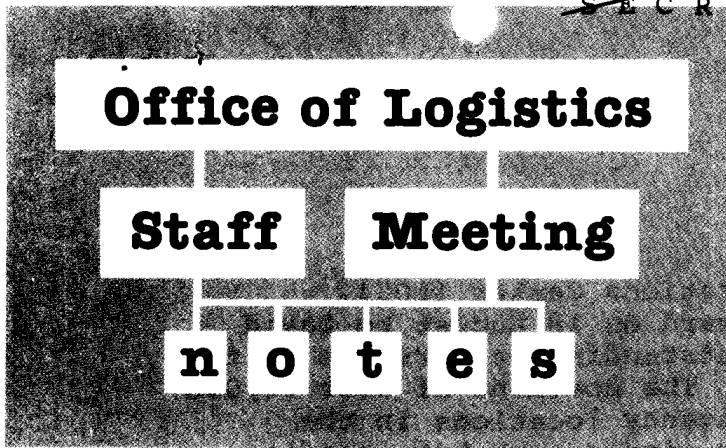


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Listed below are the topics that were discussed at the D/L staff meeting on 19 Aug 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

21 August 1987

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

The hard work, dedication, and commitment on the part of the Office of Logistics (OL) employees is exemplary. Through these tremendous efforts on the part of OL people, record levels of activity have been achieved in all areas. It is not, therefore, surprising that over [redacted] OL employees assigned to the main office forfeited over 2,500 hours of annual leave last year. This impressive total does not include Logisticians assigned to other components in the Agency! My thanks and sincere appreciation to all those who made this sacrifice.

25X1

1. The Office of Logistics welcomes the following new employees:

25X1

- [redacted] - Real Estate & Construction Division (Student Trainee)
- [redacted] - Executive Dining Room, FMD

25X1

25X1

25X1

We would also like to welcome, [redacted], Personnel Officer assigned to OL, Personnel and Training Staff, who has replaced [redacted]. Mary Ellen has temporarily replaced [redacted] who is on Maternity leave. [redacted]

25X1

25X1

2. On 19 August, the Director of Logistics presented an Exceptional Accomplishment award to [redacted] of the Procurement Management Staff for her significant efforts in developing and implementing a procurement strategy that was critical to the successful opening of the Agency Personal Computer Software Center (PCSC) in November 1986. The PCSC offers Agency users state-of-the-art software products. Mrs. [redacted] strong technical background, coupled with her "can-do" attitude enabled her to negotiate and award two innovative parallel contracts, ensuring the Agency receives the maximum benefit from continuing competition. The PCSC has received a high degree of acclaim and recognition from its customers, and [redacted] efforts in this regard deserved special recognition. [redacted]

25X1

25X1

25X1

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OL Staff Notes - 19 August 1987

25X1 3. [redacted]
25X1 presented a Special Achievement Award on 18 August to [redacted] 25X1
25X1 [redacted] in recognition of his outstanding performance in the
25X1 Transportation Management Branch. The movement of over 50,000
25X1 pounds of materiel a week to all Agency locations in the
25X1 Washington Metropolitan area is no simple task but is often
25X1 overlooked when assessing the overall responsibilities [redacted]
25X1 [redacted] was especially instrumental in the recent move of
25X1 the Office of Security [redacted] Under his
25X1 supervision, a difficult move of furniture and installation of
25X1 equipment was completed in just three days. It is this kind of
25X1 service that enhances the Office image, and [redacted] is
25X1 most deserving of this award. [redacted]

25X1 4. The OL Staff Notes, dated 10 August, announced the
25X1 senior personnel assignments of [redacted] from Deputy
25X1 Chief, Facilities Management Division (FMD) to Deputy Chief,
25X1 Supply Division, and [redacted] from Executive Assistant/DDA
25X1 to Deputy Chief, FMD. The effective date for these assignments
is 14 September 1987. [redacted]

5. The Chief, Security Staff, OL, has provided the following precautions regarding telephone security:

Several recent occurrences have pointed to the fact that telephone security must be reemphasized. We all need to realize that the telephones commonly called "black lines" are one of the weakest links in the security chain because they are so vulnerable to Opposition exploitation. Discipline and common sense on the part of every employee are our best defense against this vulnerability.

