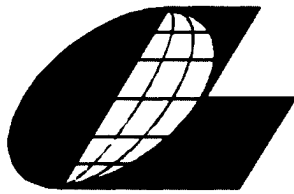


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# NNNNotes & QQQQuotes

4 November 1988

## NEWEST OL EMPLOYEE AND REASSIGNMENTS

OL extends a warm welcome to the following new employees:

### EOD

Name

Assigned to

[Redacted Name Box]

M&CB/FMG  
EBD/FMG  
M&CB/FMG  
M&CB/FMG  
MPB/FMG  
OB [Redacted]

\*\*\*\*\*

## NEW TO OL FROM OTHER AGENCY COMPONENTS:

Name

Assigned to

[Redacted Name Box]

ACG/Office of the  
Chief  
[Redacted] SG  
MSB/SG  
DC/B&FB/OL  
B&FB/OL

\*\*\*\*\*

## OL REASSIGNMENTS

Name

Assigned to

[Redacted Name Box]

[Redacted] LOGS  
TLD/FND/OC  
ACG

\*\*\*\*\*

## SENIOR ASSIGNMENT

The Director of Logistics is pleased to announce the following senior officer assignment:

Name

Assigned to

[Redacted Name Box]

Chief, OS Contract Staff

\*\*\*\*\*

## FROM THE DL'S CORNER

A videotape depicting OL's accomplishments during FY-1988 was shown at the quarterly meetings this past week. The videotape merely covers some of the highlights of your successes during the past year. You should all be very proud of the significant contributions you have made toward the success of the Agency's missions. It was a very impressive year in all functional areas, supply, procurement, facilities management, [Redacted] and printing and photography. Thank you for your outstanding support.

\*\*\*\*\*

## OL QUARTERLY SESSIONS

Attendance at the OL Quarterly sessions on 3 and 4 November was outstanding. Approximately 500 careerists attended the Quarterly in the Headquarters auditorium and over 125 employees attended the session at the [Redacted] Mr. Rae Huffstutler, Deputy Director for Administration, presented eight OL Employee of the Quarter Awards at the Headquarters auditorium. (Details on these Employees of the Quarter will be forthcoming.) The Agenda included presentations by Michael [Redacted]

FMG, on

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25X1 "Open Office Planning;" [redacted] Travel  
25X1 Processing Branch/OP, on "Travel Processing  
25X1 Branch;" [redacted], FMG, and Judy  
25X1 [redacted] ACG, on "Rotational Assignments in  
25X1 OL and Outside OL;" and [redacted]  
25X1 Procurement Executive/OL, on "Agency  
25X1 Procurement in FY 88." The Quarterly  
25X1 concluded with a Video Review of FY 88. All of  
25X1 the folks who diligently work on these  
25X1 presentations are very appreciative of your  
25X1 attendance. A special thanks to all those who  
25X1 attended. [redacted]

\*\*\*\*\*

## EXCEPTIONAL ACCOMPLISHMENT AWARDS

The following OL individuals received  
Exceptional Accomplishment Awards on  
3 November:

25X1 [redacted] Project Officer assigned to the  
25X1 External Buildings Operations Branch—is  
25X1 responsible for all maintenance and construction  
25X1 work involving the Agency at Key Building.  
25X1 Asbestos-containing ceiling tiles were discovered  
25X1 on 11 floors of the building. Rufus coordinated  
25X1 the removal schedule of the asbestos ceiling tiles  
25X1 with GSA and Headquarters Security Division;  
25X1 conducted inspections and various other tasks  
25X1 necessary to get the job done. He worked long  
25X1 hours to ensure the smooth operation of this  
25X1 project. His persistence and his "can-do"  
25X1 attitude reflected a genuine desire to provide a  
25X1 quality work environment for Agency employees.  
25X1 Rufus' fine efforts contributed to the completion  
25X1 of this project on schedule. [redacted]

