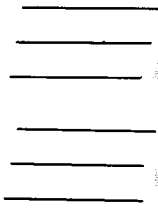
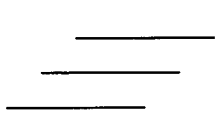


~~SECRET~~



NNNNotes & QQQQuotes



3 June 1988

NEWEST OL EMPLOYEES

OL wishes to welcome its newest employee,
[redacted] who is assigned to the Operations
Support Branch/SD.

25X1

25X1

25X1

Summer-Only Employees:

OL REASSIGNMENTS

The following OL reassignments were
announced:

Name Assigned to

25X1

~~SECRET~~

SECRET

25X1
25X1
25X1
25X1
25X1
25X1

✓ [redacted] Logistics Careerist assigned to [redacted], OD&E, was presented a Quality Step Increase on 1 June 1988 for his outstanding performance from 1 October 1986 through 4 January 1988. Vernie, as Chief, Facilities Staff [redacted] was responsible for all [redacted] facilities development activities including the design and construction of over 300.000 square feet of new facilities [redacted]

25X1
25X1
25X1
25X1

✓ On 1 June 1988 [redacted] Supply Assistant, Interdepartmental Support Branch, SD, was presented a Quality Step Increase for her outstanding performance from 30 September 1987 through 1 March 1988. Charlotte was responsible for requisitioning materiel [redacted]

25X1
25X1

[redacted] Charlotte is an energetic, hardworking employee and her performance was nothing less than remarkable.

25X1
25X1
25X1
25X1

“CELEBRATING THE SPIRIT: AN OLYMPIC COMMEMORATION”

“Celebrating the Spirit” will be on display in the Exhibit Hall, Headquarters Building from 1 June through 30 June 1988. This consists of memorabilia from summer Olympics which was collected by [redacted] a DI employee.

MERITORIOUS UNIT CITATION

On 2 June 1988, Mr. Rae Huffstutler, Deputy Director for Administration, presented a Meritorious Unit Citation to the **Printing and Photography Group (P&PG)** at the Headquarters Auditorium in recognition of their performance during the period 1 February 1987 through 15 August 1987. During this time, P&PG employees not only carried out their normal responsibilities in a truly professional fashion, but many also served with distinction on the OL Flying Squad, which, in fact, originated in P&PG. These volunteers carried out critical assignments throughout the world, performing tasks outside their respective tradecrafts. Without this outstanding effort, OL could not have supported critical Agency projects. In spite of the absence from the P&PG work force serving on the Flying Squad, those staying behind shouldered the additional workload and met increased production requirements during the period. The distinguished performance and fine achievements by P&PG employees upholds the exacting standards of OL and the Agency. Congratulations P&PG'ers, for a job well done!!!!

