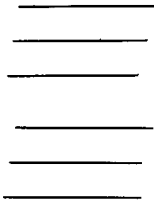
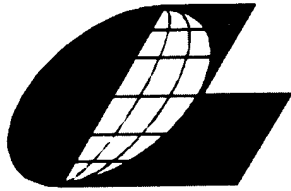


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NNNotes & QQQuotes

2 September 1988

NEWEST OL EMPLOYEES

OL extends a warm welcome to our newest employees:

<u>Name</u>	<u>Assigned to</u>
[Redacted]	CONIF/PMS
[Redacted]	SMB/SG
[Redacted]	OPM/P&PG

OL Reassignments:

<u>Name</u>	<u>Assigned to</u>
[Redacted]	SPS/LOGS
[Redacted]	FEB/FMD/OC
[Redacted]	OTS/LOGS [Redacted]

OL SENIOR MANAGEMENT APPOINTMENTS

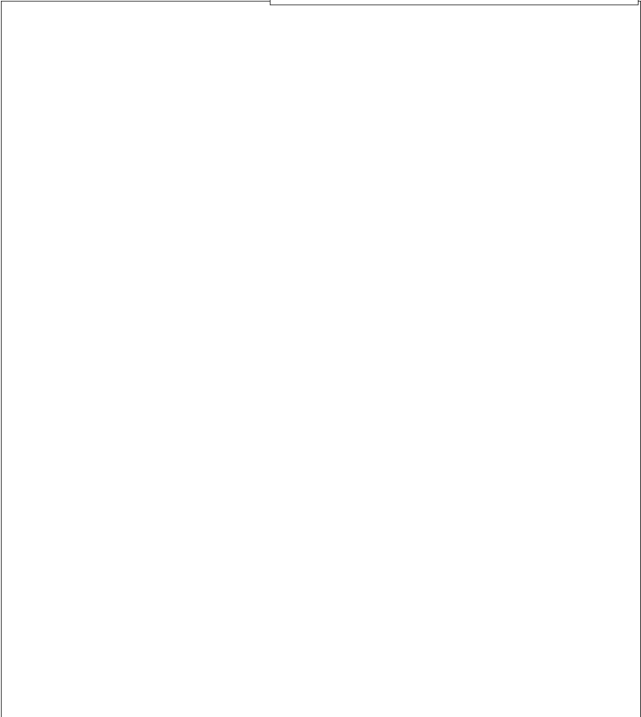
The Director of Logistics is pleased to announce the appointment of the following Group Chiefs, effective 1 October 1988:

<u>Name</u>	<u>Assigned to</u>
[Redacted]	Chief, Agency Contracts Group
[Redacted]	Chief, Printing and Photography Group
[Redacted]	Chief, Facilities Management Group
[Redacted]	Chief, [Redacted] Group
[Redacted]	Chief, Supply Group (C)

EXCEPTIONAL PERFORMANCE AWARDS

Congratulations are in order to the following individuals who recently received special recognition for their superior performances:

On 24 August, [Redacted] Chief, Technical Advisory Section, Support, SG, was awarded an Exceptional Performance Award for his support to the Special Projects Staff, DS&T, during the past year. [Redacted]



On 31 August 1988, the following OL employees were each presented an Exceptional Accomplishment Award for their outstanding performances from October 1987 through June 1988. These individuals were selected to

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participate in a Wage-Grade Exchange Program between the Facilities Management Division and [redacted] designed to develop greater flexibility among OL Wage-Grade employees:

25X1
25X1

During this time, [redacted] was assigned to the Transportation Management Branch [redacted] where he was responsible for processing both domestic and overseas shipments, from manifesting cargo and supplies for local delivery to actual palletizing of cargo.