25X1 [redacted] Chief, Plans, Programs, and  
25X1 Systems Staff/P&PG—for his performance  
25X1 while serving as the Deputy Chief, Supply  
25X1 Management Branch (SMB), SG. Al was  
25X1 responsible for the daily operations including the  
25X1 supervision of 33 support personnel; monitored  
25X1 and maintained control over the Material  
25X1 Procurement Allotment expenditures for general  
25X1 allocation stock replenishments; and developed  
25X1 formats and set up software for the special  
25X1 reports required by Congressional committees for  
25X1 accountability of materiel associated with  
25X1 Central America. He was also instrumental in  
25X1 establishing new communications capabilities  
25X1 between SG [redacted]. Al served

many months as Acting Chief, SMB. He also  
served as Acting Chief Traffic Management  
Branch [redacted] for several months. His  
performance was outstanding and his  
contributions were truly significant for OL.

[redacted] Administrative Services  
Assistant, Building Services Branch, FMG—for  
his exceptional performance from March 1988  
through June 1988 in utilizing a PCNOMAD  
program for tracking the inventory [redacted]  
[redacted] Marty learned an entirely new system.  
In addition to his regular duties, Marty entered  
all supply data that pertains to his area of control  
[redacted] His knowledge of job requirements  
prompted him to recommend improvements to  
the software, streamlining the supply function.  
Marty completed the task of entering over one  
year of historical data, over 25,000 records in the  
issue file alone, totalling 1,250,275 items, plus  
another 3,000 records in the order and receiving  
files. Marty's efforts enabled BSB to manage the  
supply program more effectively .

[redacted] Chief, Engineering Branch,  
Logistics Division, SG/NPIC—for his  
performance in the renovation/construction  
project [redacted] Ed was responsible for  
providing space for some 100 Imagery Analysts,  
71 personnel being assigned to a newly formed  
National Exploitation Laboratory, and 120  
personnel being moved from another area to  
make room for Computer Room expansion.  
Space had to be made for new equipment; i.e.,  
Video Production System, Graphics Production  
System and IDEX II. Warehouse supplies had to  
be relocated and space converted for office use.  
The total project consisted of 15 subprojects.  
Under Ed's leadership, direction and guidance,  
two-thirds of the subprojects were completed on  
time and within budget, and the remaining  
subprojects are on schedule and within budget.

[redacted] Supply Officer, SG—  
responsible for the administrative reporting of  
the Support Division/SG which includes Group  
Weekly, Quarterly, and Annual statistical and  
narrative reports, the Agency's Annual Dollar  
Value Report, and the Supply Group Briefing  
Books. Patty met all the requirements for these  
reports for the Supply Group in an efficient and  
timely manner.

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25X1 [redacted] Computer Assistant, Data Management Branch/RD/SG—serves as focal point for coding and inputting the procurement data into the Inventory Control System. She was responsible for the processing of 55 floppy disks containing approximately 27,500 records for updating [redacted]

25X1 [redacted]  
25X1 [redacted]  
25X1 [redacted]

25X1 [redacted] Computer Assistant, assigned to the Data Management Section (DMS) [redacted]—for her participation in researching and accumulating data necessary in resolving the OL's Delinquent Receiving Report. Several of the Component offices had delinquent requisitions in excess of \$1 million with one office well above \$13 million. Therefore, it was critical that the receiving data be obtained and processed as soon as possible. Christine was also responsible for processing direct delivery purchase orders through the Logistics automated Inventory Control System and assisted in other duties within DMS. She demonstrated an exceptional performance and a very positive customer-oriented approach in accomplishing these tasks. [redacted]

25X1 \*\*\*\*\*

**CAREER INTELLIGENCE MEDAL**

25X1 [redacted] was presented the Career Intelligence Medal on 4 November 1988 in recognition of his exceptional achievements with the Agency with more than 30 years of service. Bill entered on duty with the Agency in June 1957 as a Document Analyst in the Office of Central Reference, DI. After serving with the DI [redacted] for 2 1/2 years as the Intelligence Librarian [redacted] Bill returned to OCR as an Intelligence Analyst in OCR Special Register, where he served until 1965. He then entered into the contracts career field in 1967 and was assigned to the Contract Management Group of the Technical Services Division, Directorate of Plans, as a contract negotiator. Bill was responsible for establishing the first contracts team in the Directorate of Intelligence. He concluded his career as Chief, Contracts

