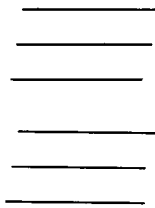
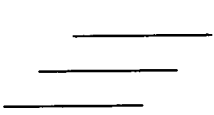


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# Notes & Quotes

1 July 1988

## OL SENIOR MANAGEMENT PROMOTIONS

The Director of Logistics is pleased to announce the following SIS promotions of OL senior managers, effective 3 July 1988:

Employee's Name	Grade	Office
[Redacted]	GS-15 to SIS-01	Acting Chief, P&PG/OL
[Redacted]	SIS-01 to SIS-02	Deputy Chief, SD/OL
[Redacted]	GS-15 to SIS-01	[Redacted]
[Redacted]	GS-15 to SIS-01	Acting Chief, ACG/OL
[Redacted]	SIS-01 to SIS-02	Deputy Chief, FMD/OL

We are also please to recognize the following officers who received SIS step increases:

[Redacted]	SIS-02 to SIS-02A	Former Chief, Support [Redacted]
[Redacted]	SIS-02 to SIS-02A	Chief, SD/OL

\*\*\*\*\*

## PROMOTIONS EFFECTIVE 19 JUNE 1988

[Redacted]	-M&CB/FMD to GS-06
[Redacted]	-OMB, [Redacted] to WG-08

Congratulations to all!!!!

\*\*\*\*\*

## NEWEST OL EMPLOYEES

OL would like to take this opportunity to welcome its newest employees:

[Redacted]	SD (SOT)
[Redacted]	Mail and Courier Branch/FMD
[Redacted]	Receiving Section [Redacted]

We are pleased to welcome back [Redacted] former Co-Op student who is converting to Staff. Doug is assigned to the Printing and Photography Group.

It also gives us pleasure to welcome another group of summer-only employees who recently joined OL:

[Redacted]
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**OL REASSIGNMENTS**

25X1 The following OL reassignments were  
announced:

Name	Assigned to
25X1 25X1 25X1	DC/PP&SS/P&PG  Supply Management Branch/SD C/DA&SS

\*\*\*\*\*

**INTELLIGENCE COMMENDATION  
MEDAL**

25X1 On 27 June 1988, [redacted]  
25X1 formerly of Facilities Management Division  
(FMD), OL, now retired, was presented the  
Intelligence Commendation Medal in recognition  
of his commendable service with the Central  
Intelligence Agency for over 32 years. Jim began  
his service [redacted] in 1956. In 1963,  
25X1 he was assigned to the Building Services  
25X1 Branch/FMD as an incinerator operator. In the  
years that followed, he progressed to the  
Foreman position and was responsible for the  
Agency's entire classified trash collection and  
destruction program. He ensured that maximum  
security was maintained and regulations closely  
adhered to in the proper handling of classified  
trash. During this 24-year period that he was at  
the helm, the Agency never experienced a  
security incident. Jim consistently demonstrated  
diligence, loyalty, conscientiousness, and  
dedication to duty. Popularly known as "Chief,"  
Jim was a very effective supervisor who took a  
variety of initiatives to carry out his operation in  
spite of a chronic shortage of personnel. Due to  
his efforts, Jim's unit always had a high level of  
morale and "esprit de corps." [redacted]

\*\*\*\*\*

**QUALITY STEP INCREASE**

On 29 June 1988 [redacted] was  
presented a Quality Step Increase for his  
outstanding performance as Deputy Chief,  
Engineering Branch, Operations/FMD for the  
past 18 months. Jose is responsible for work  
assignments and follows up on the performance  
of the 12 members of the Branch. He has been  
the key element in the successful completion of  
the Preventive Maintenance Program for the  
Central Plant and he has been a prime  
contributor in expanding the program for the  
entire Headquarters Compound. In addition,  
Jose directed the Engineering Branch resources  
to support both the Original Headquarters  
Building Backfill and Cafeteria Renovation  
projects. His technical accuracy and leadership  
ability are most deserving of this award [redacted]

\*\*\*\*\*

**SUSTAINED SUPERIOR  
PERFORMANCE AWARDS**

On 23 June 1988, [redacted]  
Contracting Officer, National Photographic  
Interpretation Center (NPIC), was presented  
with a Sustained Superior Performance Award  
in recognition of her outstanding contributions  
over the past 12 months while serving in the  
Development Programs Group/NPIC. Jana  
was responsible for an assortment of service and  
supply contracts. Specifically, Jana's most  
important responsibility involved the Sun  
Microsystems contract which supplied the basic  
high performance workstation for the Analyst  
Integrated Display Station of the Improved  
NPIC System. Her administration of the  
contract, on behalf of the Agency and the  
Intelligence Community, is truly exemplary and  
worthy of recognition. [redacted]

