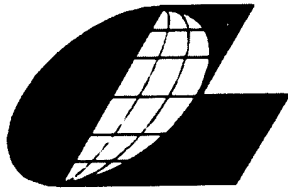


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Notes & Quotes

14 November 1988

OL REASSIGNMENTS

Name	Office of New Assignment
25X1	[redacted] DO
25X1	OIT/Logs PS SG (Supply Assistant Trainee)
25X1	PS [redacted] OS

EXCEPTIONAL PERFORMANCE AWARD

On 10 November 1988, [redacted] Supply Officer, was presented an Exceptional Performance Award for her outstanding performance while serving as Deputy Chief, Packing and Crating Section, Operations Branch [redacted] from August 1987 through June 1988. Flo was responsible for ensuring the packaging material was maintained. During a TDY by the Chief, she assumed the full responsibilities of his position. Production remained at the same high level and all requirements were responded to promptly. Flo provided the organizational skills, diplomacy and tact necessary to keep the operations flowing smoothly and efficiently during this time. In addition to keeping up with many customer requirements, Flo provided [redacted] for various in-house groups, wrote many retirement and achievement awards [redacted] prepared over 41 PARs, and worked on the preparation of and updated briefing materials for the Chief, [redacted]. She is an extremely versatile individual who responds with enthusiasm to OL's "can-do" attitude. [redacted]

EMPLOYEES OF THE QUARTER

The following OL employees were recognized for their outstanding contributions to OL during the fourth quarter of FY-88:

[redacted] Cynthia is a part-time secretary assigned to the CORE Team, Agency Contracts Group (ACG). The Team confronted the pressures of year-end procurement without a full-time secretary; Cynthia filled the gap. She worked after hours to keep pace with the heavy workload. The effectiveness of the Teams meeting its goals was largely attributed to Cynthia's efforts. For her dedication to duty, and her can-do attitude, Cynthia was named the Employee of the Quarter for ACG.

[redacted] Composition System Manager, Prepress Branch, Printing and Photography Group (P&PG) conducted effective liaison with Agency customers and commercial vendors. She provided excellent customer service to the DI by her timely responses to high-priority requests from the Intelligence Support Staff. Debra also successfully responded to critical DO requirements regarding Russian and Eastern European language publications. Her high degree of initiative and dedication earned her the Employee of the Quarter for P&PG.

[redacted] Part-time Secretary to the Procurement Management Staff (PMS). Pat filled in for the senior secretary during her lengthy TDY abroad. She was able to meet all deadlines concerning the Agency Contract Review Board, as well as satisfying a multitude of secretarial support requirements. She worked a significant amount of overtime. For her dedication to duty, Pat was named the Employee of the Quarter for PMS.

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25X1 [REDACTED]

[REDACTED]—Logistics Officer assigned to the Office of Information Resources (OIR). He is responsible for several large moves in OIR, including the relocation of the Map Library Annex to an interim location and then on to their location in Herndon. His service to OIR customers during this quarter has been outstanding. Jack's professionalism, expertise, and versatility have been a credit to OL and he has earned Employee of the Quarter for FY-88.

Photographs are attached of the award presentations.

25X1 [REDACTED]—Motor Vehicle Operator Foreman, Motor Pool Branch, Facilities Management Group (FMG). Merlene displayed excellent initiatives, resulting in significant improvements in Agency-wide transportation services. He met the special needs of each individual customer and improved the Agency's ability to transport handicapped employees by leasing specially equipped vehicles. Merlene arranged and provided quality service for visiting [REDACTED]. He has received numerous letters of appreciation as a result of his fine efforts. Merlene's dedication to duty has earned him the Employee of the Quarter for FMG.

TEMPORARY CORRIDOR CLOSING DURING CAFETERIA CONSTRUCTION

Cafeteria construction requires the temporary closing of the glass corridors which connect the Original Headquarters Building (OHB) with the cafeteria to permit the contractor to excavate for the expansion of dining space.