25X1 [redacted]

The Agency has spent millions of dollars in secure communications systems which are readily available for use in all emergencies. Consequently, there is no excuse for poor telephone security. NO, NOT ONE!!

OL Staff Notes - 19 August 1987

25X1



6. Attendance at the OL Quarterly held on 19 and 20 August was very good. There is still room for improvement in attendance at the session held in the Headquarters auditorium. Excellent presentations were provided by Dan [redacted] on Property Turn-In procedures; [redacted] of Supply Division regarding logistical support [redacted] of the Printing and Photography Division on the production of "Flagship" publications; [redacted] Chief, Personnel and Training Staff, provided extremely useful information on the preparation of the PAR's and rotational assignments; and [redacted] Deputy Chief, Information and Management Support Staff, provided highlights of OL's activities during the Third Quarter. [redacted]

25X1

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25X1

7. On 14 August, the New Building Project Office accepted the North Tower phone closets and ground floor lab spaces from the New Headquarters Building (NHB) construction contractor, Centex, Inc. This 33,050 square feet of space, brings the approximate total of square feet received to 237,000 (or 20 percent of the total NHB). [redacted]

25X1

8. The Route 123 realignment contractor has poured the curbing and is in the process of raising the elevation of the outbound lanes to the main entrance to the Headquarters Compound. The contractor has also installed a detour along Route 123, at the intersection with Merchant Lane, in preparation of building the section of roadway that will connect the new eastbound Route 123 with the existing section. [redacted]

25X1

9. A local contractor has removed 5,000 cubic yards of fill dirt from our large stockpile, in the Headquarters West parking area, and has expressed an interest in hauling all remaining dirt at no cost to the Government. He is currently negotiating with prospective customers to fulfill this offer. [redacted]

25X1

10. During July, the Supply Management Branch, SD, processed a record 4,306 requisitions containing 14,994 line items. The previous monthly high was 3,999 requisitions, set in December 1985, and 13,474 line items, set in May 1985. [redacted]

