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# ANN Notes & QQ Quotes

28 November 1988

## NEW TO THE OFFICE OF LOGISTICS

25X1 OL wishes to welcome [redacted] to the  
General Procurement Team/ACG.

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## PROMOTIONS

25X1 Congratulations are in order for the following  
25X1 OL employees who were promoted, effective  
20 November 1988:

Name	Promoted to	Office
[redacted]	GPG-05	BB/P&PG
[redacted]	WS-08	[redacted] SG
[redacted]	WG-07	[redacted] SG
[redacted]	GPD-05	PB/P&PG
[redacted]	GPG-05	BB/P&PG

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## EXCEPTIONAL PERFORMANCE AWARDS

25X1 The following individuals were each presented  
25X1 Exceptional Performance Awards for their  
outstanding accomplishments:

25X1 [redacted]—was presented an award by  
the Deputy Director of Financial Management  
(OFM, formerly Office of Finance) on  
21 November in recognition of her  
accomplishments while on a rotational  
assignment in OF from May 1987 to August  
1988. As Chief, Contracts Claims Branch, Audit  
and Certification Division (A&CD), OF, Judy  
25X1 developed excellent working relationships with  
each employee and, in particular, first-line  
supervisors. Based on her excellent background

in procurement and her excellent interpersonal  
skills, Judy was able to resolve contract payment  
problems in an expeditious manner. She received  
numerous letters of commendation, and  
telephone calls expressing appreciation for the  
extra effort she put forward. Judy's dedication  
and hard work contributed to the overall  
effectiveness of the A&CD. [redacted]

[redacted]—was presented an award  
by the Director of SIGINT Operations  
(OSO)/DS&T, on 22 November for her  
accomplishments from July through September  
1988. As Contracting Officer, OSO, Shari was  
instrumental in bringing all her fiscal year and  
contract funding actions to an orderly  
conclusion. She was completely familiar with  
contract actions and able to respond to a funding  
requirement in a timely manner. Shari made a  
significant contribution to the smooth close out  
of OSO contractual actions in FY 88. [redacted]

[redacted]—was presented an  
award by the Director of Logistics on  
23 November for her outstanding efforts from  
May to July 1988. As Transportation Officer, in  
the Transportation Management Branch

[redacted]

concerned. In addition, Frankie assisted in the  
training of newly assigned employees to TMB.  
Throughout this period, Frankie displayed a  
feeling of personal pride, enthusiasm, and  
professionalism in her relationships with her  
coworkers and supervisors within the branch. [redacted]

25X1 [redacted]

[redacted]

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25X1 [redacted]—was presented an award by the Director of Technical Service/DS&T, on 23 November for his outstanding accomplishments from 1 September 1984 through 31 July 1988. He is the Project Officer assigned to the External Buildings Division, FMG, and is responsible for the maintenance of

25X1 [redacted] For the last four years, Brent has faced and solved numerous facility problems. In the last two years, he devised and implemented a preventive maintenance program for the facility. Brent is willing to do whatever is necessary to ensure that the [redacted] are the best they can be.

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### KEYNOTES MUSICAL PROGRAM IN HEADQUARTER'S AUDITORIUM

The Keynotes, the Agency's glee club, will present their Silver Anniversary Christmas music program in the Headquarters Auditorium at 1215 hours on 14 December and 1245 hours on 16 December. Each program will last approximately 40 minutes. Attendees are requested to be seated at least 10 minutes prior to starting time.

