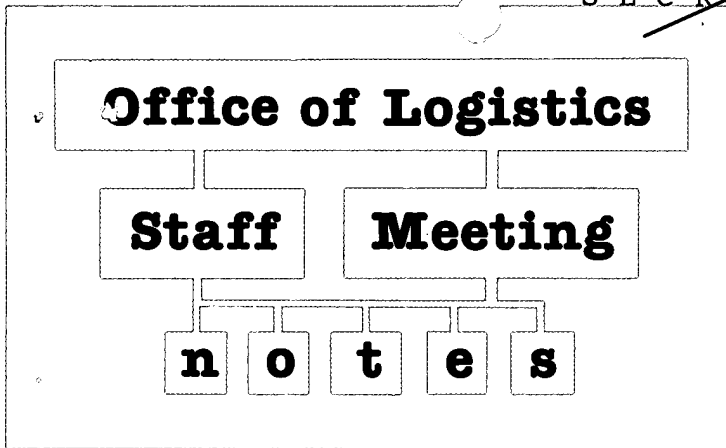


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Listed below are the topics that were discussed at the D/L staff meeting on 16 Sept 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

18 September 1987

1. The Office of Logistics (OL) welcomes its newest employees:

25X1



- Real Estate and Construction Division
- Procurement Division

25X1



2. Congratulations to the following OL employees who were promoted to GS-15 on 16 September 1987:

25X1



Chief, [Redacted] Project Office, RECD  
 Contracting Officer, Special Programs Staff, DS&T  
 Deputy Chief, [Redacted] Logistics Branch, SD [Redacted]

25X1

25X1

25X1

3. [Redacted] Personnel and Training Staff, was presented a Special Achievement Award on 16 September 1987 for her sustained superior performance during the period 1 May 1986 through 27 February 1987. During this time, Mary Ellen was the focal point officer for the day-to-day personnel administrative support for the more than 300 clerical employees assigned to OL, including such diverse skill groups as clerks, secretaries, couriers, and data processors. In addition, she was given responsibilities for a segment of OL professionals, those falling in the MLD and MLE career tracks. Mary Ellen made a significant contribution to one of the Agency's largest grade structure changes. She was instrumental in getting the new secretarial program in OL off the ground, far ahead of the rest of the Agency. Mary Ellen has, in short, provided OL with outstanding personnel support. [Redacted]

25X1

25X1

4. [Redacted] was presented a Special Achievement Award on 15 September 1987 in recognition of her excellent performance as a transportation officer [Redacted]

25X1

25X1



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S E C R E T

OL Staff Notes - 16 September 1987

25X1 [redacted] during the period February 1987 through June 1987. Nettie's duties included booking cargo with commercial and military air and sea carriers and with commercial freight forwarders. In performing these duties Nettie was required to prioritize each of these requirements and determine the most effective means of transportation including the economical ramifications of the various methods of shipment. Nettie's outstanding accomplishments can be attributed to her interpersonal skills; her excellent ability to organize materiel in a logical sequence, and her indepth knowledge of transportation policies and procedures. [redacted]

25X1

25X1

6. On 10 September, representatives from the New Building Project Office, OL, and Safety Division, OMS, conducted a familiarization tour of the New Headquarters Building for members of the Fairfax County Fire Department. All parties thought the tour was extremely worthwhile and no significant problems were surfaced. [redacted]

25X1

7. The last piece of curtainwall glass was installed in the South Tower of the New Headquarters Building on 10 September following the removal of the outside trash chute and freight elevator. [redacted]

25X1

8. On 3 September, a \$202,000 contract to purchase 11 paintings, previously loaned to the Agency, has been signed by owner [redacted]. These paintings represent various artistic periods of five Washington Color School artists whose experiments in the use of color are of significance in the 1950's and 1960's to the history of American art. [redacted]

25X1

25X1

## Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from RECD

S E C R E T

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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:

25X1 [redacted] Printing and Photography Division, was  
25X1 commended in a letter of appreciation, dated 28 August 1987,  
25X1 from [redacted] Director of Research and Development for  
his "unflagging help" in getting ORD's FY 86 Accomplishments  
25X1 Book published. [redacted]

25X1 In a letter of appreciation, dated 3 September 1987, from  
25X1 [redacted] Associate General Counsel, Chief, Logistics  
and Procurement Law Division, [redacted] Printing and  
Photography Division, was acknowledged for his excellent  
support in the reproduction of film to be used by Department of  
Justice counsel representing the Agency in the upcoming Foster  
25X1 and Zenith versus U.S. litigation trial. [redacted] stated  
25X1 that the job Tom completed was excellent. [redacted]

[Large redacted block]

25X1 [redacted]  
25X1 [redacted] were commended in a letter of appreciation,  
25X1 dated 3 September 1987, from [redacted] Database  
Manager, Insurance Operations Division, OP, for their support  
in the delivery of several supplies to OP. This was done in a  
25X1 manner without disrupting the working environment. [redacted]  
25X1 stated these individuals willingness to go out of their way to  
meet OP's needs was greatly appreciated. [redacted]

25X1 [Large redacted block]

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