25X1
25X1

[redacted] was assigned to the Building Services Branch, FMD, acting as Chief, Services Section, where he was responsible for organizing and supervising moves within Headquarters and outlying buildings. With the

25X1
25X1

[redacted] was assigned to the Building Services Branch, FMD, where he served as the Contracting Officer's Technical Representative on 14 BSB contracts totalling approximately \$1,507,807, as well as processing requisitions and tracking the BSB budget for contracts and PRA.

25X1
25X1

[redacted] was assigned to the Operations and Maintenance Branch, [redacted] where he was responsible for the movement of materiel into [redacted] and the reduction of long-term lot storage holdings.

25X1
25X1
25X1

MOVES TO NEW HEADQUARTERS BUILDING

As a result of the move of the Office of Scientific and Weapons Research to the New Headquarters Building, [redacted] [redacted] received 1,625 pieces of excess furniture, or 19 tractor-trailer loads weighing 103,750 pounds. The majority of this furniture was sent for disposal [redacted]

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25X1
25X1

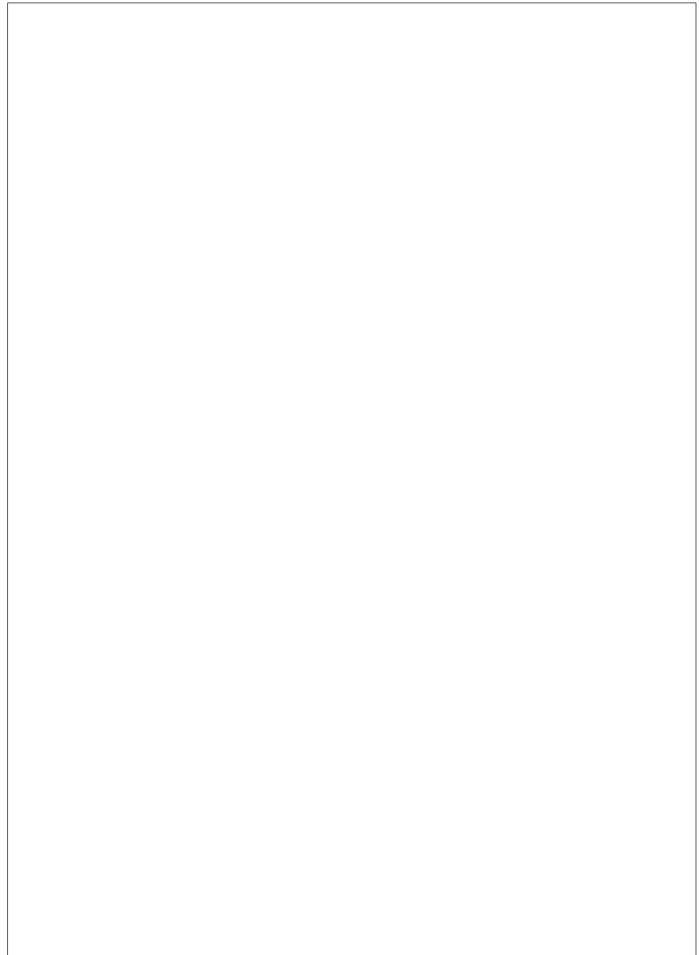
On 26 and 27 August, Facilities Management Division moved the Office of Near Eastern and South Asian Analysis, DI (NESA/DI), from the Original Headquarters Building to the 6P corridor in the New Headquarters Building. The NESA move consisted of [redacted] people with an

25X1

average of 10 boxes, 3 pieces of furniture, and 1 1/2 pieces of computer equipment per person. The actual move was completed in 9 hours.

