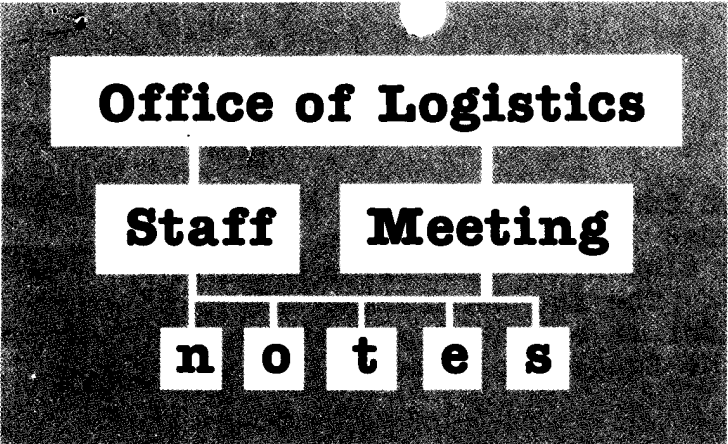


*DMS*  
*File*



Listed below are the topics that were discussed at the D/L staff meeting on 31 December. 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.

8 January 1987

1. The OL Christmas Party was a fantastic success, with square dancing, skits, poetry readings and general fun--old friends renewing acquaintances; new friends being made. A lot of hard work went into making this year's party the best we ever had. We would like to take this opportunity to thank all those who volunteered their services; however, since help generously poured in from every division and staff, it would be next to impossible to mention everyone. Attachment C is a list of those serving on the Christmas committee. It is a credit to the Office of Logistics that our party was not only great fun but went off without incident--this speaks very well of our people. SEE YOU THERE NEXT YEAR!

25X1

2. Nominations for Employee of the Quarter should be sent to P&TS/OL,  by COB on 9 January. A lot of hard work is being accomplished by OL employees which is exemplified by the letters of appreciation which have been printed in the Staff Notes. Please take the time to nominate an employee who has demonstrated that he/she has gone the extra mile.

25X1

25X1

3. OL reports that the power and heat have been turned on at the Route 123 Security Control Center (SCC). Painting and other finish work are under way and is scheduled for completion in January. The move-in effort for the Security Protective Officers is continuing.

25X1

25X1

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OL Staff Notes - 31 December 1986

25X1 4. OL reports that the Design Contest Entries by Agency employees, for decorating the fitness jogging tunnel in Headquarters are on display in the Fine Arts Commission Exhibit Hall, 1D corridor until 25 January. The Egg Decorating Traditions will remain on display for an extended period due to the January show cancellation by the Equal Employment Black History Coordinator. [redacted]

25X1 5. Printing and Photography Division (P&PD) received the first components of the new Dicomed Color Graphics COM Recorder. This equipment, when combined with the existing color graphics system, will allow P&PD to double its computer graphics capability. In addition, a Microvax Command Console will be installed which will allow P&PD to direct the output of both systems simultaneously and communicate with the Agency's VM mainframe. [redacted]

25X1 [redacted]

25X1 7. A demonstration will be given in [redacted] on the Logistics Employee Training and Tracking Systems (LETTS) to all DA training officers on 12 January from 1300 to 1500 hours. If you are interested in attending, please call [redacted]

25X1 [redacted]

Attachments:

- A. Item of Interest - PMS
- B. OL Visitation Schedule
- C. List of Committee Members for the Christmas Party
- D. One Individual Can Make a Difference
- E. Photos of Christmas Party

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

PROCUREMENT MANAGEMENT STAFF  
ITEM OF INTEREST  
PROCUREMENT PERSONNEL PROFILE  
(Who Are These People, Anyway?)

If you attended the recent Logistics Christmas party, you must surely have noticed many of those bright young faces serving you holiday cheer. In the event you did not know who they were, you likely were not alone. They were, for the most part, new procurement professionals who have entered on duty within the last few years. These budding careerists and their more experienced associates are part of the relatively small Office of Logistics (OL) procurement work force which manages the Agency's contracting activities -- one of the largest in the Federal government. These people are involved and dedicated to the Agency and its mission, a conclusion which was supported in the recent study by the "Big 8" accounting firm, Coopers and Lybrand. This analysis also noted, based upon a survey of our personnel, that they are very well educated overall, i.e., over 80 percent are college graduates and 32 percent have advanced degrees.