Staff, OD&E. During his successful career he received numerous letters of commendation and appreciation, a Quality-Step Increase, a Certificate of Distinction, and an Exceptional Accomplishment Award. His career represents unselfish devotion to duty, dedication, integrity, and professionalism. He retired on 23 November 1987. [redacted]

\*\*\*\*\*

**CONTRACT OFFICER INTERN PROGRAM COMPLETIONS**

[redacted] were each presented a Certificate of Completion for the Contract Officer Intern Program (COIP) at the Senior Contracting Officers meeting on 28 October 1988. [redacted] was also awarded a Contract Officer Certificate of Appointment. [redacted] was unable to attend the meeting, but she will also receive both certificates. Congratulations to all for these outstanding accomplishments. [redacted]

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**OL PROMOTIONS**

Congratulations are in order for the following 55 OL employees who received promotions effective 6 November 1988:

[redacted]

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25X1

25X1

### OL CHRISTMAS PARTY



It has been suggested that in lieu of the OL Christmas party, a contribution be made to the CFC by the Office of Logistics. Please contact your Group/Division/Staff Chief of your preference, no later than 9 November. We will keep you advised.

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### CHILD DAY CARE CENTER

The area across from the Visitor's Center is being cleared and surveying is underway. This is the area where the new Day Care Center will be located. The Day Care Center is scheduled for completion in FY 1989

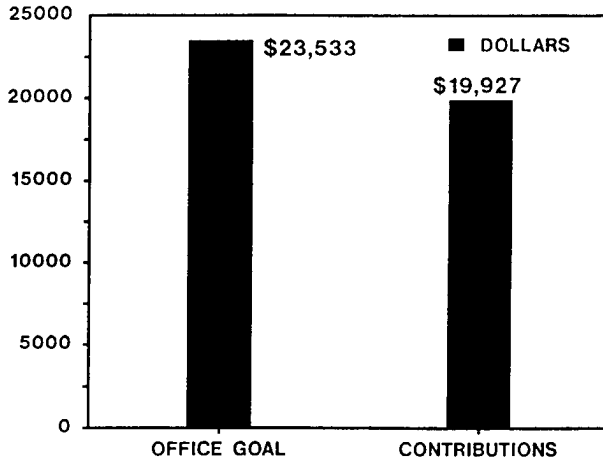
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25X1

25X1

### 1989 COMBINED FEDERAL CAMPAIGN

#### OL CFC CONTRIBUTIONS AS OF 3 NOVEMBER WE NEED YOUR HELP!



As of 3 November, LOC, P&PG, and FMG at [redacted] have collected 100% of their pledge cards, and by the next reporting period OL should have the remainder in. To date, the Office of Logistics has turned in a total of \$24,612 to the CFC Fund Drive Office, with \$19,927 being designated for CFC (84.6% of our CFC goal); \$3,002 for EAF; and \$1,683 for PSAS.

If you haven't turned in your pledge card, take a minute to consider someone less fortunate than yourself and make a contribution to CFC. *You can "make a difference."*

Listed below are OL's 1989 CFC keyworkers who are available to help you complete the necessary form:

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### OPEN OFFICE PLANNING BRIEFING

On 17 November, [redacted] and [redacted] will present a briefing on *Open Office Planning* [redacted] from 1400 to 1600 hours. All architects, engineers and facility planners must attend this briefing. Any other OL personnel who deal with space matters are encouraged to attend this session. [redacted]

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### RENOVATIONS IN F CORRIDOR

The Facilities Management Group has a number of projects underway in the Original Headquarters Building.

