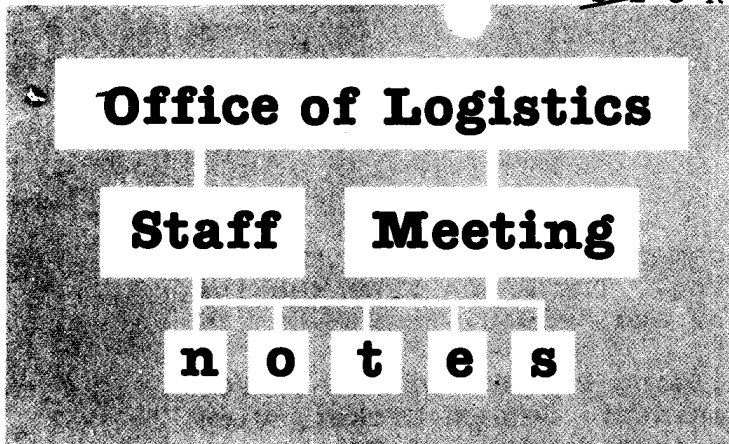


~~SECRET~~



Listed below are the topics that were discussed at the D/L staff meeting on 26 Aug 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.

28 August 1987

***** FROM THE D/L's CORNER *****

The "Basic Tenets of the Office of Logistics Personnel Policy" attached hereto is being distributed to every OL employee. These tenets are not some sort of slogan to be read and forgotten. They are, in fact, basic guidelines which must be adhered to if OL is to have the best career service in the Agency--OL employees deserve nothing less. The tenets represent the foundation of a sound personnel management policy for OL. Most of the principles contained in the attachment are particularly pertinent to OL employees who have supervisory responsibilities. Consequently, supervisors will be held accountable as to how well they carry out the appropriate elements of this policy. This aspect of their responsibilities will be reflected in their Performance Appraisal Reports (PAR's). If there are any questions on this subject, employees are encouraged to contact any member of the Logistics Career Board or the personnel officers assigned to Personnel and Training Staff.

25X1

1. The Office of Logistics welcomes new employees, [redacted] to Procurement Division.

25X1

25X1

2. [redacted] was presented the Career Intelligence Medal on 26 August 1987, in recognition of his distinguished, dedicated and superior service throughout the Office of Logistics for 15 years. [redacted] sustained conscientious dedication and professionalism in technical and managerial assignments earned him the respect of subordinates, peers and superiors alike. His career has been characterized by loyalty, dedication, integrity, and professionalism. Bill achieved a high level of success in his pursuit of excellence in support of the Agency's mission. His professional effort allowed him to achieve significant accomplishments at the highest standards of the Central Intelligence Agency and the Federal government. [redacted]

25X1

25X1



~~SECRET~~

S E C R E T

OL Staff Notes - 26 August 1987

3. The Information and Management Support Staff has
relocated to Room 2G31 [redacted]

25X1
25X1

4. On 19 August, the New Building Project Office (NBPO) hosted Messrs. Noel Fagerlund, President; Joseph Uicker, Vice President; and Everett Medling, Project Manager of Smith, Hinchman and Grylls (SH&G), the architectural firm for the New Headquarters Building (NHB), on a tour of the Headquarters Compound. They received a comprehensive tour of the NHB construction site and held discussions with C/NBPO regarding project status and SH&G performance. This was Mr. Fagerlund's first visit to the Headquarters Compound. [redacted]

25X1

5. On 21 August, NBPO was informed by the Project Manager, Fairfax County Department of Public Works, that the expansion and improvement of the pumping station serving the Headquarters Compound, necessitated by the addition of the New Headquarters Building, has been completed. The contractor who performed the work provided a demonstration of the pumping station improvements on 25 August to representatives of the Facilities Management Division, OL. [redacted]

25X1

6. Effective 17 August, Facilities Management Division redesignated parking in the Headquarters West A Lot, Row 2, from medical to visitor parking. Row 1, containing 26 spaces, will remain medical parking and Rows 2 through 6 will be for visitors. This redesignation was necessary as currently only eight medical spaces are occupied on a daily basis. [redacted]

25X1

25X1

8. On 20 August, the Printing and Photography Division, OL (P&PD) successfully processed the first two Foreign Broadcast Information Service (FBIS) Daily Reports received over the fiber-optic data link [redacted] to the P&PD Building. The typesetting of these two books dramatically increased the quality of these publications over the previous typewritten format and decreased the number of pages due to compaction. FBIS intends to add two books per week to this electronic publication network until all eight Daily Reports are produced in this manner. [redacted]

25X1

25X1

S E C R E T

OL Staff Notes - 26 August 1987

9. P&PD received requests for production of two significant publications: The National Security Classification Guide, which will require 3,640 copies by 18 September; and preliminary work for the Red Book (illustrating forged documents used by terrorists). Conversations with the requestor indicate that a total of 60,000 copies will be required of the Red Book, which will make it the largest job ever produced by P&PD. We anticipate completing this job by 1 January 1988.

