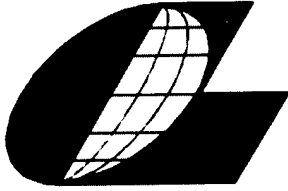


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# Notes & Quotes

21 October 1988

## NEW OL EMPLOYEE

We extend a warm welcome to **Steven Campbell**, assigned to Mail and Courier Branch/Services Division/FMG.

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## OL REASSIGNMENTS

Name	Assigned to
[Redacted]	OSO Contracts Team
	OTS Contracts Team
	[Redacted]
	Division/CSG
	O-SA/FBO/OL
	OD&E Contracts Team
	OSO Contracts Team

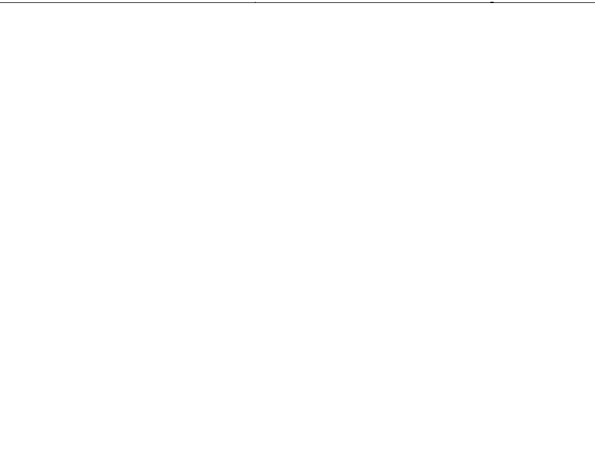
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## EXCEPTIONAL ACCOMPLISHMENT AWARDS

On 19 October 1988, [Redacted] P&PG/OL, was presented an Exceptional Accomplishment Award for his TDY performance in Islamabad as a member of OL's Flying Squad from 23 April to 5 August 1988. Victor provided logistical support to the

the initiative to get the job done and satisfied requirements in a timely manner. Victor is a credit to his office and OL's Flying Squad. [Redacted]

On 20 October, [Redacted] received an Exceptional Accomplishment Award for his period of service in the Supply Group from January 1987 to March 1988. He served as Chief, Transportation Management Branch [Redacted] Deputy Chief, Supply Division, and Chief, Operations and Maintenance Branch [Redacted] Gerry's accomplishments



outstanding service to OL and the Agency. [Redacted]

[Redacted], formerly assigned to the Maintenance Branch, Operations, FMG, now retired, was presented an Exceptional Accomplishment Award on 20 October 1988 for his outstanding service to OL from June 1987 through June 1988. He was responsible for electrical power distribution systems on the Headquarters Compound. Gerald spent his entire Agency career at Headquarters and became the resident expert on the Central Plant. He also became the expert in the Washington Metropolitan Area for emergency generators in

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outlying buildings. Gerald performed the invaluable task of teaching young engineers. He retired on 2 July 1988. Gerald's technical expertise and guidance throughout the years has supported OL's mission. [redacted]

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[redacted] Motor Pool Branch, Services Division/FMG, received an Exceptional Accomplishment Award on 20 October 1988 for his services rendered from June 1987 to June 1988. William was required to travel to two overseas locations to perform maintenance on many different types of vehicles. He worked exceptionally long hours in adverse conditions for up to six weeks at a time. He creatively used his knowledge, skills and ability to solve many unexpected problems. William has continued to volunteer for difficult assignments when needed, and his outstanding performance overseas is indicative of his efforts each day at the Motor Pool. [redacted]

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[redacted] Truck Driver [redacted] was the recipient of an Exceptional Accomplishment Award on 21 October 1988 in recognition of his initiative and exceptionally alert action in preventing an extremely damaging security incident. Kenneth's basic responsibility is to move unclassified material from [redacted] transfer it to larger containers, and move the material to the commercial facility. The material is presorted and packed at [redacted] Kenneth expends the extra effort and takes the time to make one final check when transferring the material at the site. On 26 July 1988, while performing this check, Kenneth identified classified materials in the refuse, alerted [redacted] Security personnel, and with their help, removed the classified trash. This action sets an example of superb security consciousness for all employees and his fine efforts are truly deserving of this recognition. [redacted]