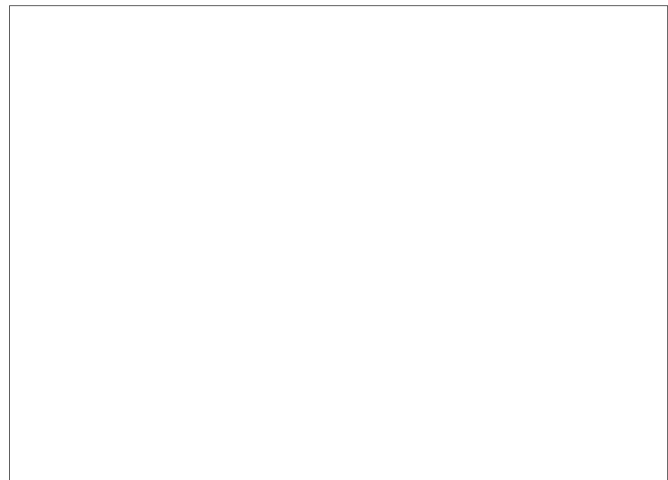
The 1F corridor, OHB, to the North Cafeteria will be closed each day from 1400 to 2400 hours from 18 November through 3 December 1988.

While the 1F corridor is closed, access to the North Cafeteria for evening service (1700-1800 hours) will be via the New Building lobby.

On 4 December 1988, the 1C corridor, OHB, to the South Cafeteria will be closed each day from 1400 hours to midnight through 18 December 1988.

25X1 [REDACTED]—Supply Assistant assigned to the Operations Support Branch, Support Division, Supply Group (SG). Sally serves as SG's training referent. She displayed outstanding organizational skills in setting up training schedules for new employees. Sally is responsible for SG's automated budget recordkeeping. In recognition of her initiative, dedication and commitment in making a significant contribution to the SG's mission, Sally is named Employee of the Quarter for SG.

25X1 [REDACTED]—Project Officer, assigned to the External Buildings Division, FMG. He is responsible for the maintenance of the [REDACTED]. This major renovation project was started in the fourth quarter to accommodate organizations moving [REDACTED] OTS management described Brent as a superior employee who is extremely innovative and a credit to OL. His "*can-do*" attitude underscores his dedication to customer service and he is Employee of the Quarter for FMG.



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WALL SOUND PROOFING

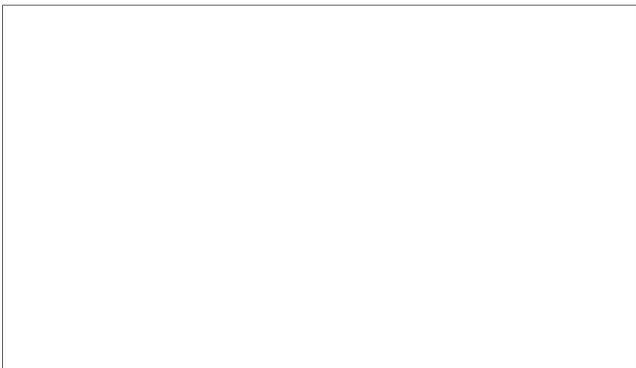
To decrease the sound transmission through the NHB hollow partition walls, the Design & Engineering Branch is proposing to fill these walls to capacity with blown insulation. A test will be made in the Inspector General (IG) office Area. The sound level transmission through the hollow walls of an office will be measured. These walls will be filled to capacity with blown insulation. The sound level transmission test will be repeated. If the sound attenuating results are adequate the process will be implemented elsewhere in response to component requests. The cost estimate to blow insulation into an existing hollow wall is \$1.25 per square foot of surface. The test is planned for the week of 6 November.

25X1
25X1

P&PG SUPPORT

On 7 November, at the request of the Office of Current Production and Analytical Support, the Printing and Photography Group (P&PG), began printing 22 copies of the President-Elect Transition Papers, which was completed on 9 November 1988.

