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Notes & Quotes

8 July 1988

NEWEST OL EMPLOYEE

OL would like to take this opportunity to welcome to Supply Management Branch/SD.

The following personnel were promoted to a IS-03 effective 3 July 1988:

- FMD
- P&TS
- CLG
- L&PLD/OGC

Congratulations to all!!!!

PROMOTIONS EFFECTIVE 3 JULY 1988

The following OL personnel were promoted to GS-12 effective 3 July 1988:

<u>Name</u>	<u>Assigned to</u>
<input type="text"/>	P&PG/PP&SS
<input type="text"/>	P&PG
<input type="text"/>	FMD/EDR
<input type="text"/>	FND/OC
<input type="text"/>	NPIC/SG
<input type="text"/>	OTS/CMS
<input type="text"/>	ORD/CMS
<input type="text"/>	P&PG/PP&SS
<input type="text"/>	OTS/CMS
<input type="text"/>	CSG
<input type="text"/>	PMS
<input type="text"/>	<input type="text"/>

OL REASSIGNMENTS

The following OL reassignments were announced:

<u>Name</u>	<u>Assigned to</u>
<input type="text"/>	RECD/External Buildings Operations Branch
<input type="text"/>	DCI <input type="text"/> Engineering Group
<input type="text"/>	DCI/IG/Inspection Staff
<input type="text"/>	DC/Support Division/P&PG

- RECD/External Buildings Operations Branch
- DCI Engineering Group
- DCI/IG/Inspection Staff
- DC/Support Division/P&PG

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QUALITY STEP INCREASES (QSI)

On 29 June 1988, the Acting Chief, Printing and Photography Group, presented a QSI to [redacted]. He was appointed Acting Chief Photography Branch in 1987 at a time of massive internal personnel rotations. During his tenure, the Branch experienced many changes that led to increases in efficiency, quality and productivity; i.e., a revamping of the overall workflow procedures; an overhaul of the physical plant; and the establishment of the Video Replication Center at [redacted]. Bob's dedication and fine efforts have led to the high morale and professional work environment the Branch experiences today. [redacted]

On 6 July, the Deputy Chief, Facilities Management Division (FMD), presented a QSI to [redacted] Administrative Services Assistant, Operations Group. Donna has systematically and professionally revamped their budget and financial accounting ledgers. She voluntarily fills in for absent members of the staff to assist Headquarters components in obtaining necessary services and information. Donna volunteers her services and often spends evenings to assist in tasks where needed. Her "can-do" attitude enhances the overall image of FMD's response to customer service. [redacted]

[redacted] Transportation Management Branch (TMB), [redacted] was presented a QSI on 6 July 1988, for his outstanding performance over the last 18 months. Alex served as Acting Chief, TMB, while the Branch Chiefs were detailed to other projects. During this period many new employees were assigned to TMB. Alex is the Agency's foremost authority in the transportation field. The Agency, other federal agencies and private industry seek out his advice and guidance on transportation. He is most sensitive to the use of government funds, looking for alternative modes of transportation that are more economical while meeting the delivery dates. Alex is dedicated to the role of SD and [redacted]

SUSTAINED SUPERIOR PERFORMANCE AWARD

On 6 July 1988, [redacted] Chief, Site Security Staff, was presented a Sustained Superior Performance Award in support of construction activities on the Headquarters Compound. He supervises 3 staff Security Officers and 61 Independent Contractors. During the time the New Headquarters Building (NHB) was being enclosed, the uncleared work force peaked at some 600 workers per day. Jim was responsible for roving coverage by his monitors. On three separate occasions, Jim braved major snowstorms on days that the Government was officially "closed" to open or keep open the construction site. In addition to Jim's duties for the NHB, the Office of Security assigned him the additional responsibility for construction security related to [redacted]

[redacted] carried this additional workload with no discernible impact on the time and quality of service he provided to the NHB. Jim has exhibited a high degree of dedication and professionalism. [redacted]