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### FROM THE DL'S CORNER

With the holiday season upon us, we must make an extra effort to ensure that all precautions are taken to eliminate any security violations. Toward this end, we should ensure that we have an effective security check procedure and that office areas and desks are free of any extraneous material. Our Group and Staff Chiefs have been directed to develop specific action plans. We need everyone's cooperation in this effort. If you need any assistance, please call [redacted] Chief, Security Staff/OL, [redacted]

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### CHILD DAY CARE CENTER

On 14 November, the contractor began pouring concrete for the Child Day Care Center (CDCC). The casting of the dedication plaque for the CDCC is complete and the piece will be shipped from the International Bronze Foundry in New York on 23 November. The date of the dedication ceremony will occur sometime in the spring 1989. [redacted]

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### OL VISITATION SCHEDULE December 1988

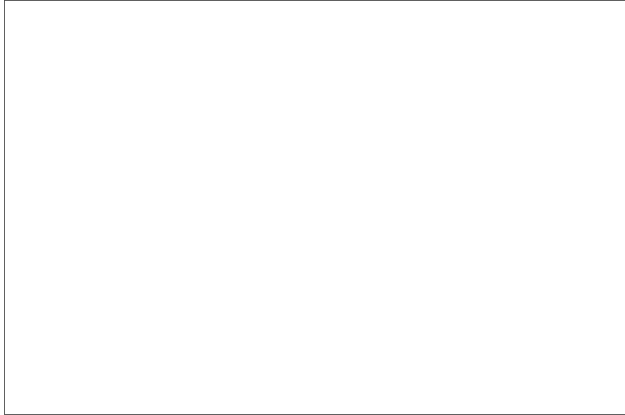
Officer	Component	Date
25X1 C/ACG	[redacted] CI and Logs Officers	1 Dec 88
DD/L	D/ALA, C/AS and Logs	5 Dec 88
25X1 C/P&PG	[redacted] AF & Logs Officers	5 Dec 88
PE	D/OEA, C/AS and Logs	7 Dec 88
C/ADP	C/SG/OTS and Logs Officer	7 Dec 88
C/PS	C/AB/SOVA and Logs Officers	7 Dec 88
25X1 C/CSG	[redacted] CATF & Logs Officers	7 Dec 88
C/RPO	C/AS/EURA and Logs Officers	8 Dec 88
C/FMG	C/AS/ICS and Logs Officers	9 Dec 88
C/SG	C/AMD/OC and Logs Officers	13 Dec 88
EO	D/CPAS, C/AS and Logs	13 Dec 88
D/L	C/CCS and Logs Officer	20 Dec 88
25X1 C/PMS	[redacted] PPS & Logs Officers	27 Dec 88

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### REALLOCATION OF PARKING PERMITS

The OL Parking Office has begun the process of reallocating parking permits in the North and South Lots on the Headquarters Compound. Permits have been printed and an Employee Bulletin notifying employees of the reallocation will be distributed shortly. The effective date of the new permits is 19 December.

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25X1

### HEADQUARTERS CLAIMS REVIEW BOARD

The Office of Financial Management has concurred with the proposed poster designed by the Headquarters Claims Review Board, encouraging employees to carry traveler's checks when traveling on official business. The maximum amount that can be considered for reimbursement, barring negligence, is \$300. The poster will be distributed to all support offices, disbursing offices etc.

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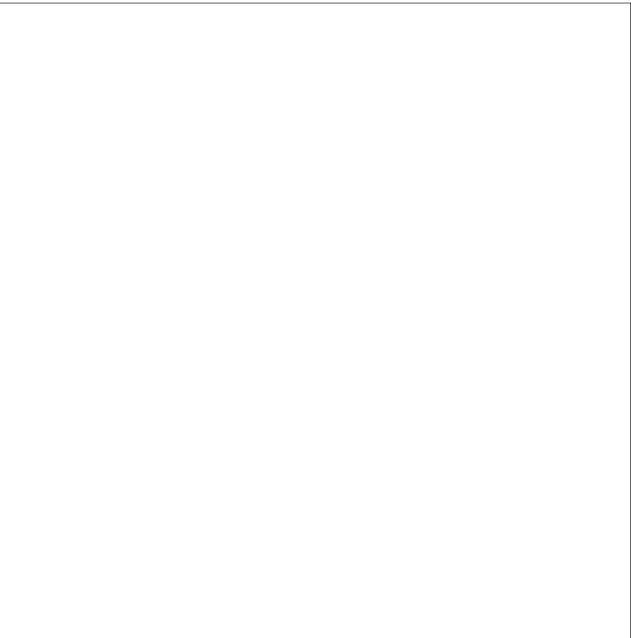
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### CONTRACT AWARD TO HITT CONTRACTING, INC.

