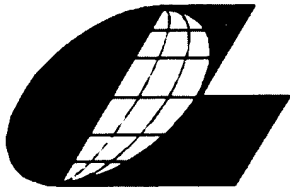


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Notes & Quotes

14 October 1988

NEW TO OL

[Redacted] —ADP Staff

EXCEPTIONAL PERFORMANCE AWARDS

[Redacted] Logistics Officer, OSP, was presented an Exceptional Accomplishment Award on 26 September 1988 for her logistical support to OSP. Barbara was responsible for managing the renovation and move of the Collection Group [Redacted] and the relocation of the System Development Group from [Redacted] to their new offices in [Redacted]. She demonstrated an outstanding ability to get things done and has made a substantial contribution to the successful accomplishment of OL's mission.

OL REASSIGNMENTS

Name	Assigned to
[Redacted]	FMG/ISLP
[Redacted]	OSP/Contract Staff
[Redacted]	OSO/Contract Staff
[Redacted]	OSO/Contract Staff
[Redacted]	OTE [Redacted]

[Redacted] Chief, Budget and Fiscal Staff, was presented an Exceptional Performance Award on 13 October 1988 for his outstanding performance over the past two years. During this time, Keith has improved upon OL's automated financial systems; resolved problems associated with the STA system [Redacted] and successfully integrated systems at [Redacted] and Headquarters. Keith is persuasive and decisive in his thoughts on financial issues and has rendered outstanding service to OL. [Redacted]

SENIOR ASSIGNMENT

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

Name	Assigned to
[Redacted]	Chief, Management Support Division, FMG

[Redacted] Chief, Operations Branch [Redacted] was presented an Exceptional Performance Award on 13 October 1988 for his excellent logistical support [Redacted]

PROMOTIONS

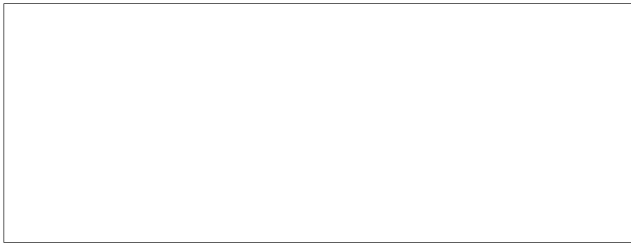
Congratulations are in order for the following OL employees who were promoted, effective 9 October 1988:

Name	Office	Promoted to
[Redacted]	[Redacted]	[Redacted]

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25X1



VOLUNTARY INFLUENZA IMMUNIZATION

The Office of Medical Services (OMS) will again administer immunizations against influenza at the OMS Original Headquarters Building dispensary (1D4012) from 17 through 21 October between 1300 and 1600 hours. [Redacted] Building will administer immunizations on 19 October from 1130 to 1230 hours at the Nursing Office in Room 3C25. The immunization schedule for other Agency buildings will be announced at each site. [Redacted]

25X1

The following OL individuals were each presented Exceptional Performance Awards on 13 October 1988 for their significant contributions in developing a new method of processing requisitions from the Supply Group to the Covert Services Group (CSG):

25X1

25X1

[Redacted] -Analyst, Material Support Branch, Inventory Management Section, Requirements Division (IMS/RD)/SG

25X1

[Redacted] -Chief, IMS/RD/SG

25X1

[Redacted] -Chief, Data Management Branch/RD/SG

25X1

[Redacted] -Supply Assistant, CSG

Through their initiative, diligence and hard work, better service is provided to OL customers. Congratulations to all!!! [Redacted]

25X1

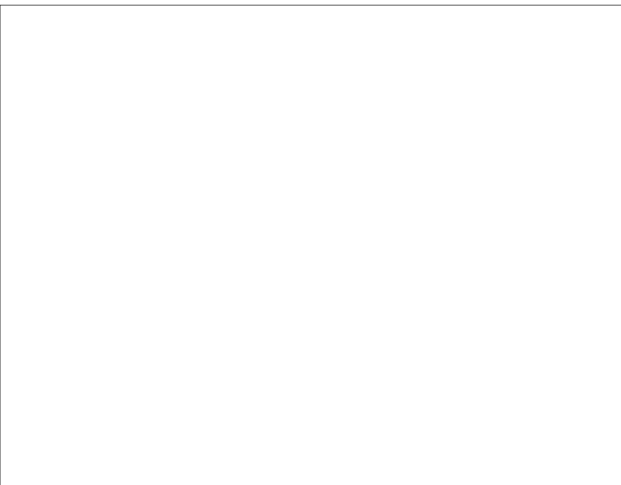
25X1

1989 COMBINED FEDERAL CAMPAIGN

OL's goal for the 1989 Combined Federal Campaign is \$23,533.00. Cards are coming back. Let's keep this up to meet this goal. You can do it . . . you can make the difference. For your information, listed below are the OL key personnel for the '89 campaign:

25X1

25X1



25X1

DEDICATION OF DONOVAN STATUE

The Director of Central Intelligence will dedicate the Donovan statue on 26 October 1988 at 1500 hours in the lobby of the Original Headquarters Building opposite the memorial wall. The ceremony will last approximately 10 minutes. While there will be a limited number of reserved seats, all employees are invited to attend and are requested to be in the lobby by 1445 hours. [Redacted]

"THE PSYCHOLOGY OF TREASON"

[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. [Redacted]

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OL QUARTERLY 4TH QUARTERLY 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, extension [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. Below is the Agenda for the Quarterly:

Agenda

Introduction

..... **John M. Ray**
Director of Logistics

Presentation of OL Employee of the Quarter Awards

..... **R. M. Huffstutler**
Deputy Director for Administration

Open Office Planning

..... [redacted]
Facilities Management Group/OL

Travel Processing Branch

..... [redacted]
Travel Processing Branch/OP

Rotational Assignments in OL and Outside OL

..... [redacted]
Facilities Management Group/OL
and [redacted]
Agency Contracts Group/OL

Agency Procurement in FY 88

..... [redacted]
Procurement Executive/OL

Video Review of FY 88

..... **Printing and Photography Group/OL**
and **Planning Staff/OL** [redacted]

REGISTERING FOR OTE COURSES VIA AIM

Employees can now search and register for Office of Training and Education (OTE) courses online via AIM. In many cases, requests for training can be transferred online through OL/P&TS Training Officer and forwarded to OTE. The OTE Course Catalog and Schedule and the Request for Internal Training (Form 73) are also available on AIM. For more information, please contact [redacted] OL/P&TS Training Officer, [redacted] [redacted]

OL'S FANTASTIC CHRISTMAS PARTIES



Have you ever attended any of OL's Christmas parties??? They are outstanding. Have you ever volunteered to help for one of these parties??? If not, why not volunteer for this year's function by contacting [redacted] [redacted] or Marie, Dawna or Brenda, [redacted]

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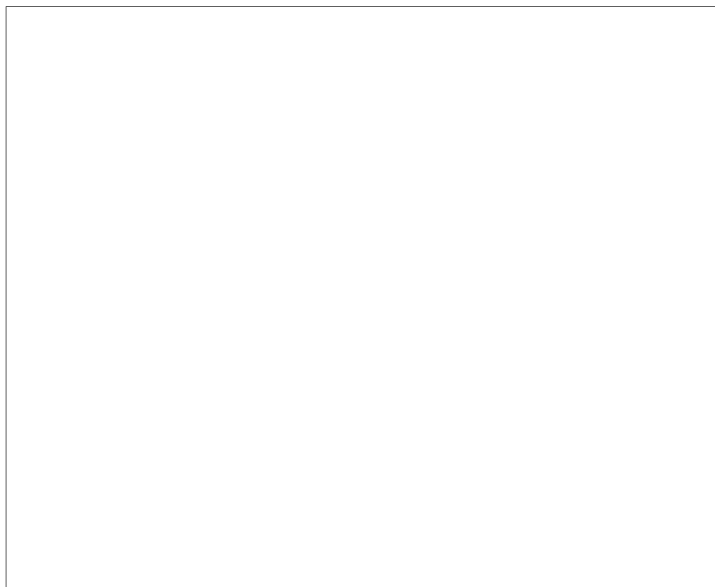
25X1

PARKING PERMITS

Plans are underway by the OL Parking Office for a reallocation of parking permits in the North and South Parking Lots on the Headquarters Compound in order to backfill vacant spaces resulting from moves to the New Headquarters Building. Preliminary indications are that all of the North Lot and approximately one-third of the South Lot will be allocated, with the remaining spaces being designated "Open Parking—No Permit Required." A tentative effective date of late November/early December has been set for the issuance of the new permits.