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[redacted]  
**CONFERENCE ROOM**

Just a gentle reminder that while [redacted] Building is an OL Conference Room, you must schedule its use by contacting **Dawna, Marie or Brenda** [redacted]

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**OL QUARTERLY-  
4TH QUARTER FY88**

The next OL Quarterly is scheduled for **1000 hours, 3 November**, in the Headquarters Auditorium and for **1000 hours, 4 November**, in [redacted] Buses to the Headquarters Compound will leave from the [redacted] [redacted] at 0900 hours and from [redacted]

Building at 0915 hours. Please call in the number of attendees by COB on 2 November to **Marie, Dawna, or Brenda**. [redacted]

[redacted] These quarterlies are one of our most valuable means of communicating what OL is doing and who is doing it. Please make every effort to attend one of these sessions. Notices, with agenda attached, have been sent to all OL components. [redacted]

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**OL CHRISTMAS PARTY**



The responses are coming in for volunteers to sign up for this year's OL Christmas party tentatively scheduled for 15 December. Please contact [redacted] or **Marie, Dawna or Brenda**, [redacted] if you wish to volunteer. [redacted]

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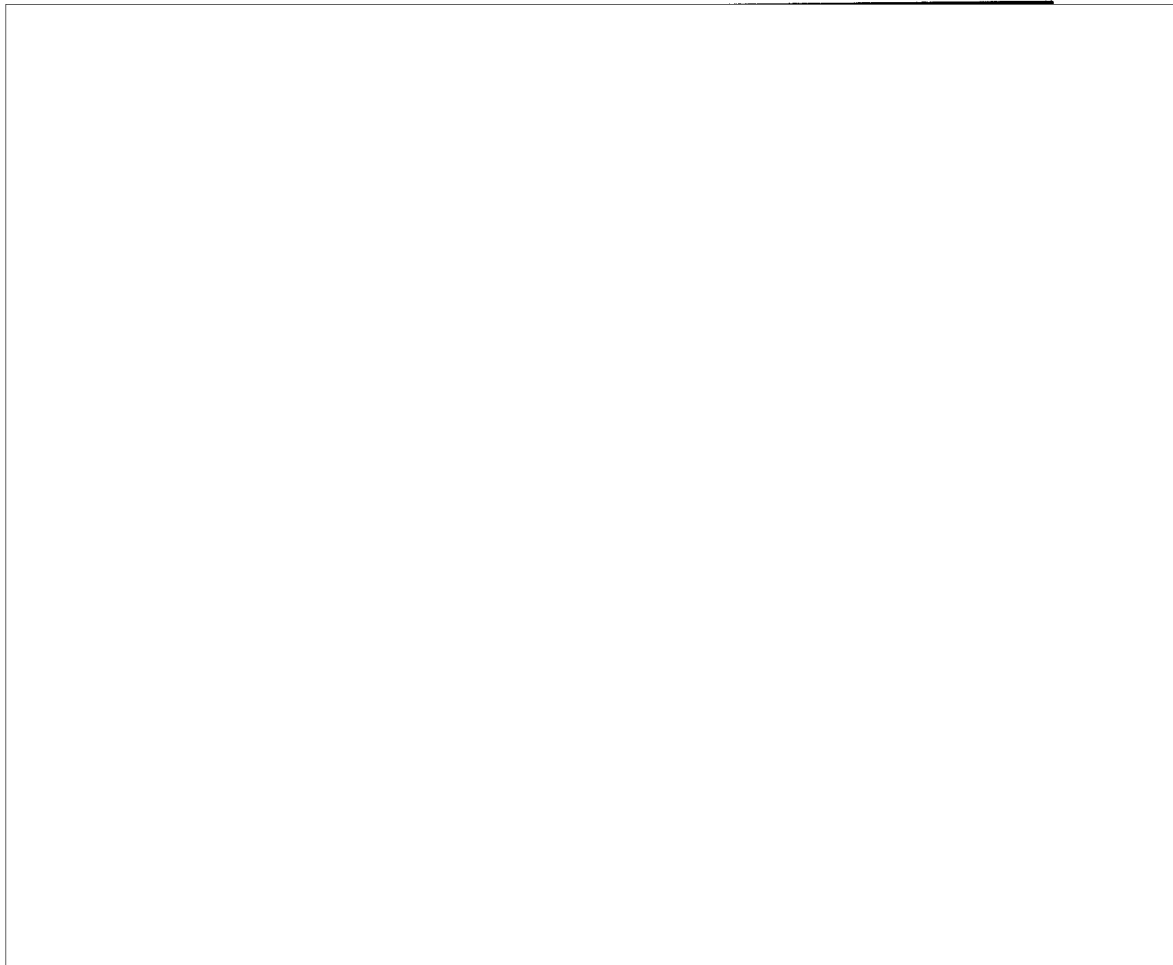
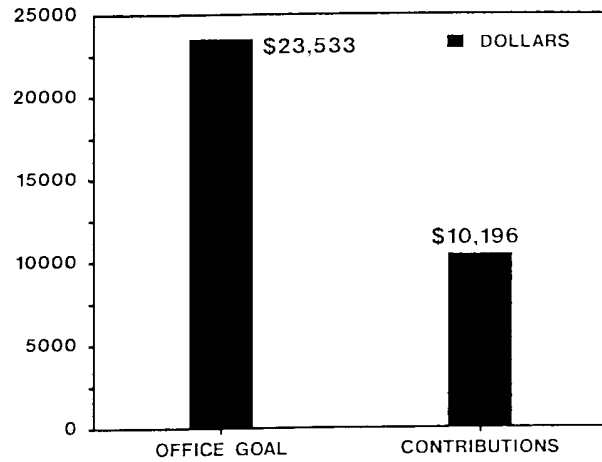
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### 1989 COMBINED FEDERAL CAMPAIGN

