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Notes & Quotes

16 September 1988

NEWEST OL EMPLOYEES AND REASSIGNMENTS

New to OL

Tracy Schwartz—OL/SS

Reassignments

Name

Assigned to

OTS/Logs
OC/FND/TLG
Chief/Settlements
Branch/ACG
Deputy Chief, Staff Support
Branch/SG
Deputy Chief, Logistics,
EA/Logs
Building Services
Branch/FMD

In addition, congratulations are in order for the following OL employees who were promoted, effective 11 September 1988:

Employees	Office	Promoted To
		WG-08
		GS-06
		WL-07

QUALITY STEP INCREASE

On 16 September 1988, [redacted] Director of Security, presented [redacted] Chief, Contracts Management Staff (CMS)/OS, a Quality Step Increase for his outstanding support to OS during the past year. During FY 1987, Jack was involved in the initiation of many major contracts. He spent many long evenings providing OS the support required to perform its mission. His performance, involving many complex contractual activities, was outstanding. Beyond these actions, Jack has been instrumental in the establishment of an effective Contract Team in OS.

PROMOTIONS

The Director of Logistics is pleased to announce the promotion of the following employees to GS-15, effective 11 September 1988:

Employees

Office

Chief, OIT Contracts
Team/ACG
Deputy for Services/FMD
Chief, ORD Contracts
Team/DS&T
Chief, Facilities Services
Branch/Support
Division/OD&E

EXCEPTIONAL PERFORMANCE AWARDS

On 9 September 1988, Mr. R. E. Hineman, Deputy Director for Science and Technology, presented [redacted] of the Real Estate and Construction Division an Exceptional Performance Award for her outstanding support in the architectural design and construction of

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the Office of Technical Service (OTS) space in the New Headquarters Building (NHB). During January 1983 through June 1985, Pam worked with OTS customers and the A&E contractors to ensure that the OTS requirements were satisfied without sacrificing the mechanical/structural integrity of their work environment. Pam's combined knowledge, skills, and dedication were keys to the successful completion of this important project. OTS was relocated into the NHB in July 1988 [redacted]

25X1

On 16 September 1988, [redacted] Director of Technical Service, presented [redacted] Contract Officer Intern, Contract Management Staff, OTS, an Exceptional Performance Award for her outstanding contract support during FY 1987. Laurie administered and participated in the evaluation panel for three award periods under a major contract. She also negotiated, and is currently administering, another \$2.1 million cost-plus-incentive fee contract; and she is administering several other significant contractual activities. Laurie's negotiations resulted in \$212,000 in cost and fee savings during the last 18 months. [redacted]

25X1

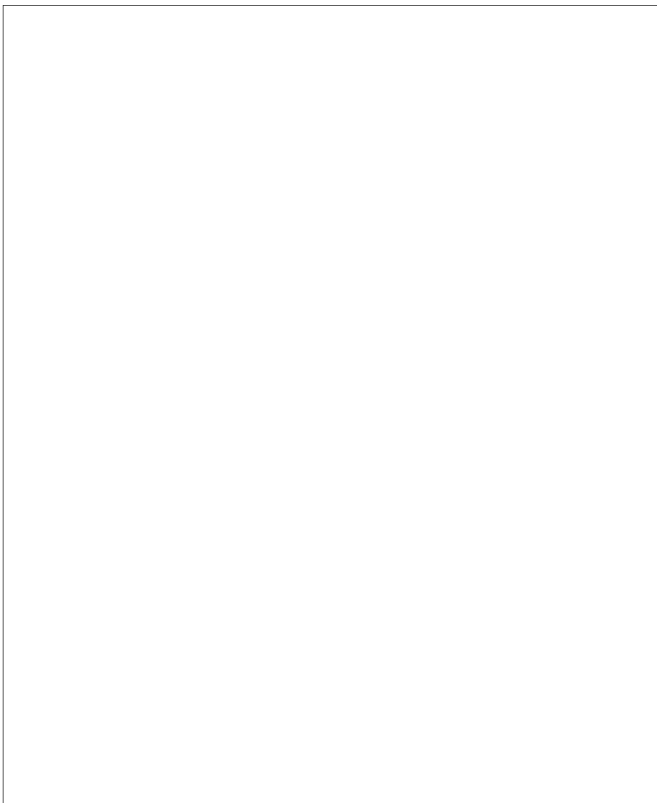
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FROM THE D/L'S CORNER

As we approach the end of FY-1988, I would like to convey the Deputy Director for Administration's appreciation for the hard work and dedication of all OL employees who contributed to the successful conclusion of this fiscal year. The timely processing of requisition and contractual actions was most commendable. I have observed this outstanding performance during the past five years of my association with OL and I am very proud of the significant contribution you have all made. The personal sacrifice of your own time in the evenings and on weekends is recognized by the Agency's senior management. Your patience and perseverance in getting the job done have truly been remarkable. This excellent team effort extends from the external component logs personnel, to the procurement personnel on the decentralized teams, to the folks in the Supply Group, to all of those in the Agency Contracts Group, [redacted] Services Group employees, CONIF, and our people in OL/B&F. Thanks for your outstanding work and happy new year!