[redacted]

FROM THE D/L's CORNER:



DAY CARE CENTER UPDATE

Five bids were received for construction of the Child Day Care Center. [redacted] and will be awarded the contract once the National Capital Planning Commission gives final approval to the project, on or about 7 September. It is anticipated the project will be completed within 9 months. [redacted]

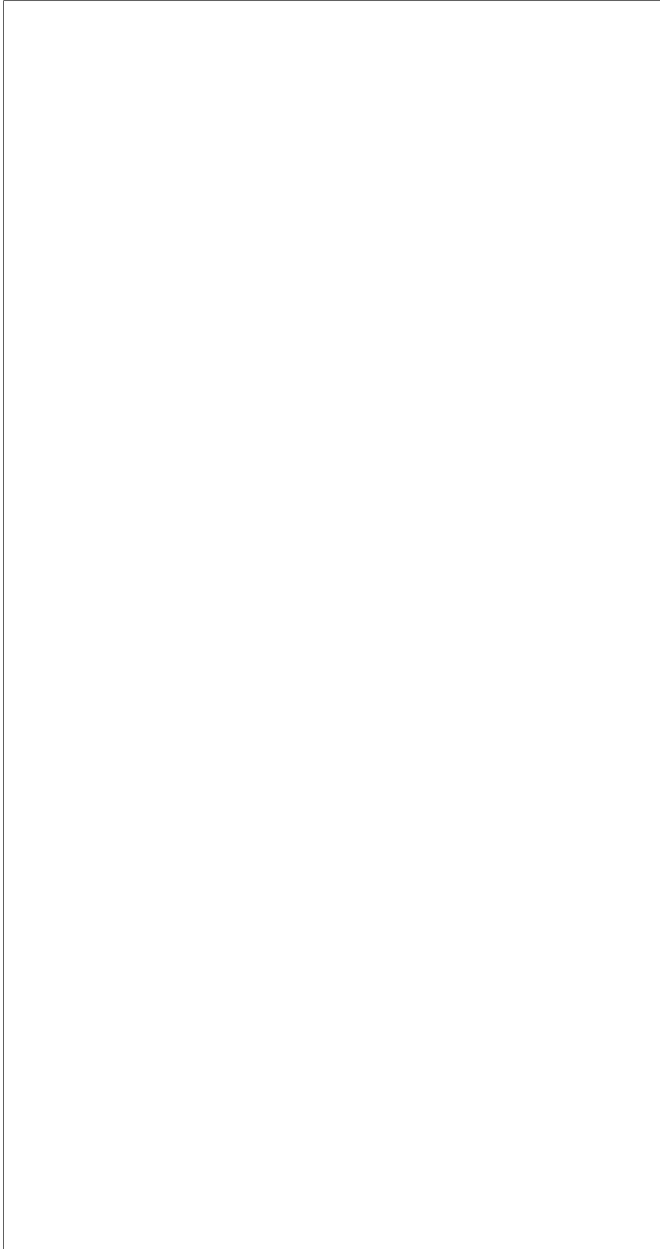
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25X1



**HISPANIC HERITAGE WEEK
ACTIVITIES**

Employee Bulletin No. 1700, dated 29 August 1988, gives information on National Hispanic Heritage Week to be observed from 12 through 16 September 1988. The Office of Equal Employment Opportunity has planned various activities. For additional information, call [redacted]

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25X1
25X1

[redacted] Hispanic Employment Program
Manager, [redacted]

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SECRET

FIRST RUNNING OF "SUPERVISING IN OL"

"Supervising in OL" is a new internal OL training course designed to equip supervisors and potential supervisors with the information necessary to carry out supervisory duties and responsibilities. We plan for all OL supervisory/managerial personnel to attend this course. The three-day course (which will be extended to four days in future runnings) covers such areas as: career management in OL; personnel records; OL assignment policy; management styles and philosophy; policies/procedures regarding leave, pay and time and attendance; grievance and EEO matters; three-year trial period; Problems and Sources of Help, Security Responsibilities; Training; Motivating and Leading; and a PAR Workshop.

The first running, from 16 through 18 August 1988, included [] very enthusiastic, participative students. Feedback from the students included some excellent suggestions for fine tuning the curriculum of this new course which will be of great help in preparing for future course runnings. We wish to thank the OL careerists selected for the first running for their excellent cooperation. []

[] FOOD FACILITY RENOVATION

Due to unforeseen construction problems, the opening date for [] food facility was changed from 29 August to 6 September. A notice has been sent to all [] employees.