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25X1 The Acting Chief, [redacted] Group,  
25X1 presented a Sustained Superior Performance  
25X1 Award to [redacted], a Real  
25X1 Property Assistant, for his outstanding efforts in  
25X1 supporting critical Agency operational programs  
25X1 during 1987 [redacted]

[redacted]

25X1 attention to detail ensures all logistical matters  
25X1 required to facilitate readying a property for use  
25X1 are met. Jim has worked many extra hours,  
25X1 sacrificing his personal time, to get the job done.  
25X1 We commend Jim for his initiative and  
25X1 dedication. [redacted]

25X1 On 29 June 1988, [redacted]  
25X1 Real Property Officer, was presented a Sustained  
25X1 Superior Performance Award in recognition of  
25X1 his contribution in the management [redacted]

[redacted]

25X1 [redacted]. With minimal  
25X1 increase in personnel, Rick has shown total  
25X1 dedication to the task and successfully kept up  
25X1 with the increased number and complexity of  
25X1 customer demands. He was also responsible for  
25X1 the development of a PC-based system that  
25X1 significantly improved productivity within the  
25X1 office. Rick is a dedicated and professional  
25X1 employee, who has put in many long hours and is  
25X1 most deserving of this recognition. [redacted]

\*\*\*\*\*

25X1

### EXCEPTIONAL ACCOMPLISHMENT

[redacted] a Real Property Assistant, was the  
recipient of an Exceptional Accomplishment  
Award, presented by the Acting Chief, [redacted]  
[redacted], in recognition of her outstanding  
contributions in overseeing [redacted]

[redacted] Janet was also called upon to  
supervise the Section in the absence of the Chief;  
she handled these responsibilities ably, ensuring  
the successful completion of tasks in support of  
various Agency components [redacted]

[redacted] Her devotion to duty was  
evident during the period in which she was in  
full-time training, but reported to work both  
before and after class and on weekends in order  
to meet the office's needs. Through all this, she  
successfully completed her training and passed  
her Virginia real estate license examination.  
Janet is a fine example of the OL can-do spirit.  
[redacted]

\*\*\*\*\*

### OFFICE OF LOGISTICS ASSIGNMENTS:

25X1

Its time to start thinking about the possibility  
of a career-enhancing overseas assignment in the  
Spring-Summer 1989! In the next few months a  
listing of available overseas positions will be  
disseminated. Anyone in OL may apply for  
assignment abroad without regard to career  
subgroup designation. Preference is given to  
those employees who have never had a PCS  
assignment overseas. After the listing of  
forthcoming vacancies is published, interested  
candidates should submit their preferences, in  
priority order, to the Chief, Supply Group.  
Personnel officers in P&TS/OL are most willing  
to provide any detailed information desired on  
this subject [redacted]

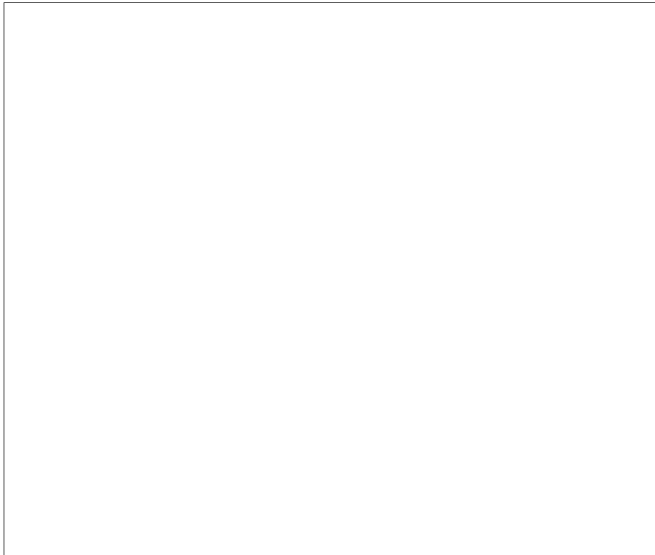
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**POLICY FOR TURN IN OF SAFES  
DURING NEW HEADQUARTERS  
BUILDING MOVES**

25X1  
25X1



All safes will be turned into BSB's stock and will be reissued on a first-come, first-serve basis to offices upon receiving a request signed by the respective office's Information Management Officer and Logistics Officer.

\*\*\*\*\*

**1989 OL CONFERENCE**

25X1

Want to be part of the best OL Conference ever?? [redacted] has been reserved for the last week in June 1989 for this monumental event. There will be two, 2-day, back-to-back sessions accommodating 204 OL careerists for each session (408 total). The 1989 theme will be "People." We are looking for innovative volunteers to serve on the food, activities and agenda committees. Contact Gary [redacted] and become an integral part of YOUR conference.