25X1

[Redacted]



DEMOLITION WORK—EAST AND SOUTH BUILDINGS

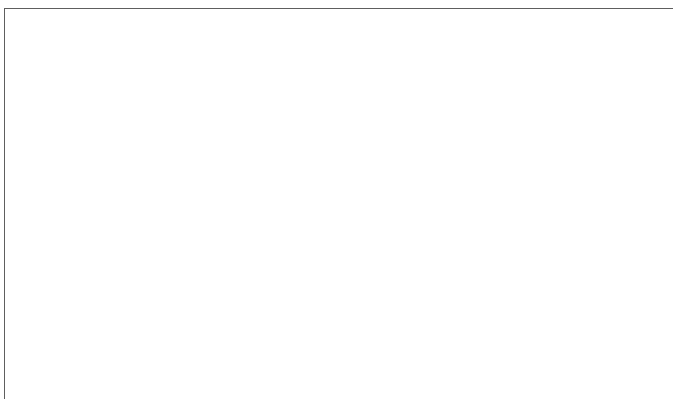
The interior demolition of East Building is complete and South Building is approximately 30 percent complete. Asbestos was encountered in South Building and all work ceased on 3 October. On 11 October, the contractor, representatives from the Field Building Branch (FBB), External Buildings Division/FMG, the General Services Administration, and asbestos survey personnel met to resolve this issue. It was determined that there were only a couple of areas that would interfere with the demolition work, and that FBB and GSA would take care of this problem so that the contractor could return to work.

25X1
25X1
25X1

[Redacted]

25X1

25X1



DEAR GARY



"Dear Gary" is now in Hawaii on his honeymoon. Let's give him a huge welcome back by sending him lots of OL questions, questions, questions. Mail to OL Notes & Quotes, c/o Dear Gary, [Redacted]

Bldg., or Send to AIM userid [Redacted] or Call [Redacted]—just ask for Gary.

QUOTE FOR THE WEEK

Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life.—Sandra Carey

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ITEM OF INTEREST

ASSIGNMENT PLANNING QUESTIONNAIRE

If your managers and your panel members are not aware of your specific work goals, assignment preferences, or training desires, then it is obvious that you have not filled out an APQ.

Every subgroup in the Office of Logistics has developed an Assignment Planning Questionnaire (APQ) which conforms to the unique characteristics and requirements of each OL subgroup. The APQ is sent to you at the same time your immediate supervisor receives your annual PAR form. When you receive your APQ you will find that you are requested to fill in your next assignment preferences and respond to a number of questions designed to elicit as much information from you as necessary so that managers can use the form when planning your next assignment. There is also a section devoted to training. What kinds of training do you desire, and are you presently enrolled in after-hours training? The last section deals with career counseling and asks if you are interested in discussing career opportunities at this time.

After you have completed the form, sign and date it, pull the pink copy for your files, and route the other two copies to OL/P&TS through your immediate supervisor so that he/she has the opportunity to add any comments on the router. A request for assignment preferences is not included on the APQs for those individuals who are reassigned through the vacancy notice process. Their APQs are used by managers to foster career progression and monitor training.

As indicated in the Basic Tenets of OL Personnel Management policy, employees' assignment preferences weigh heavily in the assignment process, and the best way to provide your input is to fill out a questionnaire. APQs are looked at seriously when assignments are made, and individual's wishes are matched to the needs of the service to the greatest extent possible. Therefore, employees must use caution when completing this form, particularly with regard to requests for overseas, domestic, and rotational assignments. Moreover, evaluation panels review APQs, which provide an indication of flexibility, mobility, and desire for self-improvement.

Although employees can fill out an APQ at any time, you will be receiving your APQ just prior to the end of the reporting date of your annual PAR. If you do not receive an APQ just before your evaluation panel will be meeting, please contact your personnel officer in OL/P&TS to obtain the Assignment Planning Questionnaire.

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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 Branka McNally, District Manager for Guest Services, dated
25X1 22 August 1988, [redacted] formerly of the Facilities Management Group, now Logistics
25X1 Officer, OSP, was commended for her outstanding efficiency and unselfishness in providing the best
25X1 possible support to the Agency's cafeteria and special functions. Ms. McNally stated that Dorothy took
25X1 each project, small or major in a serious and methodical manner. She would give a progress report,
25X1 track any problem areas, and promptly answer any questions. Dorothy's positive attitude was greatly
25X1 appreciated by all those who worked with her. [redacted]

25X1 [redacted] Contracting Officer, OSO, was commended in a letter of appreciation from [redacted]
25X1 [redacted] OSO, dated 28 September 1988, for her fine procurement
25X1 support provided during her tour in OSO. [redacted] stated that Susan's attitude exemplifies the
25X1 "*can-do*" spirit. [redacted]

25X1 [redacted] Contracting Officer, ORD, was recognized in a letter of appreciation from Frank
25X1 [redacted] Chief, Security and Materials Research Division/ORD, dated 4 October 1988, for her fine
25X1 presentation of an overview of the evaluation rating to contractors. [redacted] stated that Garrilyn's
25X1 performance reflects both her substantial capability and expertise as a contracting officer. [redacted]

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