The heavy recruiting activities of the recent past have produced many new procurement personnel whose addition accentuates the many challenges facing the procurement system.

Among the continuing challenges facing the procurement work force is the ongoing need to keep the focus of activities within the mainstream of the Agency's mission and operation. Towards this end, many procurement careerists are involved in opportunities which reflect this objective. For example, a number of individuals have volunteered for the "Flying Squad", some of whom have already completed assignments at overseas locations after providing direct logistical and operational support for highly important and sensitive operations.

Many others have recently participated in efforts within the local area to raise their first-level understanding of Agency activities which they support. Among these are onsite visits to sensitive activities of the Directorate of Science and Technology, participation at special briefings by the Office of Security on past national intelligence collection efforts, and ongoing support to the Agency's compensation task force.

The foregoing are but a few selected examples of the many approaches being taken to ensure an increasing level of integration of procurement personnel and activities with the Agency's overall mission. They will also improve the level of interpersonal skills at OL Christmas parties.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

## OL VISITATION SCHEDULE

January 1987

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/PMS	General Counsel Admin Officer	1/8/87
STAT	C/PD	<input type="text"/>	1/7/87
	C/PD	C/CS/OC	1/12/87
STAT	C/SD	C/AF <input type="text"/> and Logs Officer	1/13/87
	C/IMSS	AO/DCI	1/14/87
	C/FMD	C/NP&S/DDI SA/DDA/FBO and Logs Officers	1/15/87 TBD
	C/P&PD	C/AS/LDA/DI and Logs Officer	1/20/87
	D/L	D/OP and Logs Officer	1/21/87
	EO/OL	D/SOVA and Logs Officer	1/22/87
STAT	C/PMS	C/SE <input type="text"/> and Logs Officer	1/27/87
	C/IMSS	C/SB/MS/ORD and Logs Officer	1/27/87
	DD/L	D/OF	1/28/87
	DD/L	D/OIT and Logs Officer	1/29/87
	EO/OL	D/NESA and Logs Officer	1/29/87
STAT	C/RECD	EUR <input type="text"/> and Logs Officer	TBD
STAT		<input type="text"/> and Logs Officer	TBD
	C/P&PD	C/SS/OSO and Logs Officer	TBD

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ATTACHMENT D

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

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

25X1 [redacted], of Supply Division, were recognized in a cable from the field, dated December 1986, for their outstanding efforts in performing the various duties assigned to them while on TDY in support of the Central American Task Force.

25X1 [redacted] Deputy Chief, Logistics Division, Support Group, National Photographic Interpretation Center, was the recipient of a Letter of Appreciation, dated 18 December 1986, from [redacted] Chairman, Cost Savings Contest, NPIC, for his participation in all phases of the Cost Contest -- development through final evaluation. John's imagination, "can-do" attitude, hard work and good humor were instrumental to the success of the effort.

25X1 [redacted] of Printing and Photography Division, were the recipients of a Letter of Appreciation, dated 18 December 1986, from Robert [redacted] for their support in producing for the Intelligence Community, a voluminous technical manual of intelligence value [redacted] which can be easily read in its entirety. We appreciate the extraordinary measures that were required to produce a manual of this quality and the dedication of everyone involved in this effort.

25X1 [redacted] of the Real Estate and Construction Division, was recognized in a memorandum dated 22 December 1986, from [redacted] Director, Foreign Broadcast Information Service, for his invaluable experience and advice in filling a myriad of details and handling a heavy workload, while serving as focal point officer. His professionalism and devotion to duty reflects the "can-do" attitude that is the trademark to OL and greatly appreciated by FBIS.

25X1 In a Letter of Appreciation, dated 18 December 1986, from [redacted] Director, Office of Current Production and Analytic Support, [redacted] was recognized for her cooperation and support in preparation of the weekly, Watch Report, for the DDI and his counterparts at State, Defense and NSA.

25X1 [redacted] of Real Estate and Construction Division, were recognized in separate Letters of Appreciation, dated 29 December 1986, from Edward J. Maloney, Director, Office of Information Technology, for their outstanding support of an important project pertaining to the DO. Their timely completion of arranging, supervising, and completing in one day, the entire re-wiring of a room in [redacted] allowed a number of important deadlines to be met and demonstrations given to senior Agency officers from several Directorates.

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# Office of Logistics Christmas Party 1986

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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