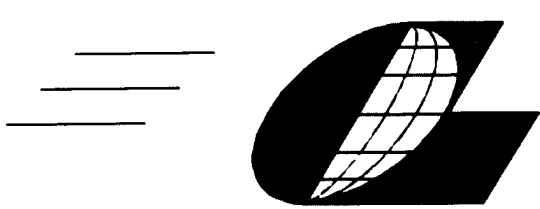


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Notes & Quotes

26 August 1988

NEWEST OL EMPLOYEES

OL extends a warm welcome to our newest employees:

Name	Assigned to
<input type="text"/>	FMD/MPB
	FMD/M&CB
	P&PG/PB
	CT Program (Sept Class)
	P&PG/HD/PP
	FMD/M&CB
	MD/M&CB

New to OL

Name	Assigned to
<input type="text"/>	OL/SS

OL REASSIGNMENTS

Name	Assigned to
<input type="text"/>	C/Installation and Logistics Office <input type="text"/>

EXCEPTIONAL PERFORMANCE AWARDS

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

Electrical Engineer, FMD, was presented an Exceptional Performance Award on 24 August by the Director of Logistics for his contribution to the Agency from January 1987 through June 1988. Charles was an invaluable resource for troubleshooting major problems that required a high level of technical expertise, knowledge, and experience throughout the Headquarters Compound. He identified many chiller, boiler, and piping problems in advance of any system failures. The utility systems within Headquarters Compound are an essential link in the worldwide Agency operations. The significant improvement in the utility systems are directly attributable to Charles' exceptional performance during the last two years. His technical ability, knowledge, and extensive experience are attributed to the successful development of the large and unique standby generation system.

On 24 August, Offset Compositor, P&PG, was presented an Exceptional Performance Award by the Director of Logistics for her initiative in preparing and coordinating the procedures necessary to process the annual Congressional Budget Justification Books (CJB). Marjory was instrumental in working with representatives of other U. S. Government agencies in guiding them in the concepts needed to provide their databases in an

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electronic format. She developed a new procedure for the processing of the CBJB which resulted in the best throughput time ever achieved by P&PG. Marjory is also credited with assisting in the design, review and modification of various customers requirements for the "OL Notes and Quotes" and OL's Annual Report.

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[redacted] Clearance Processing Clerk, Security Staff (SS), was presented an Exceptional Performance Award on 24 August for processing of Industrial Security Approval Clearance actions during April 1987 through April 1988. From April through October 1987, SS was understaffed by three clerical employees and Lucy's diligent efforts were a major contributing factor in insuring that the clearance activities of the staff were performed in a timely manner. This required considerable overtime and personal sacrifice on Lucy's part. Since the bulk of Lucy's activities revolve around clearance processing, timeliness is critical. Her diligent efforts resulted in a considerable amount of savings to the Agency. [redacted]

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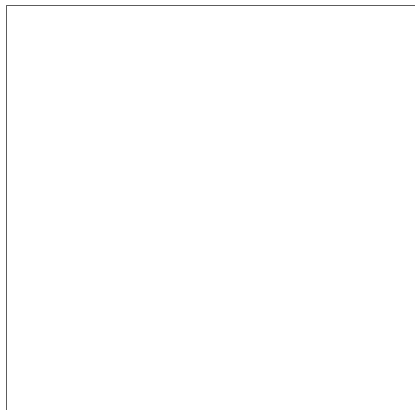
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On 24 August, the Director of Logistics presented Exceptional Performance Awards to the following Mail and Courier Branch (M&CB) employees:

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Due to personnel shortages in M&CB, services to the customers had to be reduced. Actions were taken to consolidate mail runs, and each of these individuals demonstrated a positive attitude and initiative in seeking out additional responsibilities above and beyond their regular assigned duties to ensure that daily requirements were met. Their dedication and commitment to M&CB, as well to OL and the Agency, were critical in the execution of our mission. [redacted]