25X1

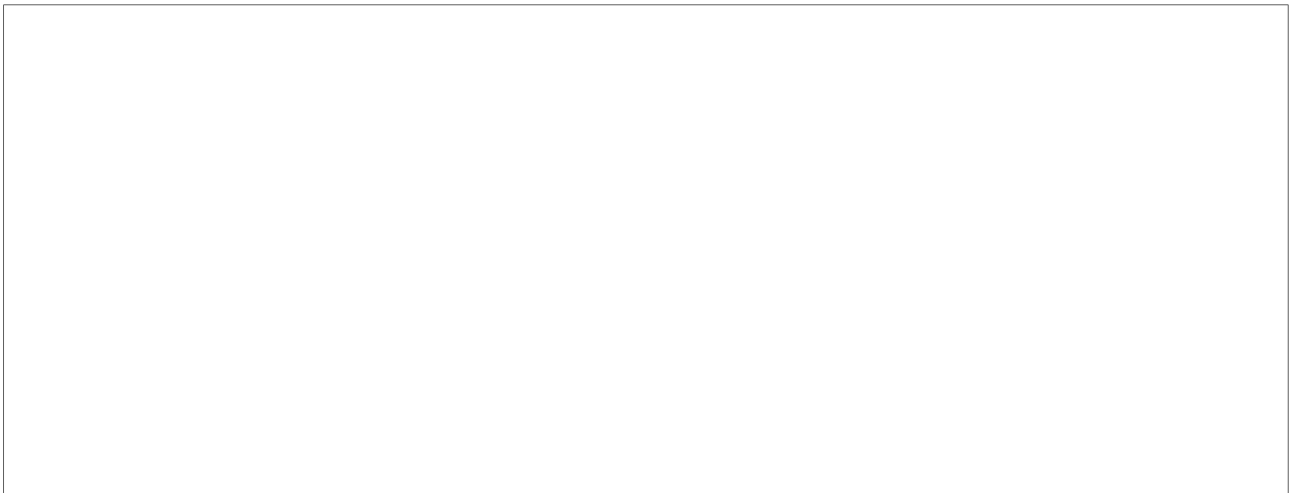
25X1



S E C R E T

OL Staff Notes - 19 August 1987

25X1



13. Facilities Management Division has determined the total requirements for Corry Heibert furniture for the New Headquarters Building, collected funding for these items from the respective offices, and prepared requisitions. A two-year contract for furniture and assembly services is being prepared. [redacted]

25X1

25X1

14. After considerable coordination, [redacted] Motor Vehicles, was forwarded to the Regulatory Policy Division for publication. Of significance is the fact that Consolidated Tables of Vehicular Allowances (CTVAs) have been eliminated in favor of granting operating officials and heads of independent offices approving authority to adjust their own Table of Vehicular Allowance. [redacted]

25X1

15. During the past week, Printing and Photography Division set up and tested seven new payroll applications for the Office of Finance (OF). These applications are now being used to generate Agency paychecks via the Department of the Treasury. Microfiche, created from these applications, will provide the only historical transaction record of Agency payroll activities. [redacted]

25X1

16. In our continuing support of the Agency move into the [redacted] Facilities Management Division (FMD) recently relocated 625 people, and associated furniture, from [redacted] for the Office of Development and Engineering. This move involved 14 Agency escorts and 32 E.I. Kane contract employees, in addition to FMD personnel, in a 15-day effort which included ten evenings and two Saturdays.

25X1

25X1

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/SS

S E C R E T

~~SECRET~~

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] of the Printing and
 25X1 Photography Division were commended in a letter of
 25X1 appreciation, received 17 August 1987, from [redacted]
 25X1 Chief, Cartography, Design, and Publishing Group, CPAS, for
 25X1 their outstanding support in the correction cycle and page
 25X1 makeup of a paper for the Publications Center.

25X1 [redacted] of the Printing and Photography Division
 25X1 was commended in a letter of appreciation, received
 25X1 17 August 1987, from [redacted] Chief, Cartography,
 25X1 Design, and Publishing Group, CPAS, for his support of several
 25X1 critical projects. [redacted] stated that [redacted]
 25X1 provided timely support on several foreign-language versions of
 25X1 a DO-generated report. [redacted] suggestions helped
 25X1 Publications Center reach a tentative solution to graphics
 25X1 information which resulted in a new form being used by editors
 25X1 to identify graphic elements and their sizes.

25X1 In a letter of appreciation, dated 31 July 1987, from
 25X1 [redacted] Chief, DCI Security Staff, [redacted]
 25X1 [redacted] Logistics Officer assigned to NPIC, was recognized
 25X1 for his outstanding contributions in gathering data and
 25X1 conducting research for initiating a comprehensive program to
 25X1 develop a Tactical Response Package for the DCI and the DDCI.

25X1 [redacted] stated
 25X1 that Mr. Manougian's exceptional support for this most critical
 25X1 effort was greatly appreciated.

25X1 [redacted] was the
 25X1 recipient of a letter of appreciation, dated 3 August 1987,
 25X1 from [redacted], Director of Security, for his
 25X1 outstanding work related to the configuration of the [redacted]
 25X1 [redacted] and Repair Center in
 25X1 Building [redacted] stated that [redacted] patience and
 25X1 expertise displayed in dealing with the contractor and
 25X1 technically complex program are evidence of his dedication and
 25X1 extreme competence.

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25X1 [redacted] Supply Division, was the recipient of a
letter of appreciation, received on 17 August 1987, from
25X1 [redacted] Inspector General, for his invaluable
25X1 contributions during [redacted] temporary assignment to the
IG Staff.