25X1
25X1



MAINTENANCE WORK ON ELEVATORS AT OHB

During the week of 14 November, contractors will be performing maintenance work on passenger elevators 3, 4, 7, 8, 13, and 16 in the Original Headquarters Building. Only one elevator in a bank will be out of service at a time. A formal notice will be issued.

25X1

CHILD DAY-CARE CENTER

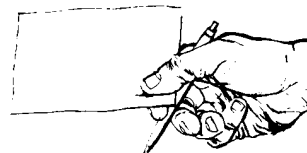
Approval was granted for construction of the building for the Child Day-Care Center (CDCC) to serve Agency personnel, and groundbreaking occurred in early October 1988. It is anticipated that the CDCC will open in September 1989. The CDCC is situated on the northeast corner of the Scattergood-Thorne Tract, west of the Route 123 entrance and south of the South Parking Lot. A model of the proposed building to house the CDCC is on display outside the Agency Library in the 1E corridor of the Original Headquarters Building.

A planning committee has been formed to address the requirements, enrollment, operating policies, staff needs, services, and costs of the CDCC. Additional information will be provided in the near future.

QUOTE FOR THE WEEK

Customers do not start off mad—they get mad in stages when confronted with mounting bureaucratic frustrations . . .

DEAR GARY



Question—When an OL career panel reviews an employee, is time-in-grade determined on the day in which the panel meets or on the date the next potential promotion would be effective?

Answer —Time-in-grade is determined from the date of your last promotion to the date of your next potential promotion regardless of when the panel meets.

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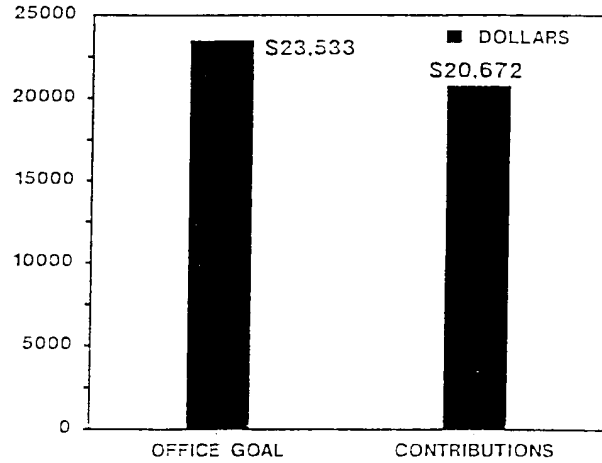
1989 COMBINED FEDERAL CAMPAIGN

The Combined Federal Campaign has reached its official closing date, but returns are still trickling in. As of 9 November, a total of \$25,422 has been forwarded to the CFC Fund Drive Office. Of that total dollar figure \$20,672 represents donations to CFC (88% of our CFC goal); 3,041 to EAF; and \$1,709 to PSAS. While we still haven't reached our goal of \$23,533 for CFC, we are inching closer with each return.