TESTING OF ELECTRONIC COPIER METER READINGS

The Printing and Photography Group has been testing an electronic version of collecting copier meter readings. A bar-coded label is attached to each copier and scanned by a reader. The meter reading is then keyed in and loaded directly into the Agency Copier Management Program database. Complete implementation is planned for 26 September 1988. [redacted]

DISPLAY IN HEADQUARTERS EXHIBIT HALL

In support of this past week's Hispanic Heritage celebrations, the Interior Design Staff has arranged for the display of oil and watercolor paintings of three southwestern artists in the Headquarters Exhibit Hall. This display will be on exhibit through 1 October. [redacted]

FAMILY DAY 1988

An Employee Bulletin (EB) No. 1704, dated 7 September 1988, gives details of Family Day 1988 to be held at the Headquarters buildings, as well as selected outlying buildings, on 1 October 1988, from 0900 to 1600 hours. A Family Day address will be delivered by Mr. R. M. (Rae) Huffstutler, the Deputy Director for Administration, at 1100 hours on the quadrangle in front of the Original Headquarters Building.

25X1 [redacted]

MOVE OF THE OFFICE OF EAST ASIAN ANALYSIS

On 9 and 10 September, BSB moved 112 personnel from the Office of East Asian Analysis from the 4th floor of the Original Headquarters Building to the 6th floor, North Tower of the New Headquarters Building. The move required 8 1/2 hours and consisted of approximately 1,522 boxes and 600 pieces of office furnishings.

25X1 [redacted]
25X1

VISIT TO FEDERAL EXPRESS

The Director of Logistics and representatives from [redacted] Facilities Management Division will visit Memphis, Tennessee, on 21 and 22 September to observe activities conducted by Federal Express which relate to logistical functions in an effort to enhance the manner in which OL conducts business. Federal Express is noted for its operational efficiency. [redacted]

25X1 [redacted]

DEAR GARY . . .

Question: Working as a component logistics officer in the Headquarters area can be an extremely demanding job. All too often I am forced to cancel scheduled leave, training classes, etc. in order to keep things operating. What can be done to alleviate some of the demands I am faced with?

Answer: OL's mission requires a team effort. The office is ready and most willing to assist its employees on getting the job done. We pride ourselves on our flexibility—this was one of the reasons for the establishment of the Flying Squad two years ago. The OL Flying Squad was established primarily to assist OL careerists worldwide in their support of the Agency's mission. This assistance is also available to any component. [redacted] the Squad Coordinator, would be happy to accommodate your needs. Hazel will need to know the maximum length of time required, the nature of the work involved and a brief justification for the temporary replacement. She can be reached on

[redacted]

QUOTE FOR THE WEEK

Keeping a customer happy is an extremely challenging and difficult goal—It is more of a journey than a destination; there is constant room for improvement.

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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 memorandum from [redacted] Chief, Cartography, Design, and Publishing Group, CPAS, dated 7 September 1988, the **Printing and Photography Group** was commended for their contributions in the 1988 editions of The World Factbook and the World Factbook Supplement. Special recognition was given to [redacted] for their successful
25X1 planning, coordinating, and production of the books. [redacted]

25X1 **The Facilities Management Division** was recognized in a letter of appreciation, from [redacted]
25X1 [redacted] Director of Scientific and Weapons Research, dated 6 September 1988, for their outstanding support in the OSWR move to the New Headquarters Building. Special recognition was given to the following individuals who played a key role in this move:

25X1 [redacted]

25X1 **The Building Services Branch**, FMD, was commended in a letter of appreciation from [redacted]
25X1 Director, Near Eastern and South Asian Analysis (NESA), dated 12 September 1988 for their fine support during the NESA move to the New Headquarters Building on 26 through 28 August. Special
25X1 recognition was given to [redacted] for their fine coordination efforts.

[redacted]

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Cross-Training—Career and Office Enhancement

By The Course Graduates

The Office of Logistics (OL) takes pride in challenging each Logistics careerist to excel as a member of the finest logistics team in the Intelligence Community. This challenge is best met when careerists view the four functional career subgroups, Facilities Management, Printing & Photography, Contracting and Supply, as equal parts of the Logistics whole and understand the role each plays in the logistical support provided to the Agency by OL. Cross-training within and between these subgroups enhances the value of an employee to the career service and improves the ability of OL to provide quality service.

The individual employee is the smallest, yet most critical, unit within OL. It's an individual employee who receives customers' requests. It's an individual employee who translates those requests into logistical terms, anticipates questions and problems with the request, and determines what the appropriate response should be. It's an individual employee who responds to the request. An employee who has been exposed to and is familiar with the requirements and capabilities of each of the OL subgroups is better able to provide fast, accurate, and complete response to the time-critical needs of the customer.

Successful OL careerists develop their capabilities throughout their careers, usually through a combination of education, training and experience in their chosen field. It is essential that this development include cross-training in all of the OL functional areas. This "general studies" program is beneficial to the employee, the Office, and the Agency.

The multifaceted individual, who is versatile and has the flexibility to step into another's shoes, is a valuable member of the OL team. An employee willing to take on a variety of assignments is often provided the opportunity to explore alternate career paths and identify positions best suited to his or her talents. The skills acquired through training and broadening experiences are highly marketable during the selection process for assignments and promotions.

No Directorate accomplishes its mission without OL support. Each must have facilities to house its personnel, each must have items printed, each must have products or services purchased, and each must have its unique items supplied. A cadre of well trained, versatile logistics professionals can respond to any request with confidence. A request which does not fall within an individual's area of responsibility can easily be directed to the correct office. Customers will soon realize that each and every OL employee can be counted on for assistance in any logistical situation. These employees ensure that OL's promise of rendering service as promptly and efficiently as possible is not broken.

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