On 22 November, the Facilities Management Group Contracts Team, awarded a \$299,900 contract to Hitt Contracting, Incorporated, to renovate the 7G00 area in the Original Headquarters Building in support of the Headquarters Backfill Program. This area will be occupied by the Collection Requirements and Evaluation Staff, DI.

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25X1



### POWER OUTAGE

The scheduled 8-hour power outage for the New Headquarters Computer Centers on 19 November was not only completed on schedule, but considerable more work was accomplished than originally anticipated. In addition to the multiple switchgear, transfer switch, and feeder modifications, five more Power Distribution Modules (PDMs) were installed than the nine OIT had initially requested. Since the entire mechanical and electrical utility systems supporting the computer center were out of service, extensive Preventive Maintenance (PM) was performed for these systems. The PM will significantly improve the overall computer system reliability. During the outage there were approximately 60 FMG, Ogden Allied, and contractor personnel working in 30 different locations to accomplish the required work. The planning and supervision of the outage was accomplished by the Design and Engineering Branch personnel.

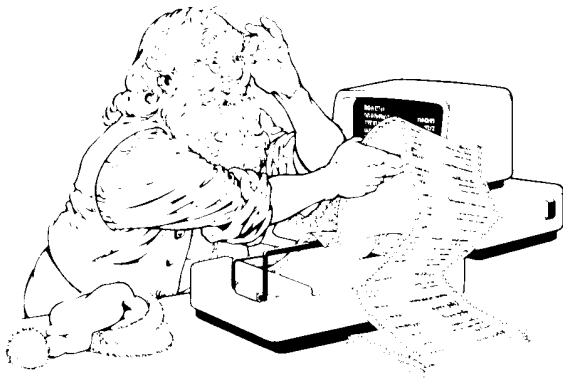
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### CHRISTMAS PARTY



OL has had a number of successful office-wide Christmas parties in the recent past. Listed below are the OL volunteers who are busy planning for this year's Christmas Party on 15 December  Invitations will be sent out the week of 28 November to all OL employees. As in the past, the cost of this year's party is 1/2 of 1 hour's pay. Please RSVP, with payment, by 9 December to one of the representatives below:

<u>Office</u>	<u>Name</u>	<u>Extension</u>
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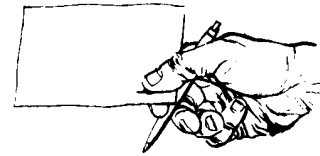
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### QUOTE FOR THE WEEK

*Nothing happens unless it is first a dream.*  
 Carl Sandburg

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### DEAR GARY



**Question**—What is OL's policy on compressed work schedules?

**Answer**—The Office of Logistics adheres to Agency policy on workweeks and work schedules. These regulations require that certain criteria be met and that office and directorate level approvals be obtained. All queries regarding time and attendance should be directed to our very knowledgeable personnel officers in P&TS.

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### 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 The following individuals from [redacted]  
25X1 were recognized in a letter of appreciation from [redacted] Director of Training and  
Education, dated 3 November 1988 for supporting OTE in the acquisition and maintenance of a facility  
for a high-priority language program for the DO:



25X1 [redacted] stated that these individuals provided the professional skill, attention to deadlines,  
25X1 and the enthusiasm needed to handle all the details needed to manage the facility. [redacted]



25X1 [redacted] Chief, Executive Dining Room, was acknowledged in a letter from Robert Adams,  
Supervisor, Business Opportunities for the Blind, Inc., dated November 14, 1988, for providing helpful  
25X1 suggestions to keep up the quality of services [redacted] cafeteria. Mr. Adams stated that  
Barbara has also been every effective in solving an assortment of problems and other projects at the  
25X1 Headquarters cafeteria [redacted]

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