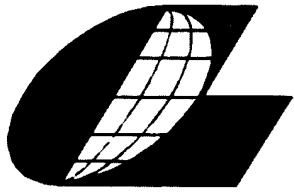


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# NNNNotes & QQQQuotes

22 July 1988

## OL REASSIGNMENTS

The following OL reassignments were announced:

Name	Assigned to
[Redacted]	MPB/FMD
	C/ICS/LOGS
	BB/HD/P&PG

\*\*\*\*\*

## 35-YEAR PIN

On 20 July 1988 [Redacted] was presented with a pin for 35 years of federal service. Dave retired in December 1987, after having served as a Senior Contracting Officer with the Office of Special Projects (OSP). He has returned to OSP as an Independent Contractor.

[Redacted]

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## DON'T FORGET!!!! OL Quarterly—3rd Quarter FY88

Thursday 28 July 1988 1000 hours Headquarters Auditorium

Friday 29 July 1988 1000 hours [Redacted]

\*\*\*\*\*

## PROMOTIONS

Name	Promoted to	Assigned to
[Redacted]	GPC-5	PB/HD/P&PG
	WG-04	MFB, [Redacted]
	GPG-2	B&RC/BB/HD/P&PG
	GPG-10	B&RC/BB/HD/P&PG
	GPG-10	B&RC/BB/HD/P&PG
	GPG-2	B&RC/BB/HD/P&PG
	GPG-10	B&RC/BB/HD/P&PG
	GPD-5	PB/HD/P&PG

Congratulations to all!!!!  
(u)

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## 1989 COMBINED FEDERAL CAMPAIGN

The 1989 Combined Federal Campaign begins on 4 October 1988. Last year OL achieved its goal and we would like to repeat that performance again this year, or better yet, exceed our goal!!!! If you would like to volunteer to be OL's Senior Office Coordinator or a Key Person for this year's CFC, please contact Ruth [Redacted] Deputy Chief, Personnel and Training Staff, OL [Redacted]

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[Redacted]

[Redacted]

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### INTELLIGENCE MEDAL OF MERIT AWARD

25X1 On 22 July 1988 [redacted] formerly Chief, Supply Division, now retired, was presented the Intelligence Medal of Merit in recognition of many significant contributions to the mission of the Agency during his 25 years of service. He served his entire career in the Office of Logistics in many varied assignments: He had

25X1 [redacted]

25X1 [redacted] three branch chief assignments in Headquarters; Deputy Chief, Supply Division; [redacted] and ultimately Chief, Supply Division. Joe's grasp of the entire supply system and his extensive management background resulted in a highly successful Agency career. [redacted]

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### GEORGE MASON UNIVERSITY DEGREE TO OL INDIVIDUAL

25X1 On 21 May 1988, the George Mason University awarded to [redacted] Contracting Officer, Contracts Team/DI, the Bachelor of Individualized Study degree. This nationally recognized program requires a faculty-approved study core and culminating project. George Mason University forwarded a letter to the D/L which cited Jackie for her

25X1 outstanding academic achievements. [redacted]

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### INITIATIVES FOR EFFICIENCY

25X1 Thanks again to those OL employees who have submitted excellent suggestions for efficiency. It is through their innovative approach that this Office will streamline its operation and better serve the Agency and its mission. Not only will their next Performance Appraisal Report make specific mention of the initiative exhibited in making these recommendations, the OL Training and Awards Panel will review their suggestions for possible monetary awards. All employees are encouraged to participate in this effort. [redacted]

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### SUSTAINED SUPERIOR PERFORMANCE AWARD

On 21 July, [redacted] Printing Production Specialist, was presented a Sustained Superior Performance Award for his contributions to the Printing and Photography Group (P&PG). In addition to his regular nightly work, he is responsible for planning many high priority CPAS jobs. He serves as liaison between the DI staff and P&PG in the daily publication of the President's Daily Brief, National Intelligence Daily. Edison has been instrumental in the success of P&PG's Flagship Team. He is responsive to the needs of the workers and assists in bindery and any other areas when the workload requires. Edison is very versatile and his positive attitude has established an excellent example for the entire work force [redacted]

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### COPIER OPERATIONS CENTER IN NHB

The Printing and Photography Group, OL, established the first copier operations center in the Information Services Center of the New Headquarters Building (NHB). When complete, the NHB will have five copier centers staffed by Office of Information Technology personnel.