25X1 [redacted] Procurement Division, was commended in a
letter of appreciation, dated 11 August 1987, from
25X1 [redacted] Chief, Applications and Project Group
Communications Security Division, OC, for her timely response
and outstanding effort in the procurement of two portable
25X1 computer systems. [redacted] stated that a cost savings of
25X1 \$8,000 resulted due to [redacted] timeliness in meeting a
30 June deadline.

25X1 [redacted] Procurement Division, was recognized
in a letter of appreciation, dated 10 August 1987, from
25X1 [redacted] Director of SIGINT Operations, for her
25X1 excellent support to a sensitive SIGINT program. [redacted]
25X1 stated that for seven months [redacted] served as the focal
point officer and handled all general procurement actions in a
25X1 timely manner for [redacted]
25X1 [redacted]

The Printing and Photography Division (P&PD) was
recognized in a note, dated 13 August 1987, from John
Helgerson, Associate Deputy Director for Intelligence, for
their most impressive display of timely intelligence and
superior graphic support in the production of the National
Intelligence Daily. Mr. Helgerson stated that P&PD's hard work
makes the Intelligence Community look good.

25X1 The Building Services Branch (BSB), FMD, was commended in
25X1 a letter of appreciation, dated 23 July 1987, from [redacted]
[redacted] Director of Equal Employment Opportunity, for their
support during the Wintley Phipps concert on 2 July 1987. The
following BSB individuals were recognized for their
25X1 contributions to the success of this concert: [redacted]
25X1 [redacted]

25X1 [redacted] Logistics Officer assigned to OTS, was
the recipient of a letter of appreciation, dated 22 July 1987,
25X1 from [redacted], Chief, Materials Technology
Branch, ATG/CMD, for her support as focal point officer for the
25X1 OTS move [redacted]
stated that the move itself and the support activity associated
with it was handled smoothly, professionally, and in a timely
25X1 manner largely through the efforts of [redacted] Her
combination of professional logistics skills, interpersonal
abilities, and "can-do" attitude kept the parties involved with
the move on track and willing to assist to get the job done.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ITEM OF INTEREST
SECURITY STAFF, OL