- Utility risers are being installed on each floor by the green elevators in the F corridor.
- The 4G corridor has been completely gutted as part of a major renovation to bring the Office of Imagery Analysis (OIA) into the building and an upgrade of the heating ventilation and air conditioning system, as well as lighting, security alarms, etc. Work will soon start on the GG and 5G corridors which will be completely gutted and redone. OIA is scheduled to occupy these areas as well at completion of the work.
- Demolition has been completed in the 1F and 1C areas formerly occupied by the Office of Scientific Weapons and Research and the Telephone Branch of Office of Information Technology. Reconstruction has started in the 1F corridor. When completed, it will house a new visitors cafeteria. Work on the 1C corridor, when completed, will house the eatery.

All of this work is scheduled for completion during FY 1989.

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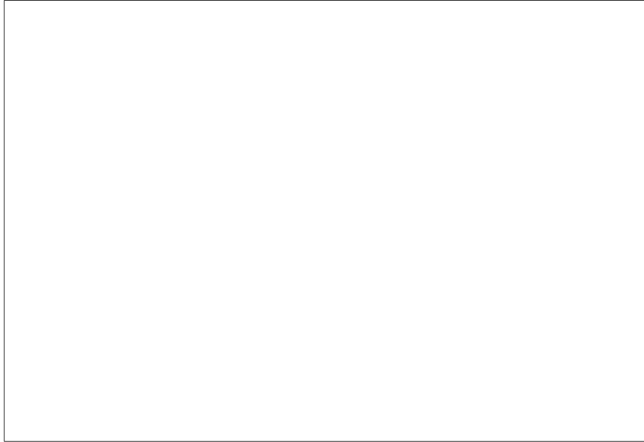
### CIA GUEST SPEAKER PROGRAM

Katharine Graham, Chairman of the Board and Chief Executive Officer of The Washington Post Company, will be the CIA guest speaker on 16 November 1988 at 1400 hours in the

Headquarters Auditorium. Her presentation is entitled, "*Secrecy and the Press.*" Tickets are not required. The program is scheduled to conclude by 1530 hours. A sign language interpreter will be provided for the hearing impaired.

25X1  
25X1

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25X1

### UPDATE ON SCATTERGOOD-THORNE PROPERTY RENOVATIONS

The gutters, roof, downspout, fascia and trim on the Scattergood-Thorne main house have been replaced. Drawings for the replacement of exterior doors, windows and the schedule for painting are currently being finalized. The drawings will be forwarded to OL to start on this portion of the renovation the week of 31 October. A formal selection process has begun to choose an architectural firm that specializes in historical renovation to design the refurbishment of the interior of the house. [redacted]

25X1

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### AGENCY COPIER SUPPLY PROGRAM:

On 1 September 1988, the Printing and Photography Group (P&PG) instituted a new Agency Copier Supply Program for the benefit of all Agency copier users in the Washington Metropolitan area. Basically, this program automatically provides expendable supplies such as toner, fusing fluid, etc., for each copier administered by the Agency Copier Management Program (ACMP). Copier supplies (except paper) maintained at each copier will be inventoried and replenished monthly by P&PG

25X1

25X1

personnel. Program details and instructions for obtaining paper are included in [redacted] Any problems relating to supplies or paper should be referred to P&PG logistics personnel [redacted]

25X1



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### EMPLOYEE ART EXHIBIT

An Employee Art Exhibit of paintings, drawings, prints and ceramics is on display in 1D Original Headquarters Building Exhibit Corridor from 3 through 30 November.

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### "THE PSYCHOLOGY OF TREASON" PRESENTATION

[redacted] senior psychiatrist with Assessment and Medical Selection Division, OMS, will present a seminar on "*The Psychology of Treason*" on 10 November 1988 from 1300 to 1500 hours in the Headquarters Auditorium. The discussion will focus on the question of why defectors defect. The motivations, personal circumstances, ideologies, and character structures of defectors will be considered in the presentation. Questions are invited. This presentation will be classified SECRET.