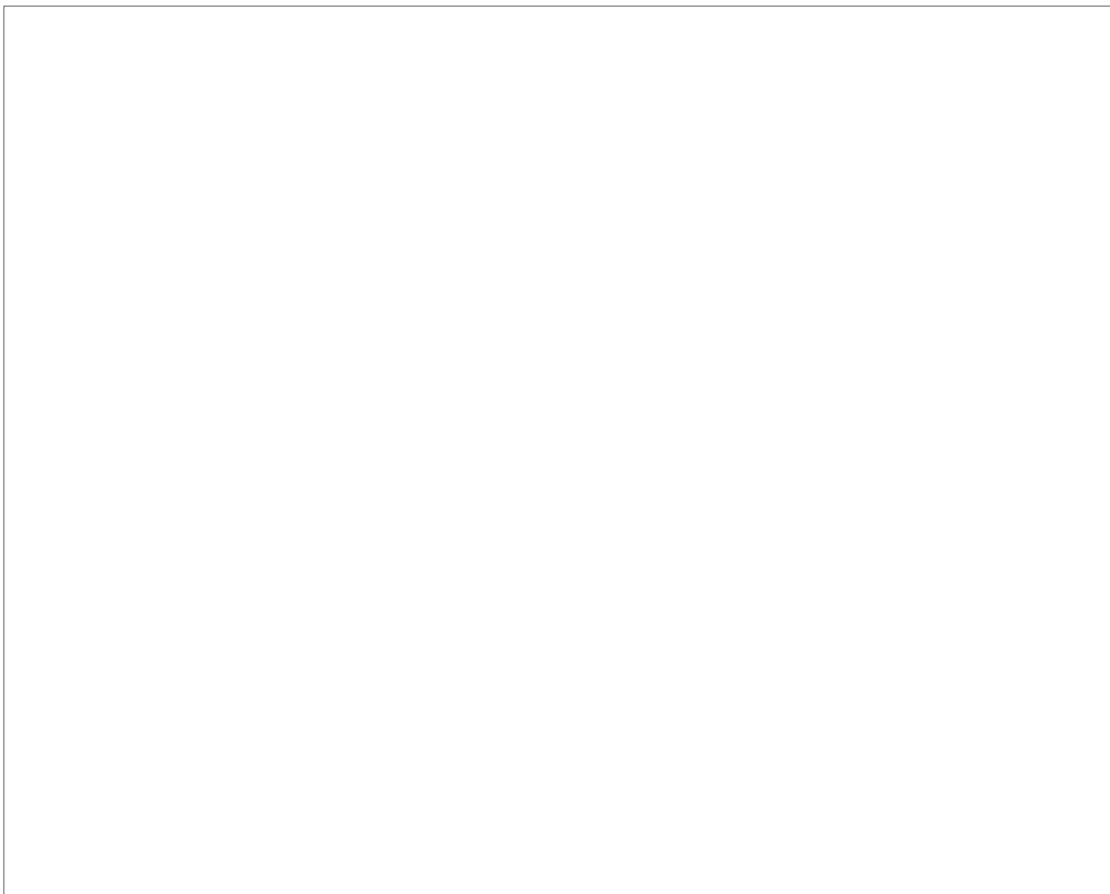
The generosity of OL employees has shown itself once again with five of OL's finest being awarded gold eagle lapel pins for contributions to the CFC Fund equaling or exceeding 1% of their gross annual salary. Our thanks and congratulations to [redacted]

[redacted] The five recipients are pictured below along with their component keyworkers.

OL CFC CONTRIBUTIONS
AS OF 9 NOVEMBER
WE NEED YOUR HELP!



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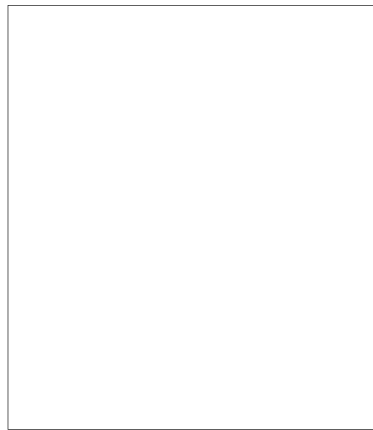
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ONE INDIVIDUAL CAN MAKE A DIFFERENCE

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 In a letter of appreciation from [redacted] Chief, Support Office [redacted]
 25X1 [redacted] dated 28 October 1988, the following individuals were commended for their expeditious and
 25X1 thorough handling of 22 contracts for the relocation [redacted] Under the guidance of [redacted] and
 25X1 [redacted] of the Agency Contracts Group (ACG), the contracting officers provided excellent
 25X1 support to ensure that deadlines were met:



25X1 [redacted] was recognized in a letter of appreciation to the DDA from [redacted]
 25X1 [redacted] Director, Intelligence Community Staff (ICS), dated 27 October 1988 for
 25X1 his contracting support provided during FY 87 and 88. [redacted] stated that Michael provided
 expertise and technical support to the Community. His knowledge of contracting procedures, coupled
 with his willingness to "*get the job done*" in a timely and efficient manner, has contributed to the
 excellent rapport he has established with ICS. Mr. Huffstutler added his thanks stating that Michael's
 efforts and high quality performance are indeed impressive and set an excellent example for others in
 25X1 the DA [redacted]

25X1 [redacted] of the Motor Pool was commended in a letter of appreciation from [redacted]
 25X1 [redacted] EUR, for the services he provided as driver for EUR's visiting officials. [redacted]

25X1 **The Motor Pool**, and in particular, [redacted] the dispatcher, were recognized in a
 25X1 memorandum from [redacted] of the Office of East Asian Analysis, dated 24 October, for the
 25X1 services they provided in support of OEA's [redacted] conference [redacted] on
 14 and 15 October 1988. Lowell was commended for his courteous and helpful attitude in dealing with
 25X1 Facility's requirements. [redacted]

25X1 [redacted] of the Standards Branch, Space Planning Division,
 FMG, were recipients of a letter of appreciation from Robert E. Fitzgerald, Director, Equal
 Employment Opportunity, dated 4 November 1988, for their support in arranging the paintings for the
 art exhibit displayed in Headquarters from 12 through 16 September 1988 commemorating Hispanic
 25X1 Heritage Week. [redacted]

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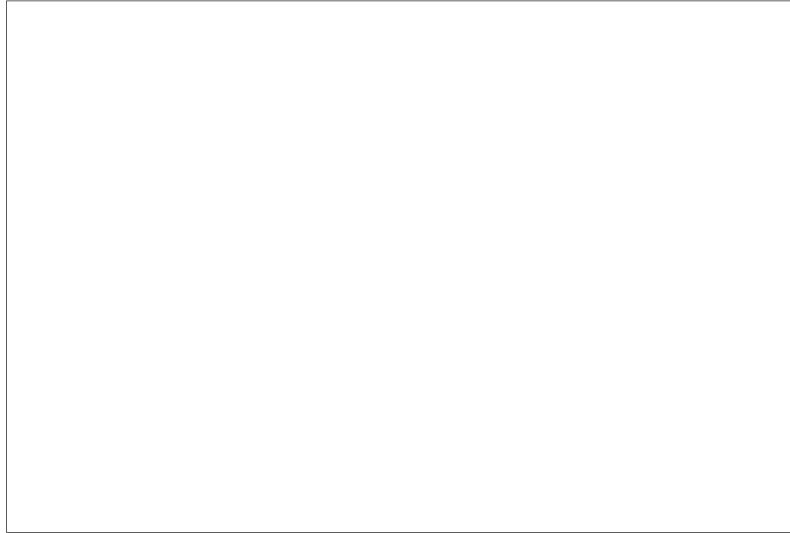
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ITEM OF INTEREST

25X1



Printing and Photography Group Aerial Photography – SO WHAT ?

Headquarters-based photographers have been providing Aerial photographic coverage of Agency facilities since the mid-1960's. Aerial assignments were usually conducted at the request of the Office of Security (OS) to assist in both the identification and protection of Agency buildings and property. In the early 1970's, however, the Office of Logistics (OL) assumed the responsibility of providing photographers for these assignments. Since that time, the mission has grown to the point that the OL Printing and Photography Group (P&PG) provides several highly skilled professionals to satisfy a large variety of aerial photographic requirements. These requirements include valuable assistance in the planning of OL support activities such as construction, traffic flow, and parking.

During the past few years, the New Headquarters Building (NHB) project kept OL/P&PG photographers busy recording the progress of the NHB as it emerged from a hole in the ground to an embryonic steel skeleton that grew into an impressive, modern, functional structure. Aerial coverage was provided at 90 day intervals and covered not only the NHB, but the numerous engineering improvements to the Headquarters Compound and the realignment of Routes 123 and 193. Currently, P&PG photographers are generating a photographic record of the expansion [redacted] at the request of the Office of Security.