25X1

Attachments

- A. One Individual Can Make a Difference
- B. OL Visitation Schedule
- C. Basic Tenets of the OL Personnel Policy
- D. OL/FMD Item of Interest

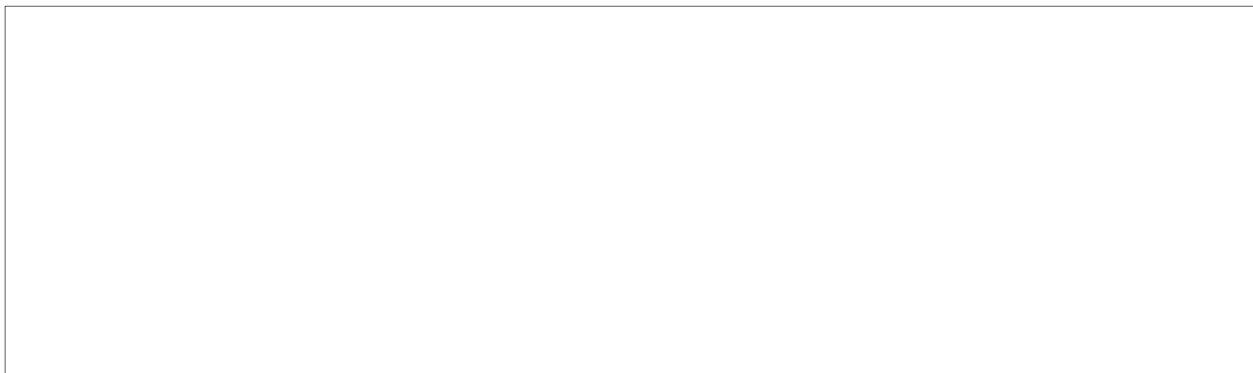
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ATTACHMENT A

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

The Director of Logistics extends a sincere "well done" to the following individuals 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] Logistics Officer assigned to NPIC, was
25X1 commended in a letter of appreciation, dated 22 July 1987, from
25X1 [redacted] Chief, Map and Imagery Branch/RSD/ESG/NPIC,
25X1 for his courteous, dependable, and responsible support in
25X1 meeting the requirements for use of official vehicles to meet
25X1 critical imagery analyst requirements and deadlines. [redacted]



25X1 The Printing and Photography Division was the recipient of
25X1 a letter of appreciation, dated 5 August 1987, from [redacted]
25X1 [redacted] Chief, Information Resources Management Division
25X1 Customer Service Group, OIT, for the high-quality efforts in
25X1 reproducing, assembling, and binding the Electronic Information
25X1 Task Force Report. [redacted]



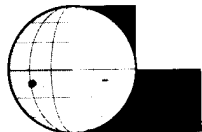
25X1 [redacted] Chief, External Buildings Operations
25X1 Branch, RECD, received a letter of appreciation from Susan
25X1 [redacted] Chief, Information Security Group (ISG), OS,
25X1 dated 19 August 1987, for his outstanding assistance in
25X1 obtaining architectural services and furniture layout for the
25X1 ISG [redacted]



OL VISITATION SCHEDULE

September 1987

| | <u>OFFICER</u> | <u>COMPONENT</u> | <u>DATE</u> |
|------|----------------|---|-------------|
| | C/PMS | C/OIT/SS and Logs Officer | 9-03-87 |
| STAT | C/IMSS | C/NE/ [] and Logs Officer | 9-09-87 |
| | DD/L | C/AF and Logs Officer | 9-10-87 |
| | C/PD | C/AS/DS&T and Logs Officer | 9-10-87 |
| STAT | C/SD | C/SE [] and Logs Officer | 9-14-87 |
| | DD/L | C/SAS and Logs Officer | 9-14-87 |
| | C/PD | C/ORD/CS and Logs Officer | 9-14-87 |
| STAT | C/PMS | C/CTC [] and Logs Officer | 9-17-87 |
| | EO | D/LDA and Logs Officer | 9-17-87 |
| | C/FMD | C/ALA/SS and Logs Officer | 9-17-87 |
| STAT | C/SD | [] SS and Logs Officer | 9-22-87 |
| | C/RECD | C/AMD/OC and Logs Officer | 9-22-87 |
| STAT | C/IMSS | C/LA [] and Logs Officer | 9-23-87 |
| STAT | D/L | [] and Logs Officer | 9-23-87 |
| | EO | C/Collection Requirements & Evaluation Staff | 9-25-87 |
| STAT | C/RECD | [] and Logs Officer | 9-25-87 |
| | C/FMD | C/EPS/SS and Logs Officer | 9-25-87 |
| | D/L | C/IMS/DO and Logs Officer | 9-28-87 |
| | C/P&PD | C/SOVA/AB and Logs Officer | TBD |
| | C/P&PD | C/OTS/GAD and Logs Officer | TBD |