25X1

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### CUSTOMER SERVICE EXCELLENCE SEMINAR

OL employees are invited to attend a Customer Service Excellence seminar on 10 November 1988 [redacted] from 1400 to 1600 hours. This seminar will present ideas and suggest techniques to use in daily dealings with customers. Enrollment deadline is 8 November 1988. For more information, call the Supply Group Training Representative, on [redacted]

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## QUOTE FOR THE WEEK

*If it is to be, it is up to me. . .*

\*\*\*\*\*

### DEAR GARY. . .

**Question**—I am a Co-op student working as a computer programmer in the Office of Logistics. Can a Co-op student TDY, and if so, how does one go about getting involved?

**Answer**—*Yes.* So long as you are at least 21 years of age (Agency regulation), you can sign up for either the OL Flying Squad or one of the overseas support flights. The Flying Squad coordinator is [redacted], who can be reached on [redacted] [redacted] managed by OL's Executive Officer, [redacted] can be contacted on [redacted]. Both TDY's would afford you career enhancement opportunities while serving the Office of Logistics and the Agency.

\*\*\*\*\*

25X1  
25X1  
25X1  
25X1  
25X1

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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, Africa Division/DO, dated 19 October 1988, the OL individuals listed below were commended for their efforts in support of a successful, sensitive, AF operation on 15 September 1988:

### Transportation Management Branch

25X1 [redacted]

### Packing and Crating Section/Operations Branch

25X1 [redacted]

### Operations Support Branch/SG

25X1 [redacted]

25X1 [redacted] Supply and Support Branch [redacted] was commended in a letter of appreciation from  
25X1 [redacted], Secretarial Training Branch/OTE, dated 17 October 1988, for a job well done in  
arranging furniture for a Geography Workshop held in Room 1A07 Headquarters on 7 October 1988.

25X1 [redacted] stated that Woody and his Branch were helpful and courteous in arranging the room and  
25X1 completed their job in a timely manner so that the Workshop began promptly without interruption. [redacted]

25X1 In a letter of appreciation, dated 11 October 1988, from [redacted] Conference Facilitator, and  
25X1 [redacted] Conference Coordinators/DCI Area Secretarial Conference, [redacted]  
25X1 [redacted] formerly Chief, Motorpool Branch/SD/FMG, was recognized for arranging transportation for  
25X1 the Second Annual DCI Area Secretarial Conference held from 28 through 30 September 1988. [redacted]

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**The Mail and Courier Branch/Services Division/FMG** was recognized in a letter of appreciation, from [redacted] dated 19 October 1988, for adding daily mail service to [redacted] Staff. [redacted]

In a letter of appreciation from [redacted] Chief, Information Management Staff (IMS)/DO, dated 7 October 1988, [redacted] of the Motor Pool were commended for their efficient scheduling of shuttle service for the IMS annual meeting on 6 October 1988 in the Auditorium. [redacted]

In a letter of appreciation from [redacted] Chief, Information Management Staff (IMS)/DO, dated 7 October 1988, [redacted] Allied employees, responsible for the auditorium, were recognized for their efforts in contributing to the success of the annual IMS meeting held on 6 October 1988. [redacted]

[redacted] Director of Special Projects, DS&T, recognized [redacted], of Headquarters Division, FMG, in a letter of appreciation dated 11 October 1988, for his excellent support in providing a top-quality engraving product for name plaques on the OSP Honor Board. [redacted]

[redacted] Hispanic Employment Program Manager, EEO, recognized [redacted] Logistics Officer/OP, in a letter of appreciation, dated 21 October 1988, for her logistical support in the shipment of artwork to the Headquarters Building Exhibit Hall for the month-long Hispanic Heritage Week Art Exhibit. [redacted] stated that Karen's efforts were greatly appreciated. [redacted]

In a letter of appreciation from [redacted] Chief, Editorial Services Branch (ESB)/CPAS, dated 19 October 1988, [redacted] Logistics Officer, CPAS, was recognized for his efficient logistical efforts in restructuring ESB's offices. [redacted] stated that Jim's efforts were greatly appreciated in making this office transition successful. [redacted]

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