25X1

Have you ever wondered what is required to satisfy the logistics of an aerial photography requirement? There are several important factors. First, the technical aspects of film, camera, and aircraft are paramount. After that is the weather, the season, and the time of day. Although high-noon on a clear day is preferred, good results can be achieved when conditions are partly cloudy. Seasonally, early Spring or late Fall is best. (Washington Area Summers are not noted for their crystal clear days and the Winter presents other problems, especially if the ground is covered with snow.) Another consideration is the fact that the photographer usually works from a plane in which one of the doors has been removed—the photographer has been strapped in, so far! If you think it is cold on the ground in February, try a couple of hours at several thousand feet in an "open" cockpit. (Incidentally, this is P&PG's favorite time to break in a new photographer!) Then there is consideration of locale. Taking pictures of the Headquarters Compound is a real problem due to the proximity of National Airport. The Air Traffic Controllers (ATCs) impose very strict limits on the altitude and time allowed in this area because the Headquarters Compound is in the flight path of most "traffic" in and out of National. Furthermore, the ATCs are not witting of the fact that the plane flying around the compound is on "official business," so we don't get any special treatment. The other concern of the ATCs is one of aerodynamics—a large plane flying at the slow speeds encountered during takeoff and landing can literally knock a small plane out of the sky! And one last thought, it's amazing how excited Agency personnel can get when a small plane is continually circling overhead. [redacted]

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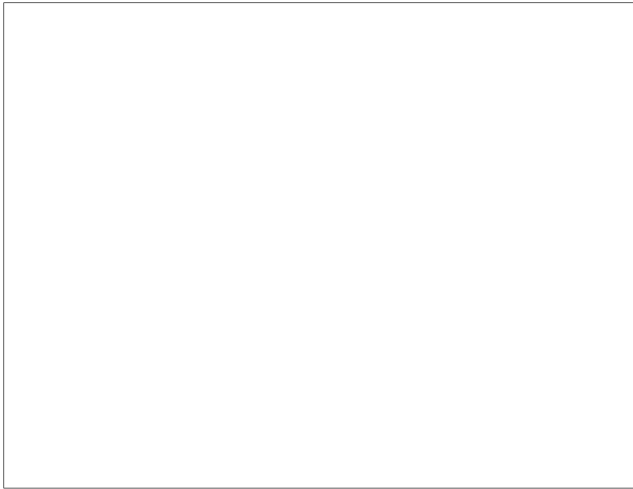
That's only the beginning. What about the relationship between the pilot and the photographer? You can really get some interesting shots of the sun when the pilot banks left while you're trying to take pictures to the right! The pilot has to know what the photographer is trying to accomplish. [redacted]