[redacted]

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### FARS CONVERSION

The developmental "parallel processing" phase of the Federal Automated Requisitioning System (FARS) conversion is nearly complete, with the "staging" phase scheduled to begin the end of July. The "staging" phase will be a dress rehearsal for the third and final "production" phase, scheduled to begin the last week of August. During this final phase, the two systems will still be running in parallel, but the new system will actually be used for production. The old FARS is scheduled to be taken out of service by the end of September [redacted]

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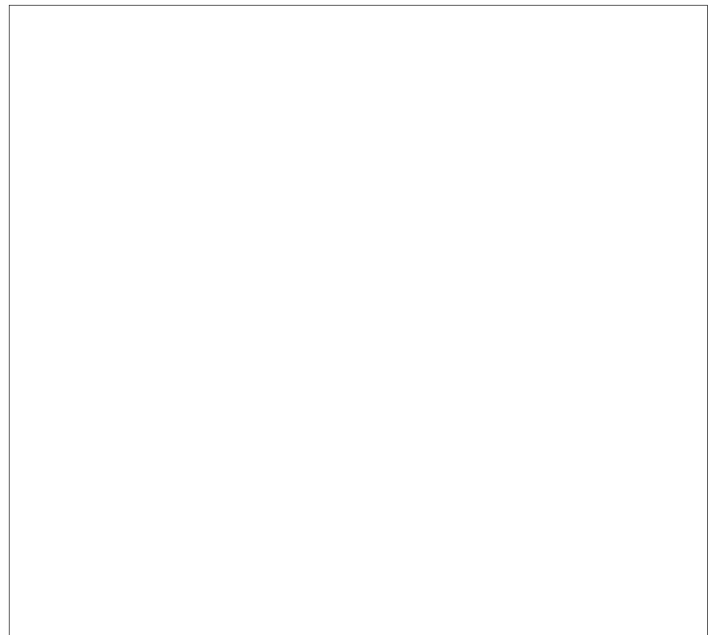
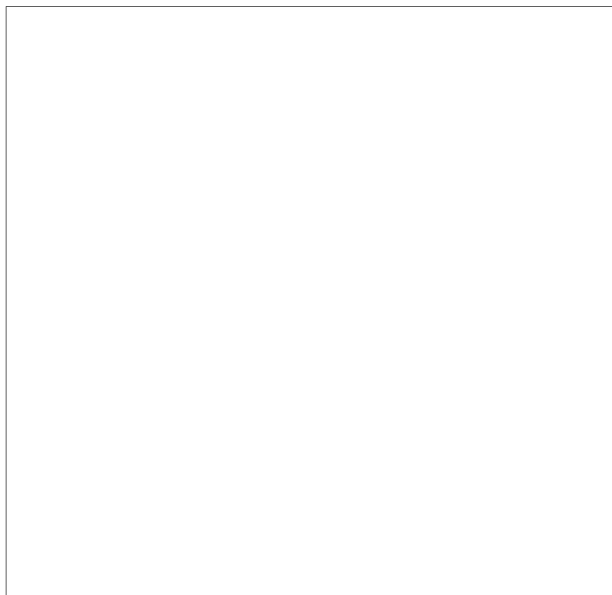
### ASBESTOS CEILING TILE REMOVAL/REPLACEMENT KEY BUILDING

The removal of ceiling tile from the 6th floor of the Key Building was scheduled for the weekend of 23 July 1988. Procedures for removal have been revised to prevent the contractor from failing to complete the removal on time. To date, the contractor has met all new Virginia State training regulations regarding asbestos removal and is presently removing asbestos pipe insulation from the penthouse area

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### DEAR GARY, . . .

I am a GS-12 MLR careerist who is converting to the Facilities Management career subgroup (MLF). How will my future assignments be determined?

Your assignments will be determined in the same manner as they were in the past. The only difference will be that the Chief, Facilities Management Group, rather than the Chief, Real Estate and Construction Division, will have the responsibility for proposing assignments to the Logistics Career Board (LCB). As in the past, the LCB will consider the needs of the career service, your qualifications, and your preferences as reflected in the Assignment Planning Questionnaire. Since you are above GS-11, decisions regarding your assignment do require the approval of the LCB

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### OL VISITATIONS

There will be no OL senior officer visitations during the month of August

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### QUOTE FOR THE WEEK

A happy customer typically tells twelve other individuals—An unhappy customer tells twenty-five . . .

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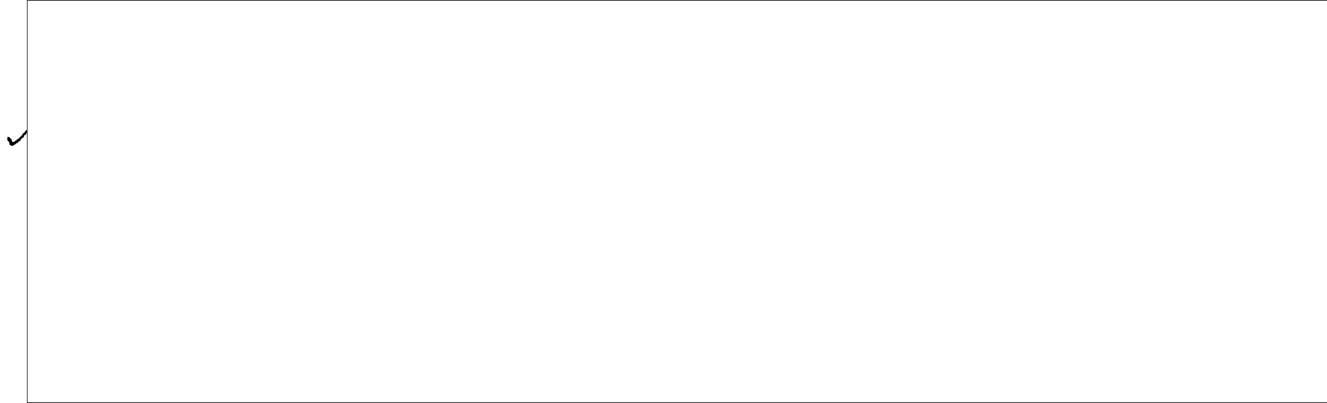
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### ONE INDIVIDUAL CAN MAKE A DIFFERENCE