25X1 The 1989 Combined Federal Campaign (CFC) is moving along at a steady pace. After an initial surge in returns, the flow has leveled out, with another surge expected as the campaign nears its official closing on 4 November. [redacted] OL Chairman for CFC, reports that as of 20 October returns totaling \$23,533 have been forwarded to the Fund Drive Office. That total dollar figure represents \$10,196 for CFC (43% of our OL goal), \$1,545 for EAF and \$853 for PSAS.

Remember—the theme of this year’s campaign is “*Someone is waiting. . . for you to make a difference.*” Your contributions could be a vital step in making a difference in the life of someone less fortunate. Pictured below are the 1989 CFC keyworkers who are available to help you complete the necessary form so that **you** can “*make a difference.*”



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### OL'S PLANNING CONFERENCE

This year's OL Planning Conference was held at an off-site location on 18 and 19 October. The annual conference was attended by senior Logistics managers and a representative from the Planning Staff/OL. Topics included FY-88 MBO results and new FY-89 MBO Objectives; New Initiatives; Personnel Programs; Budget; and Recap of the OL Reorganization. [redacted]

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### OL CO-OP PROGRAM CANDIDATES

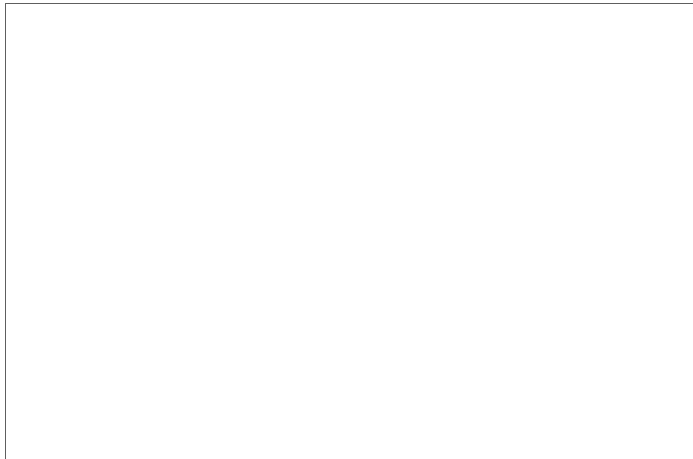
On 12 October, a representative from the Supply Group traveled to the University of Indiana at Bloomington, Indiana, to interview prospective candidates for the OL Co-op Program. Upon completion of the interviews, the University Placement Counselors were also briefed on the qualifications desired by OL in our Co-op candidates. The Office of Personnel field recruiters were briefed on the mission and function of OL in order to sensitize them to what OL is all about. [redacted]