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On 25 August, Mr. Rae M. Huffstutler, the Associate Deputy Director for Administration, presented Exceptional Performance Awards to Messrs. [redacted] Electrical Inspector, and [redacted] Construction Engineer, General Service Administration (GSA). Both individuals worked on the New Headquarters Building. Maurice is responsible for the installation, testing and inspection of the critical utility systems and life/safety systems serving both the Original and the New Headquarters Building. His past years of association with the Agency, along with his stafflike security clearance enable him to represent the Agency's interests extremely well in the construction area. Gary's duties include adjudicating technical conflicts in all major construction disciplines. He also balanced the Agency's unique requirements for security of the worksite [redacted] of the building with that of sound professional project management enabling the Agency to meet its goals. [redacted]

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[redacted] Packing and Crating Section, Operations and Maintenance Branch (P&CS/O&MB) [redacted] was presented an Exceptional Performance Award on 25 August for his support of a facilities renovation project in [redacted] During the period 16 May 1987 through 16 May 1988, [redacted] assisted in the packing, burlapping, and banding of 5,000 pounds of construction material with a short deadline date. Willie's versatility enabled him to provide assistance in order to complete these projects in a timely manner. [redacted]

[redacted] P&CS/O&MB [redacted] was presented an Exceptional Performance Award on 25 August, for his support [redacted] during the period May 1987 through May 1988.

Due [redacted] [redacted], numerous special projects, and never-ending Agency priorities, Chris worked many long hours to meet the demands of our customers. His dedication enabled him to meet these demands in a timely manner. [redacted]

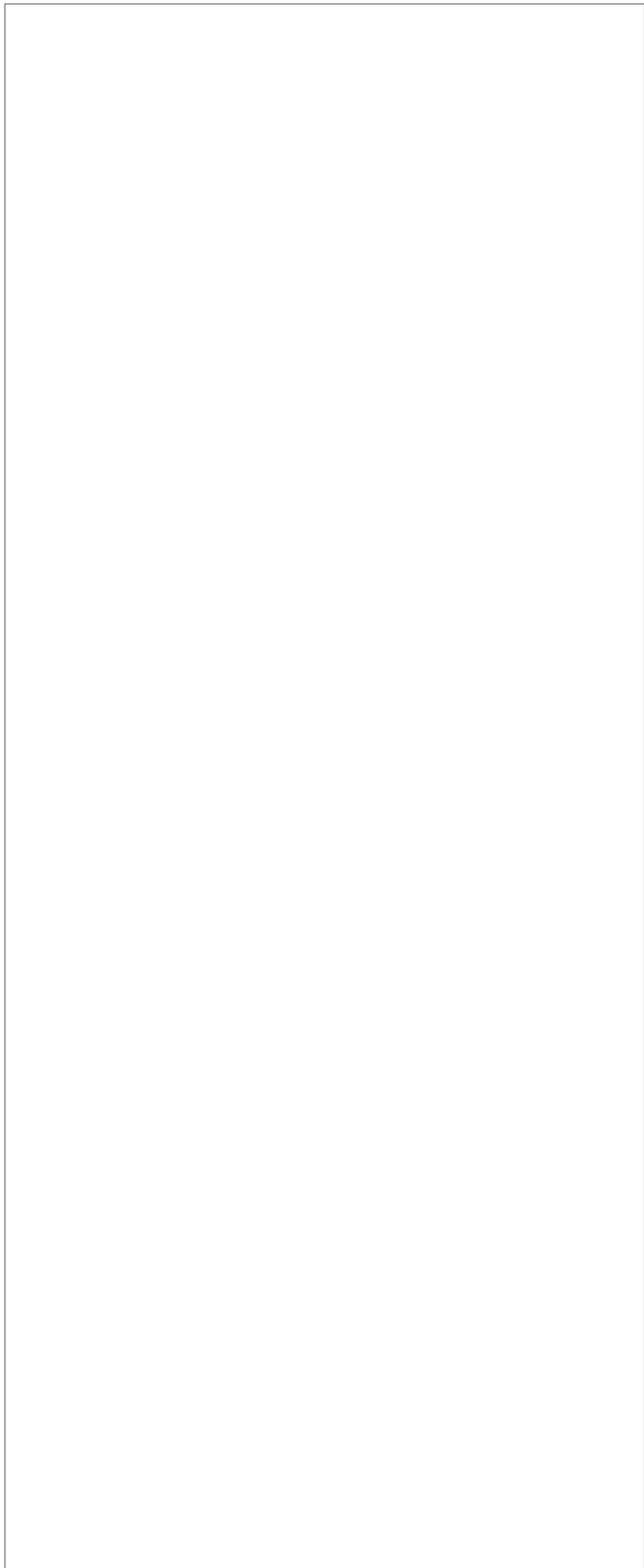
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25X1 [redacted] P&CS/O&MB [redacted] was presented an Exceptional Performance Award on 25 August for his outstanding performance. During the period May 1987 through May 1988, Edgar was assigned to the Heavy Equipment Unit and was responsible for packing large items. Edgar's knowledge and skill in working with all types and weights of material made no project impossible to accomplish. In addition, Edgar was selected as a member of a team for a two-week TDY [redacted] to assist in the packing, moving and installation of furniture and equipment for a new office. [redacted]