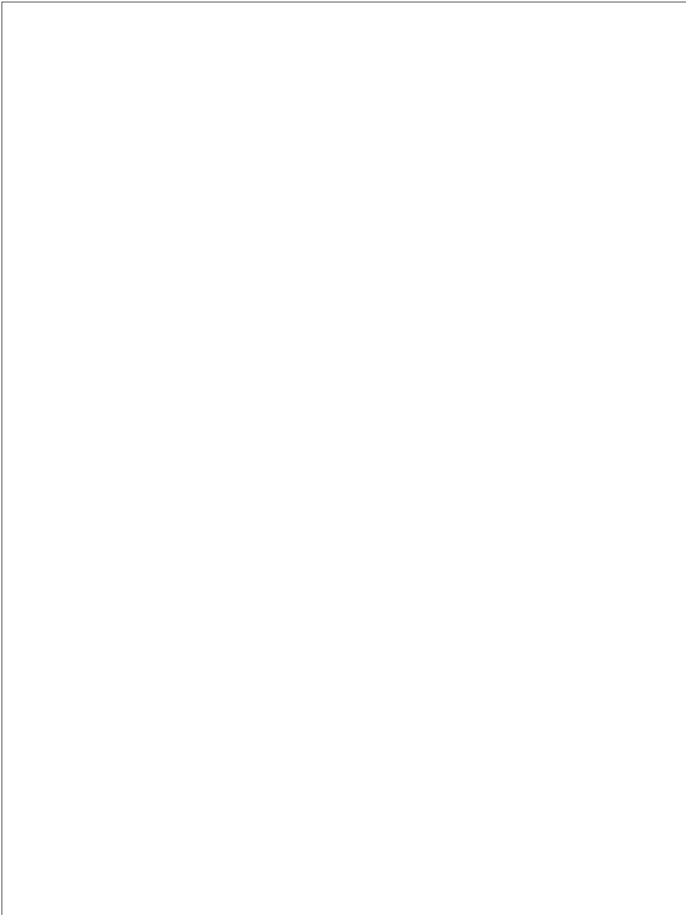
MEMORIAL PLAQUE UNVEILED

A memorial plaque dedicated to the air crews and ground support personnel of Air America, Civil Air Transport, Air Asia and Southern Air Transport who died while serving in Asia, was unveiled at the Agency's annual Memorial Day ceremony on 31 May. This plaque is located in Headquarters Building where the 1E and 1F corridors meet. [redacted]

SECRET

SECRET

25X1
25X1
25X1
25X1
25X1



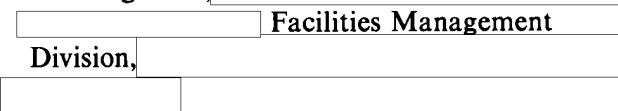
VIDEOTAPE SHOWING

A videotape of the 1988 OL Conference will be shown on 8 June at 1300 hours in [redacted] [redacted] If you were not able to attend the Conference, now is your chance to see some of the highlights that took place [redacted] on 16 and 17 May 1988. If you plan to attend, please contact [redacted]



FACILITIES MANAGEMENT CAREER HANDBOOK

In recognition of the emergence of facilities management as a distinct and respected career discipline, requiring specific knowledge, skills and abilities, OL has established a new career subgroup (MLF). A handbook, dated May 1988, has been published which outlines training and experience necessary for career progression in the facilities management field. If you are interested in a copy of this handbook, please contact [redacted] Personnel and Training Staff, [redacted]



25X1
25X1
25X1
25X1

TESTING OF THE HEADQUARTERS ELECTRICAL LOAD MANAGEMENT SYSTEM

On 17 July, personnel from the Facilities Management Branch and Ogden Allied will conduct a test of the Headquarters Electrical Load Management System. The test consists of opening two breakers which are the only source of electrical power from the Virginia Power Company. To customers on the critical load system (computer centers, etc.), UPS and all backup generators should pick up the load. Other customers will have a loss of lights and power to wall and floor outlets. Proper notification to all Headquarters components will be issued well in advance of the scheduled test. [redacted]

25X1

SECRET

~~SECRET~~

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 [redacted] Contracting Officer, assigned to OTE, was commended in a letter of
25X1 appreciation dated 26 April 1988, from [redacted] Trainer’s Group, OTE, for his
25X1 presentation on 6 November 1987 and 13 January 1988 of an overview of the contract process. Ms.
25X1 [redacted] stated that this overview enabled the staff of OTE to develop the skills required for preparing
and managing training contracts.

25X1 In separate memoranda, dated 19 May 1988, from [redacted] Coordinator for Academic
25X1 Affairs, the following OL employees received recognition for their support during the recent DCI
Program for Deans to Headquarters:

25X1 **The Executive Dining Room Staff** and [redacted]—for their support with the gracious
25X1 reception and luncheon, as well as the refreshments throughout the day.

25X1 [redacted] Chief, CONIF/PMS/OL—for her fine support in compiling contractual
25X1 information on the schools represented by the deans. This information helped the Public Affairs Office
25X1 provide up-to-date talking points for the DCI to use during the program for the deans.

25X1 [redacted]—for the transportation arrangements
25X1 provided the deans [redacted] stated that the promptness, professionalism, and efficiency of Mr.
25X1 [redacted] and the staff of the Motor Pool contributed greatly to the success of the day.

25X1 [redacted] of the Printing and Photography Group (P&PG)—in the production of printed
25X1 programs, folders, and name tents for the deans.

25X1 The following individuals were commended in a letter of appreciation, dated 27 May 1988, from
25X1 [redacted] Director of Scientific and Weapons Research for their support to a co-sponsored
symposium with the American Institute of Aeronautics and Astronautics on Soviet Threat Technology
together:

Name	Office
[redacted]	FMD

25X1 [redacted] stated that substantial behind-the-scenes work was required and these OL employees
helped make the symposium a success.

~~SECRET~~