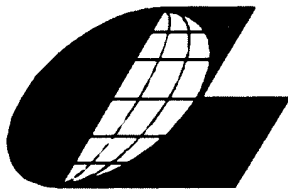


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Notes & Quotes

30 September 1988

OL REASSIGNMENTS

Name	Assigned to
[Redacted]	Deputy Chief, Contracts Team/OIT

OL SENIOR MANAGEMENT ASSIGNMENTS

The Director of Logistics is pleased to announce the following OL senior management assignments, effective 1 October 1988:

Name	Assigned to
[Redacted]	Chief, External Buildings Division/FMG
[Redacted]	Chief, Services Division/FMG
[Redacted]	Chief, Headquarters Division/FMG
[Redacted]	Chief, Space Planning Division/FMG
[Redacted]	Chief, Management Support Division/FMG

EXCEPTIONAL PERFORMANCE AWARD

[Redacted] Logistics Officer, Intelligence Community Staff (ICS), was presented an Exceptional Performance Award on 27 September 1988 by [Redacted] Director, ICS, for her outstanding support over the last three years. Kathy provided invaluable logistical support to ICS in all three of their locations. Kathy's dedication, expertise and outstanding support/service ethic while assigned to ICS have contributed to the positive image of OL and its employees. [Redacted]

EMPLOYEE OF THE QUARTER PROGRAM

On 11 July 1985, Logistics Instruction 20-37-1 established the Office of Logistics Employee of the Quarter Program. This program recognizes those OL careerists, both in the main office and component logistics positions, who have made the most significant contribution toward accomplishment of his/her component's objectives during each quarter. Since its inception, 84 careerists have been recognized as Employees of the Quarter. Candidates nominated by each Staff and Group Chief are approved by the Logistics Career Board. Honorees are presented a plaque by the DDA at the OL Quarterly and receive an award of \$500, less taxes. Their picture also appears on the OL Awards Board located in the second floor lobby

FAMILY DAY 1988

Arrangements were made for a podium, an outdoor speaker system, and chairs were placed in the quadrangle for the DDA's address. The displays of the New Headquarters Building and the Day Care Center were moved to the main entrance for easier visibility. During the evenings of 29 and 30 September, Allied made a review of all public areas to make sure that things were properly maintained. On 1 October, representatives from the Facilities Management Group and Allied were present throughout the day to ensure that everything ran smoothly [Redacted]

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KOFCO DELIVERS DIRECT

On 21 September, KOFCO (the vendor) delivered 38 Correy-Hiebert workstations to Key Building. OL personnel unloaded three truckloads in 3 1/2 hours. This was an experiment to see what benefits can be realized by having large amounts of office furniture delivered directly to the customer. Immediate benefits are savings in time, labor costs, and storage space. Another benefit is that discrepancies are immediately noted and resolved with the vendor. There is a reduction of lost and damaged furniture because it is handled only once. Furniture delivered to the [redacted] [redacted] is moved and handled six times before it reaches the customer. [redacted]

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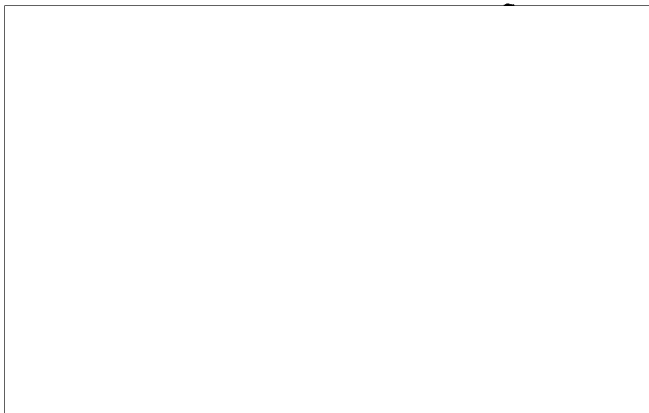
COMBINED FEDERAL CAMPAIGN RALLY

The 1988-89 Combined Federal Campaign (CFC) will kick off with a rally in the Headquarters Auditorium on 4 October 1988 at 1400 hours. James Adams, news anchorman for WTTG's (Channel 5) "Ten O'Clock News" will address the audience on this year's theme, "Someone is Waiting . . . For You To Make a Difference." Admission to the rally is open (no tickets will be issued). A sign language interpreter will be provided for the hearing impaired. Please mark your calendar and plan to attend. [redacted]

25X1

Listed below are the OL key personnel for the 1989 Combined Federal Campaign:

25X1



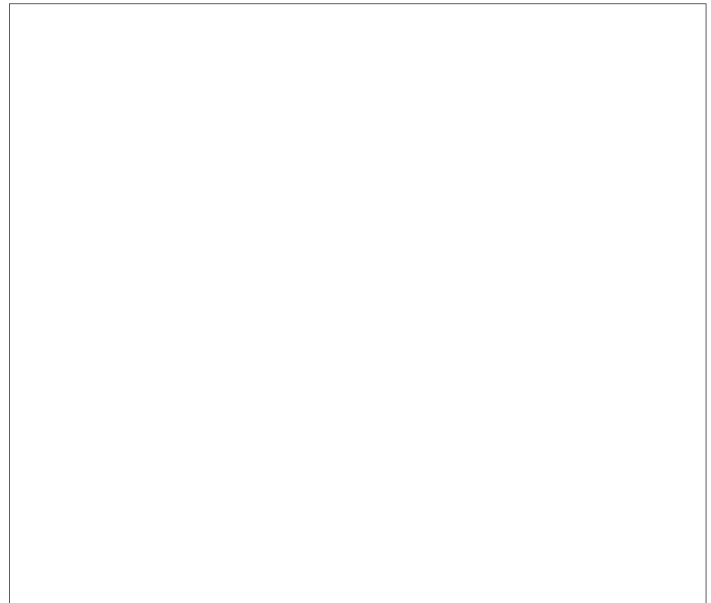
25X1

If you have any questions, please contact the above key personnel in your component [redacted]