QUALITY STEP INCREASE

25X1 On 19 August 1988, [redacted] Logistics Officer, Office of Leadership Analysis (LDA)/DI, was presented a Quality Step Increase for her outstanding support to LDA during the past 12 months. Ella has been heavily involved with office renovations during her entire tour in LDA. Much of the type of work had to be done after hours and on the weekends to minimize disruption to the office. She had to put in countless hours of overtime to insure LDA's projects were completed. Ella was able to save LDA thousands of dollars in the cost of replacing panels used in the open landscape design of work stations used throughout LDA. Instead of ordering new panels, she ordered new material for the panels, covered the panels herself, and the result was very professional. Ella is an extremely dedicated employee and is willing to tackle any problem. [redacted]

EMPLOYEE SUGGESTION AWARD

25X1 On 24 August, [redacted] Interior Design Consultant, FMD, was presented a Certificate of Appreciation for her suggestion to contract with the Federal Prison Industries to purchase door sign holders for use throughout the Headquarters Building. [redacted]



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DEACTIVATION OF PNEUMATIC TUBE SYSTEMS

On 26 August 1988, the automatic and conventional pneumatic tube systems in the Original Headquarters Building was deactivated permanently. The Mail and Courier Branch will provide dedicated courier service between the DO Information Service Centers and the Office of Information Technology Communications Center, specifically for the timely distribution of cable traffic. This service will continue only until the delivery process is automated, sometime in the next several months.

EXCESS FURNITURE DONATED TO SHAW UNIVERSITY OF RALEIGH, NORTH CAROLINA

On 17 August, Shaw University of Raleigh, North Carolina, picked up 103 pieces of excess furniture, valued at \$7,400, This was the fifth donation of Agency excess materiel made to historically Black Universities.

TRAFFIC FLOW COUNT ON THE HEADQUARTERS COMPOUND

On 16 and 17 August, the Facilities Management Division conducted a traffic flow count on the Headquarters Compound. The survey indicated that ridership per vehicle remains at 1.2. The vehicular usage during the morning rush hour is greater by 100 vehicles at the Route 193 entrance than at the G.W. Parkway Entrance. The Route 123 entrance showed a decrease of approximately 80 vehicles during the morning rush hour as compared to the March survey. We need everyone's assistance to increase participation in the Agency's ridership program.

MOVE OF NESA BY OL

On 26 and 27 August, the Building Services Branch (BSB) moved the Office of Near Eastern and South Asian Analysis, DI (NESA/DI), to their new location on the 6th floor of the New Headquarters Building.

QUOTE FOR THE WEEK

"I must do something" will always solve more problems than "Something must be done . . ."

