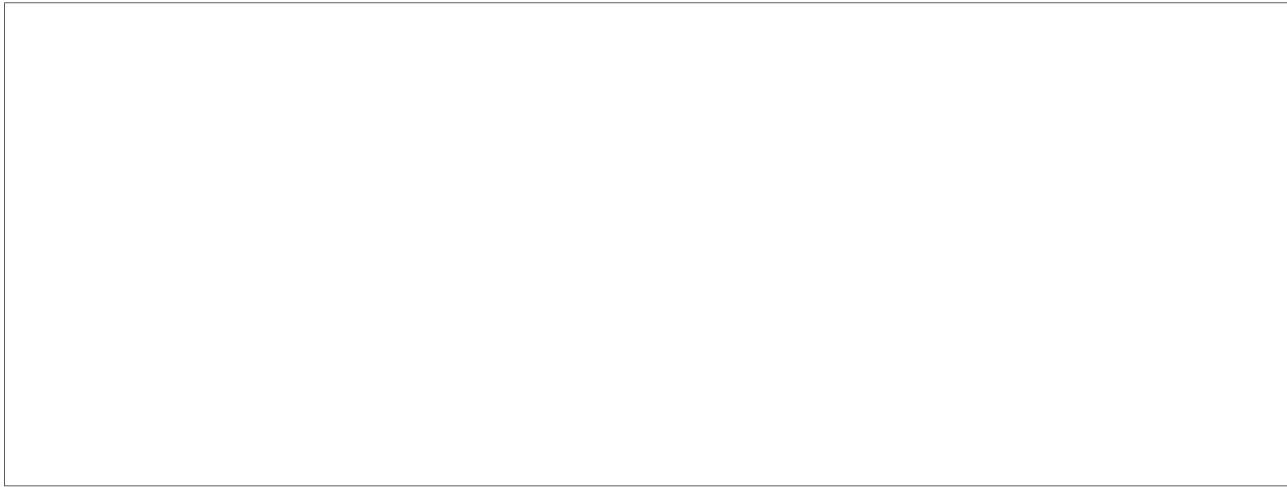
[redacted] Logistics Officers, Intelligence Community Staff, were recipients of a letter of appreciation dated 26 October 1987, from [redacted] Chief, Unauthorized Disclosure Analysis Center (UDAC), for their assistance during UDAC's moves. UDAC moved three times in the past three months, from Headquarters to the Ames Building, then twice within the Ames Building. Two of these moves were done on very short notice. Kathy devoted a great deal of personal attention to the details of moving and spent many hours assuring that the UDAC was properly handled. Rufus provided the necessary support to make the move take place on time and in good order. [redacted]

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ATTACHMENT B

OL VISITATION SCHEDULE

November 1987

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/IMSS	C/AS/CPAS and Logs Officer	11-05-87
	C/PMS	C/CPG/CS and Logs Officers	11-10-87
STAT	C/PD	[REDACTED] and Logs Officer	11-10-87
	EO	D/OC, OC/AMD and Logs Officer	11-10-87
	D/L	C/SAS and Logs Officers	11-13-87
	C/PMS	C/SDG/CS and Logs Officers	11-13-87
	DD/L	C/EPG and Logs Officer	11-16-87
	C/PD	C/AS/NESA and Logs Officer	11-17-87
	DD/L	C/EUR and Logs Officer	11-18-87
	C/IMSS	C/AS/SOVA and Logs Officer	11-19-87
	EO	D/OD&E and C/SPG/CS	11-24-87
	C/SD	C/SB/ORD and Logs Officer	11-24-87
STAT	D/L	[REDACTED] and Logs Officers	11-27-87
	C/SD	C/AO/OEA and Logs Officer	TBD
	C/FMD	C/SS/OIT and Logs Officers	TBD
	C/FMD	C/AS/FBIS and Logs Officer	TBD
	C/P&PD	C/AS/LDA and Logs Officer	TBD
	C/P&PD	C/AS/OIR and Logs Officer	TBD
	C/RECD	C/ESG/FBIS	TBD

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

PROCUREMENT MANAGEMENT STAFF, OL
 ITEM OF INTEREST
 27 OCTOBER 1987

"THIRTY DAYS HATH SEPTEMBER..."

The procurement process has never seen a September with only 30 days. The requisitioning and procuring processes build to a climax beginning in August. At this time, those involved with the budgeting process are working to assure that their dollars are obligated. Procurement personnel are, once again, doing a balancing act, trying to accommodate the customer yet adhere to the established deadlines for acceptance of certain types of requests. Dollars not legally obligated by midnight on 30 September are lost by the office to which they were originally allotted. Since obligations must be recorded in the General Accounting System (GAS) prior to fiscal yearend closeout, the Office of Finance (OF) gives the Contract Information System (CONIF) a 2-to-3-day window in which to get all obligations recorded. Systems managers from CONIF, GAS, and the Inventory Control System meet with managers of the Office of Information Technology operations, beginning in July, to insure goals are set, procedures are clearly outlined, and contact points are provided for any situation that may arise.

September arrives. The clock is ticking and the countdown has started against the unobligated dollars reported daily by OF. A successful yearend requires total dedication and commitment by all those involved in the commitment/obligation process.

25X1 This year, with just two weeks left in the fiscal year, there
 was [] in unobligated dollars. Daily progress was
 25X1 monitored. By 30 September, there was still \$130 million
 outstanding compared to [] on the same day last year.
 Would the dollars get obligated? Would the obligations get
 recorded? Yes! Once again the Office of Logistics, committed to
 superior service, would get the job done!

25X1 Total dollars obligated during the last month of this fiscal
 year totalled [] (31 percent of the Agency budget), but we
 did it!

25X1 The pressure was greater, the system downtime extensive, and
 the increased numbers of actions and dollars seemed insurmountable.
 But the Office of Logistics met the challenge head-on and another
 fiscal year was successfully closed out. We did it!

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