25X1

HEADQUARTERS CAFETERIA EXPANSION

The implementation of the master plan for the Headquarters Cafeteria expansion has started. This project will be carried out in five phases over three fiscal years. Employee Bulletin No. 1709 outlines the areas of expansion. [redacted]



PAPER SUPPLY SHORTAGE

The Agency Contracts Group advises that paper will be in short supply and may severely impact delivery dates. The marketplace is faced with increased demands, both domestic and foreign, and it is anticipated that this trend will continue. This is due in part to recent Canadian mill strikes. Mills that are currently operating are doing so at over 96 percent capacity with the norm being 93 percent for time and tonnage produced. Logistics Officers have been advised to evaluate their requirements and submit their requirements to the ACG to ensure that all needs are met. Please see Item of Interest for more details. [redacted]

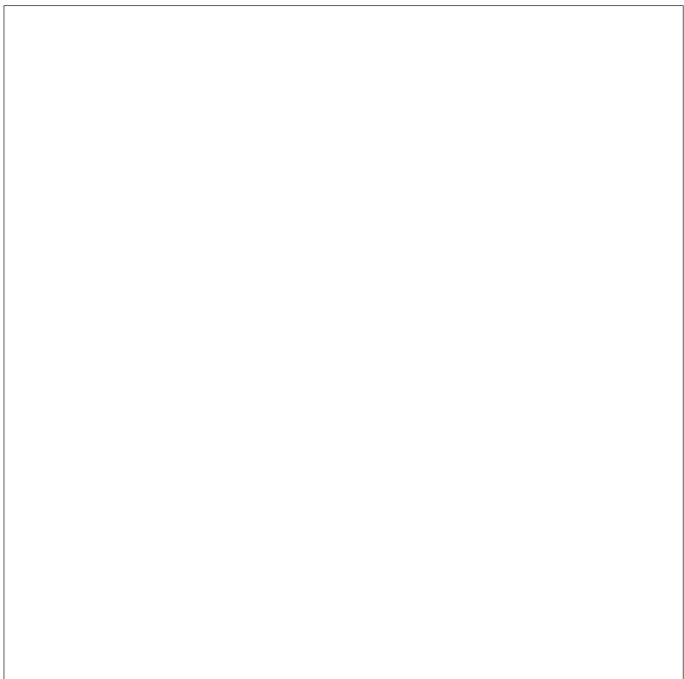
PAVING OF DCI GARAGE

Tentative dates for the paving of the DCI garage are set for 7 through 10 October. [redacted]

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25X1



ENTRANCES TO HEADQUARTERS OFF TURKEY RUN ROAD REVERSED

The Office of Security has advised that effective 28 September, the two entrances to the Headquarters Compound off Turkey Run Road will be reversed. The current construction gate will become the employees entrance and the employees entrance (adjacent to West Lot) will be used by construction personnel. The move has required repositioning of traffic signs, as well as posting marquee signs.

25X1

DEAR GARY, . . .

Question: I hear a lot about "Offsite Conferences" — What are they? Where are they held? What's the purpose?

Answer: Offsite conferences provide an environment which stimulates a healthy exchange of ideas, information and concerns without interference from normal day-to-day activities. The upcoming OL conference (26-30 June 1989) is such a forum—Over 400 OL careerists will be invited to take part in energizing lectures and activities in the calm and conducive setting
Hope to see you there!

25X1

25X1

QUOTE FOR THE WEEK

People that complain about the way the ball bounces are usually the ones that have dropped it . . .

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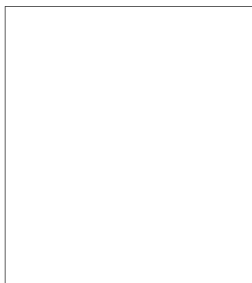
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ONE INDIVIDUAL CAN MAKE A DIFFERENCE

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, Engineering and Analysis Group,
25X1 Physical and Technical Security, OS, dated 7 September 1988 [redacted] Small Purchases
25X1 Branch [redacted] was commended for her fine efforts in purchasing equipment needed for the [redacted]
25X1 [redacted] said that the procurement of this equipment was critical
and the dedication and professionalism exhibited by Francis and the Small Purchases Branch was
25X1 greatly appreciated. [redacted]

25X1 The following OL individuals were commended in a letter of appreciation from [redacted]
Deputy Chief, Installations Division, CSG/OIT, for their expeditious handling of OIT's requirement
for new motor vehicles:



Interdepartmental Support Branch, Requirements
Division (RD)/SG
Material Support Branch (MSB), RD/SG
MSB/RD/SG
Deputy Chief, General Procurement Team (GPT), ACG
Industrial Products Section, GPT/ACG

25X1 [redacted] Support Division/SG, was recognized in a letter of appreciation from [redacted]
25X1 [redacted] Director of Special Projects, DS&T, dated 27 September, for his excellent assistance in
25X1 support of a transfer of an environmental shipment. [redacted] stated that Bruce's contributions and
25X1 expertise were key elements in the completion of a smooth transfer and a successful project. [redacted]

25X1 [redacted] and the members of the Motor Pool were recommended in a letter of
25X1 appreciation, dated 20 September 1988, from [redacted] Chief, Counterintelligence Center
25X1 (CIC) Analysis Group, for the first-rate and courteous service the drivers provided to CIC. [redacted]

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