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### DONOVAN DESK ON DISPLAY

Representatives from the [redacted] [redacted] picked up the William Donovan desk from the Karamessines residence on 14 October. This desk was used by Mr. Thomas Karamessines when he was the Deputy Director of Plans from 1967 through 1973. Upon retiring, Mr. Karamessines purchased this desk from the Agency, and it has now been returned to the Agency as a gift from the Karamessines family. The desk will be on display in the office of the Historical Intelligence Collection Staff located in the Agency Library, 1E-41 Original Headquarters Building. [redacted]

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### QUOTE FOR THE WEEK

*Wisdom consists of the anticipation of consequences.*—Norman Cousins

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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 **Contracts Staff (CS)/NPIC**, and in particular, [redacted] were  
25X1 commended in a letter of appreciation from John S. Ingley, Director, Imagery Analysis, DI, dated  
25X1 11 October 1988, for their fine expertise and judgment during negotiations with a contractor. Mr.  
25X1 Ingley stated that Brian and Linda represented themselves and the Agency in a superb professional  
25X1 manner. [redacted]

25X1 In a letter of appreciation, from [redacted] the following OL  
25X1 individuals were commended for their successful computer procurement in support [redacted]  
25X1 project in September:

25X1 [redacted]

25X1 [redacted], Logistics Officers/OP, were commended in a letter of appreciation  
25X1 from [redacted], Chief, Retirement Division, EBS/OP, dated 11 October 1988, for their  
25X1 logistical contributions made to the Retirement Division's Center for Career Transition/OP renovation  
25X1 projects. [redacted]

25X1 [redacted] of the Integrated Logistics Support Plan were commended in a letter  
25X1 of appreciation from [redacted] Executive Officer, OP, dated 17 October 1988, for their assistance  
25X1 in locating and preparing temporary space, installing electrical and telephone lines in the New  
25X1 Headquarters Building for OP. [redacted] stated that these two individuals accepted the challenges and  
25X1 exemplified OL's can-do attitude while working the numerous problems associated with the move. [redacted]

25X1 Messrs. [redacted] assigned to the Supply and  
25X1 Support Branch [redacted], were commended in a letter of appreciation from [redacted]  
25X1 Chief, MERCURY Program Office, OC-ED, dated 12 October 1988, for their fine coordination of the  
25X1 MERCURY Program Office move [redacted]

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## ITEM OF INTEREST

### SO YOU NEED A CHAIR

#### ONE SIZE DOES NOT FIT ALL!

A common thought is how difficult can it be to procure a chair. A chair is a chair, right?

**Wrong!** One has to decide if a guest chair is needed or if a desk chair is required, or there is the possibility of a conference table chair. All are different. And then after that decision is made, there are a multiplicity of questions yet to be asked/answered before one orders a chair.

The chair makes a visual statement and yet cannot sacrifice user comfort and/or durability, and in today's computer/terminal work, the chair must be ergonomically correct, as well as body-molded and human factored. The wrong style chair or the wrong size chair will hinder proper circulation and we all know what an aching back caused by improper support feels like.

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Some chairs have a thirty-six month warranty while others have as little as 90 days; some chairs have serial numbers and are traceable; and the typical delivery time for chairs and furniture is 120 days!

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So now you know you need a chair, how do you determine which chair best meets your needs? **Carole**  Fine Arts Committee Representative,  is your best source of information. She will analyze your requirements and suggest the chair that best fits your needs.

She will also provide all the information Procurement will have to provide to the contractor when the order is processed such as color, size, style, etc.

However, chairs are also on single award GSA contracts which do not require a sole-source justification; multiple award schedules which require a justification unless one is willing to accept any chair that is similar (i.e., meets basic requirements) but may be different; as well as on the open market which require sole-source justifications or sufficient specifications to allow competition. You must provide the justification. The Fine Arts Committee Representative recommends, but does not justify.

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Any additional questions may be directed to the **Administrative Products and Services Section**

**Good Luck!** The chair may not make the man/woman, but it may make them more comfortable and productive.

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