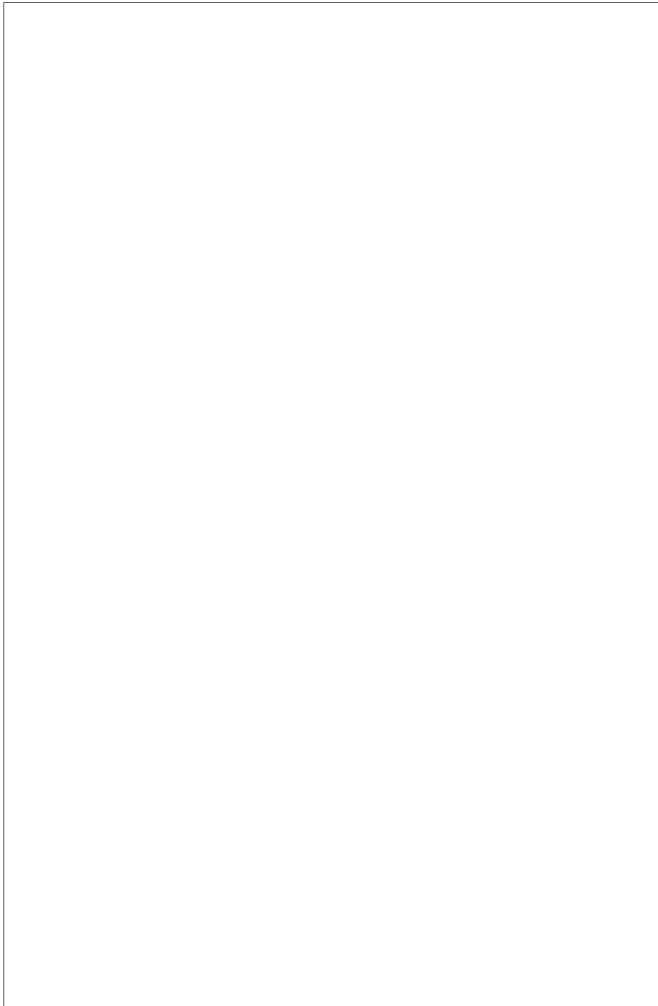
On 6 July 1988, [redacted] Housing Management Clerk, CSG, was the recipient of a Sustained Superior Performance Award, in recognition of her outstanding contributions in supporting critical Agency operations programs during 1987. [redacted]

She continued to perform a myriad of other tasks while accomplishing these furniture purchases. Sandra showed a great deal of initiative in carrying out her responsibilities. [redacted]

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**DISPLAY IN HEADQUARTERS
EXHIBIT HALL**

During the period 1 July through 25 August, a collection of drawings, prints, paintings and posters, entitled "A New Deal for American Art, 1933-1943," will be on display in the Headquarters Exhibit Hall. All works are on loan to the Agency from the General Services Administration's, Art-in-Architecture Program office.

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**ASBESTOS REMOVAL
IN KEY BUILDING**

Representatives from the Real Estate and Construction Division, continue to monitor the removal/replacement of asbestos ceiling tile in Key Building. The replacement of these tiles has been temporarily halted due to new Virginia State training requirements for all workers involved in this type of effort. It is anticipated that all training will be completed by 15 July and work will resume on 16 July. During this two-week delay, work will focus on reinstallation of ceiling tiles and completion of punch-list items discovered as a result of the tile-removal process.

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**SIGNIFICANT CUSTOMER
SERVICE EFFORTS**

On 29 June, the Mail & Courier Branch (M&CB) commenced delivery of daily newspapers to consolidated distribution points. As a follow-on to this endeavor, discussions between M&CB and the Publications Procurement Branch, Maps & Publications Division, Office of Information Resources, are underway to have the newspaper delivery contractor prebundle those newspapers going to the distribution points.

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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, dated 24 May 1988, from Allen R. Elkins, Director of Finance (OF),
[redacted] Printing and Photography Group, were
25X1 commended for their excellent photographic support for OF promotion ceremonies, award
presentations, and retirement ceremonies. Mr. Elkins stated that the finished product is excellent and
25X1 these employees are always very courteous, pleasant and prompt. [redacted]

25X1 A letter of appreciation, dated 9 June 1988, from Richard F. Stolz, Deputy Director for Operations,
commended OL in their support in packing/crating and providing transportation for the installation of
25X1 a terminal/printer [redacted] In a note dated 15 June 1988, from
Henry P. Mahoney, the Acting Deputy Director for Administration, recognized those individuals of
25X1 Logistics who contributed to the successful installation of the terminal and printer. He noted this was a
fine example of team work at its best. [redacted]