25X1

25X1

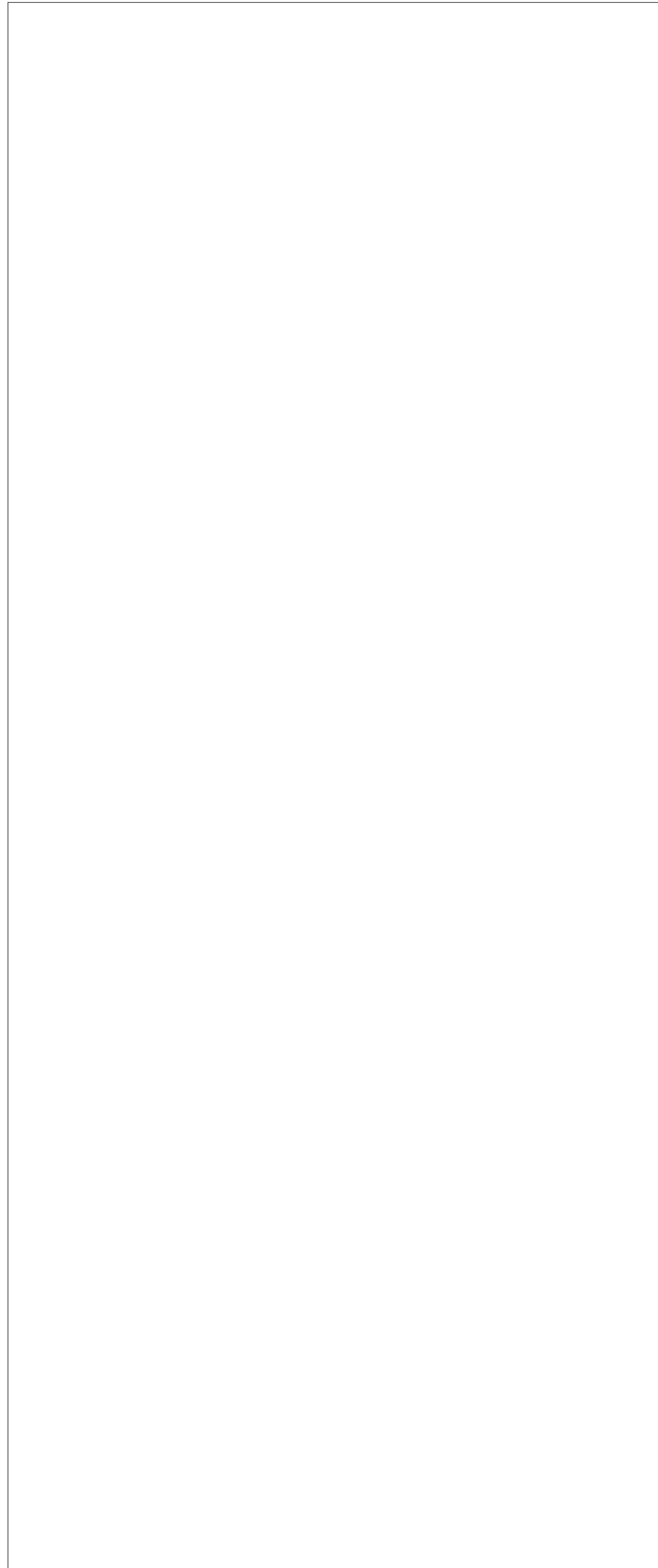
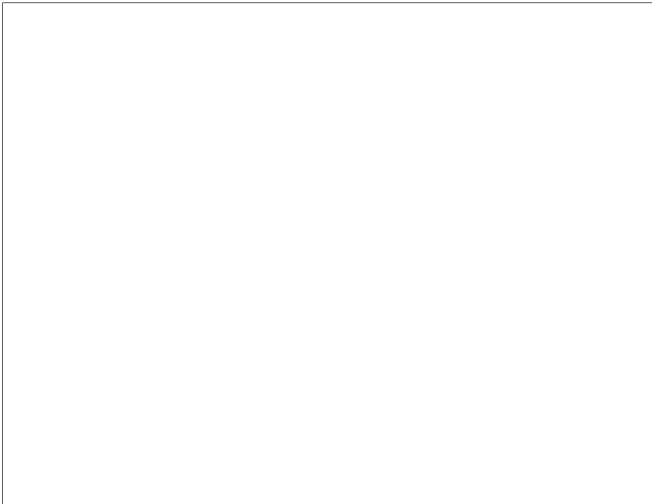
[redacted] pilots are some of the best and maneuver the aircraft in such a manner that we get excellent pictures. This isn't easy when you consider the fact that we're saying "lower, lower" while the FAA Flight Regulations say "higher, higher."

25X1



Unfortunately, detailed records are not available regarding the number of photographs taken over the years, but take P&PG's word that the workload has been substantial. So the next time you see a small plane circling over your building, just wave and smile. . . you might well be on the Agency's version
CIA
of "~~Candid~~ Camera"

25X1



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