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:

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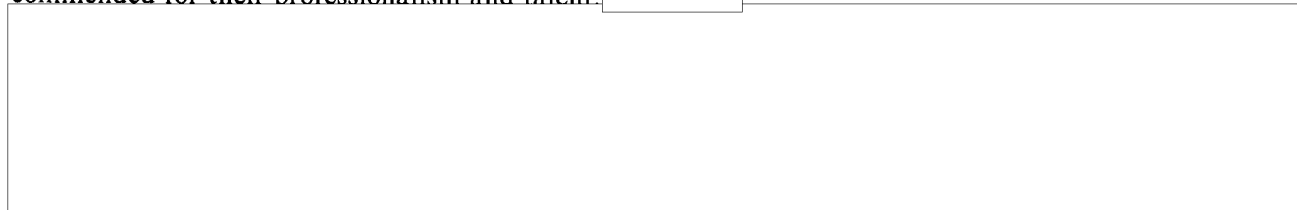
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A letter of appreciation dated 19 July 1988, from [redacted] Chief, Collection Requirements and Evaluation Staff (CRES), DI, recognized [redacted] Photographers, Printing and Photography Group, for their fine support in the Founders Day Ceremony. [redacted] contributed to a display on the people of CRES by taking first-rate portraits of the staffers featured. Burton photographed the morning ceremony. [redacted] stated that this support helped make the 25th anniversary celebration a memorable event and these two individuals are to be commended for their professionalism and talent. [redacted]

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[redacted], Logistics Officer assigned to the Office of Soviet Analysis/DI, was the recipient of a letter of appreciation, dated 29 April 1988, from Rear Admiral R. W. Schmitt, Acting Director, Defense Intelligence Agency, for her outstanding analytical and technical support provided during the period 1 January through 31 December 1987. In addition, Judith was also commended in a letter of appreciation, dated 20 July 1988, from [redacted] Chief, Naval Forces and Operations Branch, Strategic Evaluations Division, SOVA, who made note of the excellent logistical support Judith has provided over the past year [redacted]

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## ITEM OF INTEREST

### AGENCY CONTRACTS GROUP HEADQUARTERS BACKFILL PROGRAM

The Backfill Program is an effort by the Headquarters Consolidation Staff, Facilities Management Division (FMD)/OL, to renovate over 800,000 square feet of office and computer space in the Original Headquarters Building. The purpose of the program is to bring the 25-year old building into compliance with current fire and safety codes, upgrade building utilities to allow for continued electronic expansion, and provide more flexible and equitable working space. The building renovation will include asbestos removal, installation of access flooring, replacement of exterior windows with energy efficient units, and the refurbishment of walls, ceiling grids, lighting and utilities. The program will span six years (FY 88 to FY 94) and cost an estimated \$103.7 million, including security and telecommunications support. Contracting support for the program is being provided by FMD Contracts Staff.

One of the unique features of the Backfill Program is that the renovation work will occur while the building remains occupied and operational. The entire program will be divided into 75 to 100 individual renovation projects. Separate design and construction packages will be prepared for each renovation project. The design packages will be acquired as negotiated, on firm fixed-price procurements with RTKL Associates, the Architectural-Engineering firm for the Backfill Program. The construction packages will be competitive using the sealed-bid method of procurement. The award will then be made to the lowest responsive bidder; however, such items as access flooring and windows will be procured under separate contract and be provided as Government furnished property. Over 800,000 square feet of access flooring and 5,000 exterior windows will be acquired.

The FMD Contracts Staff is preparing for the large increase in procurement actions in support of the Backfill Program and other FMD projects, by updating and expanding its bidder's list and standardizing the solicitation/bidding documents. Letters have been sent to approximately 60 contractors soliciting interest in bidding on Agency construction projects. In addition, contractors on the bidder's list are being requested to furnish information regarding their company's Foreign Ownership Control or Influence (FOCI). In the future, companies invited to bid on Agency projects will be FOCI preapproved. A baseline Invitation for Bid (IFB) Package has also been established and will be used to expedite the issuance of future solicitations.

A Master Plan for the Backfill Program has been completed and associated design and construction work has begun. During the next few months, an additional nine construction packages are expected to be awarded as the Backfill Program moves into full swing.

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