25X1

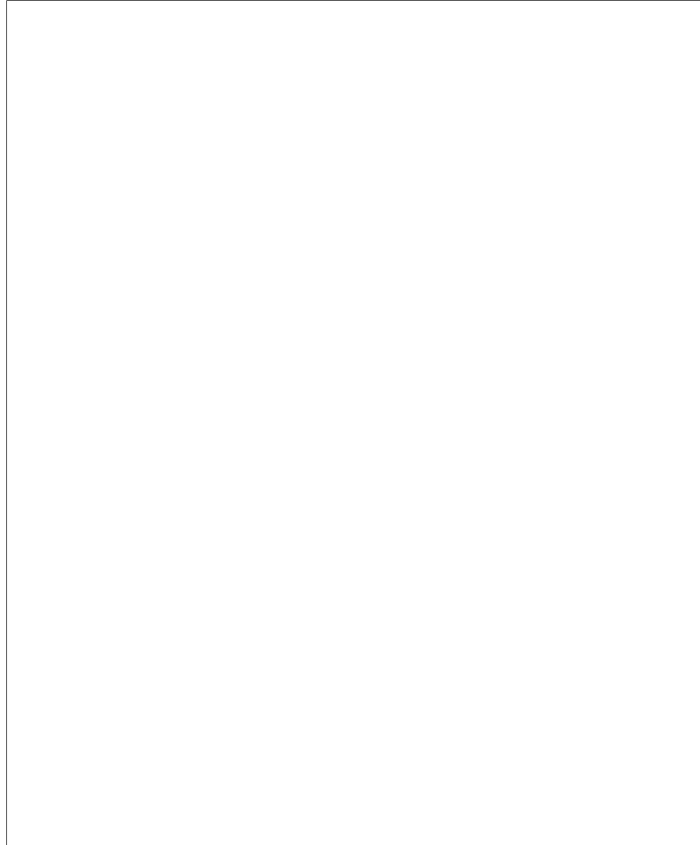
25X1

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**QUOTE FOR THE WEEK**

Always remember who you are—where you came from—but most important, where you are going . . .

\*\*\*\*\*



\*\*\*\*\*

**DEAR GARY, . . .**

Can the item of interest entitled, "Ethics in Dealing with Contractors" be declassified and distributed to interested parties?

Yes. As a matter of fact, the more we tell people (COTR's, etc.) the proper manner in which to deal with the private sector's salesmanship the better. As the article points out, "good ethics is good business." In response to your inquiry, the article has been sanitized for distribution to all interested parties. Please contact Fran or Kathleen, Procurement Management Staff [redacted] to get your copy.

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**PARKING DECK ON THE  
HEADQUARTERS COMPOUND  
EFFECTIVE 5 JULY 1988**

3rd (Top) Level of the Parking Deck will open for parking. No permits required except for Row A.

2nd (Middle) Level will require permits for Rows A through G. All other rows are open parking.

1st (Bottom) Level - all open parking.

\*\*\*\*\*

**VENDING MACHINES IN THE NEW  
HEADQUARTERS BUILDING (NHB)**

NHB now has vending machines located in the North Tower on the ground, 1st and 3rd floors. They are fully operational.

**ENERGY CONSERVATION**

Employees are reminded of the need to conserve cooling energy during the summer months by:

Keeping windows shut at all times.

Adjust blinds when office is exposed to direct sunlight.

Turn off office equipment when not in use. (This includes all computer terminals.)

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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 9 June 1988, addressed to [redacted] Chief, Services, FMD,
- 25X1 ✓ [redacted] Chief, Administrative Staff, European Analysis (EURA), expressed his
- 25X1 appreciation for the transportation assistance the Motor Pool provided to EURA [redacted]
- 25X1 [redacted]
- 25X1 [redacted] of the Agency Contracts Group received a Certificate of Appreciation, dated 21
- 25X1 ✓ June 1988, from the Director of Cooperative Education of Southwest Missouri State University
- 25X1 expressing her gratitude for the work Nancy did with their co-op student [redacted] The Director
- 25X1 of Logistics noted that this is the first such acknowledgement ever received by OL for their work with
- 25X1 co-op students and added his thanks to Nancy for doing an excellent job. [redacted]
- 25X1 [redacted], Safety Officer, [redacted] was commended in a letter of
- 25X1 appreciation, dated 7 June 1988, from [redacted] Chief, Safety Division, Office of Medical
- 25X1 ✓ Services, for his efficient handling of injury/accident incidents. [redacted] stated that Bruce's
- 25X1 investigations and resulting corrective actions reflect a real concern for the safety of [redacted] employees.
- 25X1 [redacted]

25X1

25X1

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