~~ADMINISTRATIVE—INTERNAL USE ONLY~~

BASIC TENETS OF THE OFFICE OF LOGISTICS PERSONNEL POLICY

- The primary goal of the Office of Logistics (OL) is to make its career service the best in the Agency—consequently, employees come *first*.
- In order to achieve the most effective career service, OL employees are encouraged to involve themselves, to the maximum extent possible, in the overall goals of the career service.
- A maximum effort is made to create career opportunities for all OL employees.
- OL employees are their own career managers and they must actively participate in their career development.
- OL employees' assignment preferences weigh *heavily* in the assignment process.
- The Logistics Career Board (LCB) actively seeks opportunities for officers, GS-13 and above, to serve in rotational assignments outside of their functional disciplines (provided, of course, that the employee is amenable to the assignment).
- We will exploit *every* opportunity to place qualified employees in rotational assignments outside of the Logistics Career Service.
- With very few exceptions, *all* OL professional and technical positions are “rotatable,” i.e., can be filled by any OL career subgroup employee.
- We encourage officers from other career services to be assigned to OL on a rotational basis.
- The Office satisfies external component requirements *before* internal requirements.
- OL overseas PCS positions may be filled by anyone from any OL career discipline.
- There is no such thing as an “automatic promotion” in OL.
- All officers promoted to GS-14/15 should be capable of filling most managerial positions within the Office.
- All officers promoted to the SIS ranks should be capable of serving in most managerial positions within the DA.
- No limit is to be imposed on training opportunities for OL personnel.
- A personal emergency represents the only valid reason to forego training.
- All panel deliberations, LCB meetings, and career counseling sessions are held in strictest confidence.
- A truly open-door policy is encouraged at all levels within OL; free, open communications are essential for effective personnel management.

— DIRECTOR OF LOGISTICS

~~ADMINISTRATIVE—INTERNAL USE ONLY~~

OL/FMD - Item of Interest

The New Piller 1500 KW Uninterruptible Power System
Station Battery Switchover Operation
17 - 20 July 1987

During the timeframe of 17 - 20 July 1987, major electrical work was performed in the Headquarters Building on one of the Agency's Uninterruptible Power Systems (UPS) in the form of a 72-hour station battery switchover to a new system. This battery switchover was extremely complex and failure to provide redundancy could have resulted in loss of electric power to the Ruffing Computer Center. The project was required to support additional electrical loading requirements for the DDA/OIT due to the new non-secure telephone switch and other Agency sensitive telecommunications, and data processing equipment. In order to ensure the success of the project, an extraordinary logistical effort was extended by the Facilities Management Division/OL personnel and contractors involved in this project.

Personnel involved with the operation faced numerous problems in handling over 150,000 lbs. of hazardous corrosive material. Work was performed in limited space in the old mail conveyer tunnel area and in the existing battery room (all while dealing with an environmental temperature of over 90 degrees). Aside from actual installation of new batteries and removal of 70 tons of original batteries, the switchover scenario also provided for the dummy load testing of the new 1500 KW system. This test was conducted to demonstrate the ability of the new battery system to provide backup power for a period of 15 minutes in the event of the total loss of commercial power.



~~ADMINISTRATIVE - INTERNAL USE ONLY~~

The most critical activity during the switchover involved generation of backup power during the extended period when the UPS batteries were disconnected. In order to support the 1500 KW Piller system in case of commercial power loss during that time, the gas turbine motor generators at the Central Plant supplied the power to the 13,200 volt electrical feeder serving the 1500 KW Piller System. At this same time, the VEPCO source became the backup source of power to our on-line gas turbine motor generators. Approximately 100,000 gallons of fuel was expended at the Central Plant to run the generators at full power during the weekend.

The Agency utilized over 560 staff hours and 580 contractor hours to accomplish the requirements of the mission and to provide security escorts for the project. During the course of the operation, all power supply remained constant and all computer equipment remained on line. This successful switchover operation marked the final milestone of an ongoing two-year effort by the Facilities Management Division/OL, to upgrade the UPS system located in the GJ-16 area. The completion of this project exemplifies the spirit of commitment to excellence for service to the Agency.

~~Administrative-Internal Use Only~~