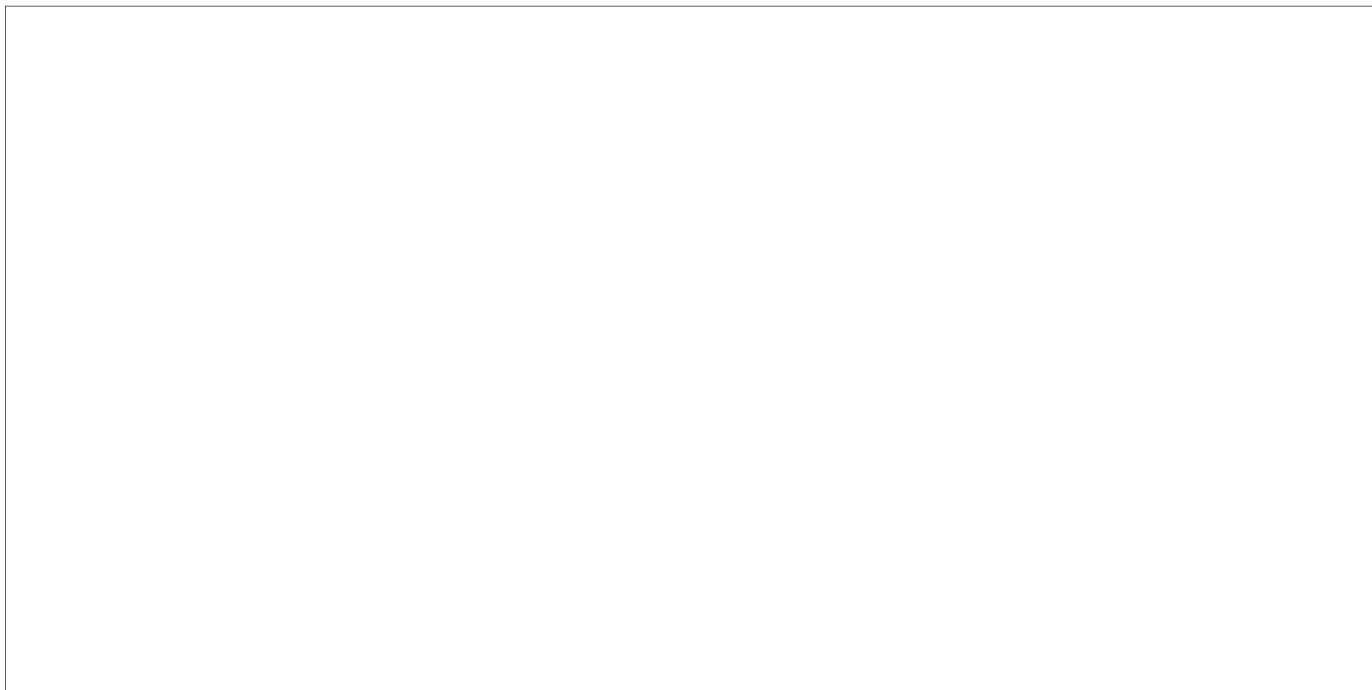
OUR SECURITY PROTECTIVE SERVICE

The recent changeover from the Federal Protective Service (FPS), General Services Administration guard force, to our own Security Protective Service (SPS) guard force, has prompted a number of questions. The following is designed to acquaint you with the history, facts, and goals of this newest part of the Office of Security.

The SPS was established by the DCI in April 1985 to provide for the safety, order, and physical security of Agency facilities. It has the legislative authority to exercise federal and state police powers under Section 15 of the Central Intelligence Agency Act of 1949 as amended.

The SPS is an organizational element of the Headquarters Security Division of the Office of Security. It consists of two branches. The Operations Branch is assigned all protective duties and comprises 90% of total SPS strength. The Administrative Branch (10% SPS total strength) includes a Recruiting Staff, Training Staff and Armory Staff. The Training and Armory Staffs provide all OS firearms training and support functions.

STAT

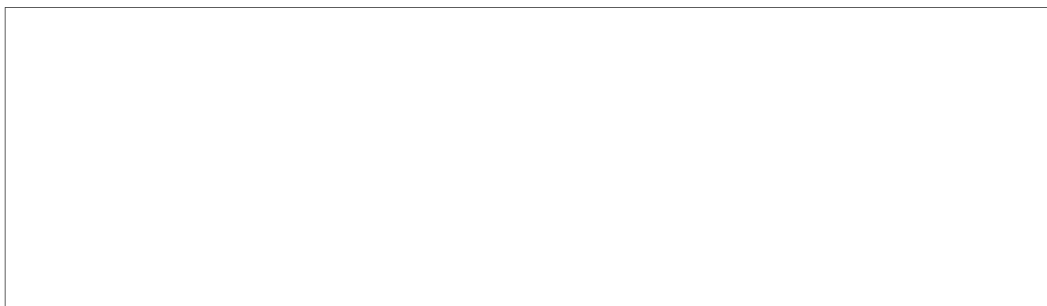


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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

All SPOs must successfully complete an eight-week comprehensive police course at the Federal Law Enforcement Training Center (FLETC) in Georgia and a follow-on in-house SPS course prior to being assigned as a uniformed SPO. All uniformed officers must be qualified with a pistol and shotgun and maintain CPR certification.

The following demographic data may also be of interest:



STAT

It is hoped that this information will answer any questions you may have about the newest members of our team. As you can see by the figures, the SPS is currently understaffed and, as a result, working a heavy overtime burden. We all need to work with them to help maintain the Agency's goal of safe, orderly and secure facilities.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~