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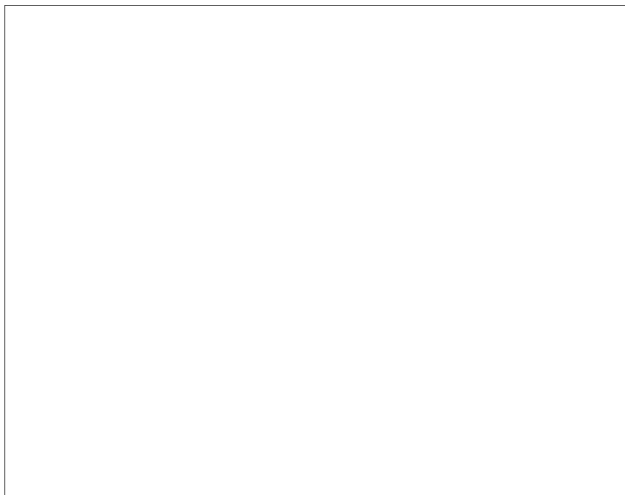
ITEM OF INTEREST

FACILITIES MANAGEMENT DIVISION OPERATION SMOOTH MOVE

On Memorial Day holiday weekend while many of you were at the beach, visiting friends and family, or picnicking at your favorite spot . . . where do you think Facilities Management Division (FMD) employees were? They were moving the [redacted] into the New Headquarters Building (NHB) with the Office of Information Technology (OIT). No big deal, right?

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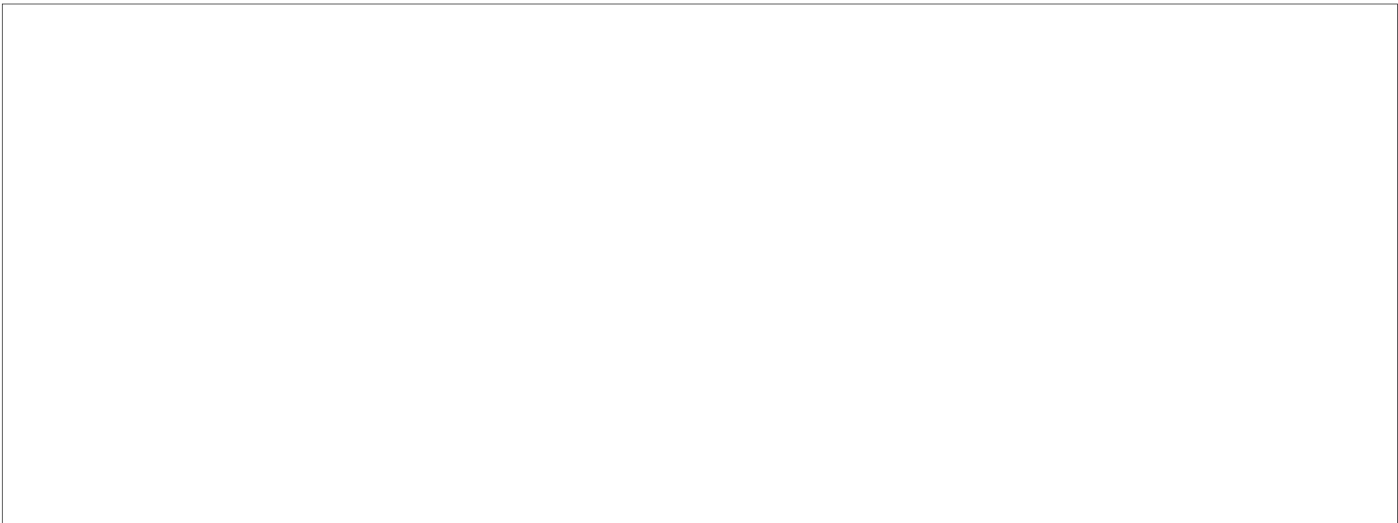
disconnecting and preparing equipment for the move and reconnecting once it reached its new location. FMD had not only Building Services Branch (BSB) present with its team of escorts and crew leaders, but also Operations Group personnel were onsite the entire weekend until the computers were again on-line. Allied was present to maintain the facilities to support the large numbers of people onsite; included were custodial services, emergency response teams in case of utility problems, and the cleanup operation once the move was completed. The Office of Security positioned the necessary Security Protective Officers in critical locations during the operation and coordinated with BSB on proper security procedures. The Agency move contractor, E. I. Kane Office Movers, Inc., was present in force—up to 55 movers per shift.

OIT made every effort to satisfy personnel needs during the moves—complete with “Chez Shafe’s” (meals were served onsite by a caterer contracted by OIT). Employees seemed pleased to be at work—morale was high; people just wanted this to work. A great deal of pride was displayed by one and all.

The positive aspect of this move in particular was the teamwork displayed by all the players: OIT, FMD, Ogden-Allied personnel, Office of Security, and the E. I. Kane Office Movers, Inc. OIT and their contractors worked in harmony

In a forthcoming “Item of Interest,” we will tell you what we did on the 4th of July weekend

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