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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 A letter of appreciation, from David L. Rankin, Secure Accounts Branch Manager of Wang
25X1 Laboratories Federal Systems Division, dated 30 July 1988, recognized [redacted]
25X1 C/Administrative Products Services Section (APSS)/GPT/ACG, for her excellent work done on the
25X1 Wang contract. Also commended was [redacted] of APSS for her extensive hard work, patience
25X1 and diligence in effectively communicating information to OL and Wang [redacted]

25X1 [redacted], Chief, Motor Pool, was commended in a memorandum from [redacted]
25X1 OIT/MG/HRP/T&IB, dated 2 August 1988, for the transportation assistance the Motor Pool drivers
25X1 provided for OIT [redacted] on 11 through
25X1 15 July 1988. Anne stated that the drivers were prompt and cordial and the trip was more enjoyable for
25X1 this reason. [redacted]

25X1 [redacted] RECD Engineer, was recognized in a letter of appreciation from [redacted]
25X1 [redacted], Chief, Near East Division/DO, for his superb and timely support on architectural issues
25X1 for NE programs. [redacted] stated that Bruce is a dedicated individual who responds to all
25X1 requirements in a professional, timely manner. [redacted]

25X1 [redacted] of the Facilities Management Division was recognized in a note of
25X1 appreciation dated 24 August 1988, from [redacted] Chief, Protocol Branch, for the excellent
25X1 support she has provided to the special protocol functions which have occurred during the past several
25X1 years. [redacted]

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ITEM OF INTEREST

FIELD COMPUTER SYSTEM

The Office of Logistics, in concert with the Office of Communications, established a requirement to develop an automated Inventory Control System to support the five major Office of Communications bases. The requirement called for an automated system that could be standalone, would replace the manual system, improve the efficiency of stock management, reduce manpower, and eliminate unused stock. The Technical Group/IMSS/OL (TG/IMSS/OL) was assigned the task to develop the system to support this requirement.

The selection process for the computer hardware and software spanned many months. The project was hampered by very definitive restrictions on hardware, by the unavailability of packaged software, and by an unsuccessful developmental start, compounded by many detailed requirements changes. However, we continued to press on with the project and to finalize a selection of hardware and a software package that would meet all internal and external requirements.

The hardware consists of one Digital Micro Vax II minicomputer with a four megabit memory, one 95 megabyte cartridge tape, one 205 megabyte removable disk, one Laser printer, one Dot Matrix printer, three color workstations and one Monochrome console monitor. The software package chosen was the Logistics Automated Data System (LADS) III. LADS III is designed to monitor a logistics inventory from requisition through final disposition. The LADS III software was developed under contract

Starting in November 1987, four member teams consisting of combinations of personnel from TG/IMSS/OL, the Office of Communications, and the Office of Logistics were sent to the five major overseas Office of Communications Bases starting with AMCA, then EUCA, MENCA, AFCA, and ASCA to install the Field Computer System (FCS), to key data, and to provide training. On 10 August 1988 a major milestone was reached, the final FCS was installed at the ASCA base. To date the team has keyed a total of 15,900 line items and trained a total of 24 personnel to use and operate the system. The response from the users of the system at each station has been very favorable, the system is being used on a daily basis, and there have not been any major hardware or software problems to date.

On 1 January 1989, TG/IMSS/OL is planning a second release of enhanced software that will provide an Accountable Property System and give the Bases the full capability of Consolidated Memorandum of Receipt (CMR) updating and reporting. The enhancement will be sent out on magnetic tape along with documentation via pouch to each Base, at which time the local Data Base Administrator will install the enhanced software. In view of the training provided during each previous installation and the cumulative level of experience gained by the Data Base Administrators, we have every confidence that the second software release installation will be successfully accomplished as planned. TG/IMSS/OL will continue to support and monitor the progress of each Base relative to the integrity of the data base, data, and security of each system. The Office of Communications Technical Requisitioning (Tech Req) infrastructure will provide hardware maintenance and operational support.

There have been further inquiries about the FCS from several Agency Component Officers and to date we have supplied copies of the software and the Office of Development and Engineering (OD&E) for their analysis and testing leading to their potential installation and use at remote sites. In addition, TG/IMSS/OL currently has pending requests for FCS software for evaluation from two other Offices.

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