DEAR GARY, . . .

Question: What is the job of Assistant Executive Officer (AEO) all about?

Answer: While I have only been in the AEO job for three months, I think it is an excellent opportunity to be exposed to all facets of OL. Like most jobs in OL (and the Agency), the AEO job is what you make it. Standard duties include processing incoming cable traffic, property accountability, the "care and feeding" [] [] orchestrating the OL conference, preparing briefing materials for the D/L, DD/L, and the EO, representing OL at the SSA/DDA weekly meetings, keeping the OL briefing book up to date, briefing new Career Trainees, assisting with the OL weekly report to the DDA, etc. There are, however, an equal number of adhoc duties, such as working with FMD on OL's move to the NHB, participating in the forms reduction effort—and the list goes on. I think, in summary, that the AEO job is an excellent opportunity for anyone to be exposed to all facets of the OL.

QUOTE FOR THE WEEK

Customer service must be real service, not just lip service . . .

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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:

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25X1
25X1

In a letter of appreciation from [redacted] Chief, Support Staff, [redacted] [redacted], dated 25 August 1988, commended [redacted] Chief, Inventory and Audit

[redacted]

25X1
25X1
25X1
25X1

[redacted] NPIC Logistics Officers, were commended in a letter of appreciation dated 8 August 1988, from [redacted], for the fine support they provided to renovations projects on behalf of NPIC [redacted]

[redacted]

25X1
25X1
25X1
25X1
25X1

[redacted] of the Photography Branch, P&PG, were recognized in a letter of appreciation dated 24 August 1988, from [redacted] Chief Visual Information Staff/DS&T, for their fine support in preparing viewgraphs [redacted]

[redacted]

25X1
25X1
25X1
25X1

[redacted], Logistics Officer/OC, was commended in a letter of appreciation from [redacted] [redacted] Chief, Developmental Training Branch (DTB), OC, dated 26 August 1988, for her support in the coordination and supervision of the recent office move of the Telecourse Coordinator/OC, formerly [redacted] stated that the office materials represented literally hundreds of video tapes, textbooks and course syllabi and DTB appreciates her commitment and dedication to the Agency's continued search for excellence. [redacted]

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ITEM OF INTEREST

PROCUREMENT MANAGEMENT STAFF/OFFICE OF LOGISTICS PROTOTYPE AUTOMATION OF THE CORE CONTRACT TEAM

In January 1988, a Contract Team Automation (CTA) Working Group was formed to explore the feasibility of increasing automation in the procurement process, particularly in the use of automated tools for contracting officers, such as cost-evaluation models, structured contract formats, and access to large scale business/legal data bases. The CTA Working Group was comprised of representatives from Procurement Management Staff/OL; all contracting teams; Information Management and Support Staff/OL; and Office of Information Technology. A final report was presented to OL management in June 1988.

The report recommended that contracting teams employ Local Area Networks (LAN) in automating activities. This approach will permit access to the Agency mainframe environment, while retaining capability to conduct intensive operations in the local environment. A standard contract document generation package, Federal Acquisition Regulation Automation System (FARA) was recommended. The Directorate of Intelligence Contract Team has been prototyping FARA for the past year. The CTA Working Group also recommended that a project team be established to develop a prototype LAN in the Core Team, Agency Contracts Group (ACG), OL, and to develop a plan for installing LAN's in each contract team.

The recommendations were approved by the Director of Logistics and actions have been taken to order hardware and software to establish the prototype LAN in the Core Team, ACG. Equipment is scheduled for delivery and installation in October 1988. The prototype LAN will use Novell network software and will handle information up to the confidential level. The test and evaluation of the Core Team LAN will be completed by 31 January 1989. Upon satisfactory completion of the Core team prototype, a plan for automating all contract teams will be developed.

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