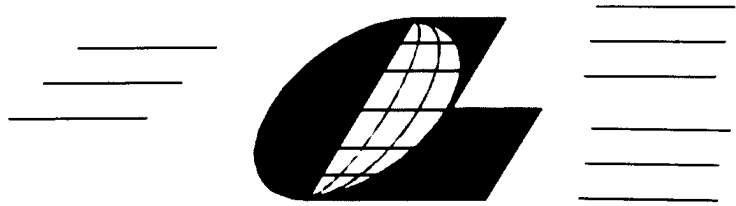


~~SECRET~~



NNNotes & QQQuotes

6 May 1988

NOTICE—KICKOFF FOR THE LOGISTICS CONFERENCE

There will be two kickoff sessions for this year's Logistics Conference. The first will take place at 0930 hours, 11 May, in the Headquarters Auditorium. The second will be held at 1400 hours, 12 May, . All OL employees are invited to attend one of these sessions whether or not you have been designated to attend the conference. A bus will depart at 0815 hours on 11 May for the session held at Headquarters.

NEWEST OL EMPLOYEES

The Office of Logistics (OL) wishes to welcome its newest employees:

OL REASSIGNMENTS

The following OL reassignments were announced for the week of 2 May 1988:

OL REORGANIZATION

The following personnel have been appointed as acting group chiefs, pending completion of OL's reorganization:

EXCEPTIONAL ACCOMPLISHMENT AWARDS

Exceptional Accomplishment Awards were presented to the following Printing and Photography employees on 4 March for their outstanding support to the ATEX editorial subsystem of the Automated FBIS Systems (AFS) during the period 20 August through 31 December 1987.

~~SECRET~~

SUGGESTION AND ACHIEVEMENT AWARD

25X1 [redacted] Courier, Facilities
Management Division, was presented an award
on 4 May 1988 for his suggestion that warning
devices be installed for backing up purposes on
trucks and buses over one ton. Congratulations!!!!

25X1 [redacted]

SUSTAINED SUPERIOR PERFORMANCE AWARDS

25X1 [redacted]
25X1 [redacted]

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

[redacted] Interdepartmental
Support Branch (IDSB), SD, was presented a
Sustained Superior Performance Award on 6
May for her performance from October 1986
through October 1987. During this period of
activity, she performed her duties as the Federal
Automated Requisitioning Systems (FARS)
database manager. Timi also assumed additional
responsibilities, i.e., reviewed working papers on
the Detailed Systems Requirement Document
and the Interface Control Document; input
requisitions into the FARS and conducted
follow-up action to ensure prompt delivery in
support of a sensitive program. Through her
extra effort, IDSB was able to requisition
materiel in support of critical Agency programs
in a timely manner. [redacted]

EMPLOYEE OF THE QUARTER AWARDS

The OL quarterly for the second quarter FY
1988 was held at the Headquarters Auditorium on
21 April with approximately 475 careerists in
attendance. Mr. Henry P. Mahoney, Associate
Deputy Director for Administration, presented
eight OL employees with Employee of the Quarter
Awards in recognition of the significant
contributions made to their components' mission
objectives during the second quarter FY 1988. (See
Attachment) The eight employees are listed below:

[redacted] is assigned to the
Interdepartmental Support Branch/SD as a
computer operator. She is responsible for
inputting requisitions into the Federal
Automated Requisition System (FARS) and the
typing of final drafts of letter requests for the
acquisition of material and services from other
government agencies. [redacted] was solely
responsible for maintaining a large volume of
correspondence and processing a large number of
requisitions which were submitted for immediate
action. She accomplished all of these jobs in an
extraordinary manner with a high degree of
dedication and conscientiousness. [redacted]

[redacted] Material Management Branch,
FND/OC, not only fulfilled her own
responsibilities, but also filled in for her
immediate supervisor who was on extended
leave. During this past quarter her branch
processed over 1,500 requisitions, totaling over
\$12.5 million; maintained property records on
12 accounts totaling \$5.8 million; and managed a
[redacted] stock allocation. Kathy responded to a
tremendous volume of cable traffic. She is always
willing to do whatever is required of her. [redacted]

[redacted] works in the Dissemination
Section, Bindery Branch, P&PG. During the last
Quarter he not only performed his regular duties,
but frequently assisted P&PG's Supply Staff. Bill

[redacted]

[redacted] His interest, concern, and willingness
to assist the P&PG Supply Staff has been most
helpful and greatly appreciated. Bill has certainly
demonstrated the OL "can-do" attitude. [redacted]

25X1 [redacted] IMSS, has a variety of duties, including handling requests for telephone installations, acting as focal point of Data Communications, handling relocation of OL space, and serving as an alternate ADP Control Officer. Because of his attention to detail, all of the moves of OL units were accomplished in a timely manner. [redacted]

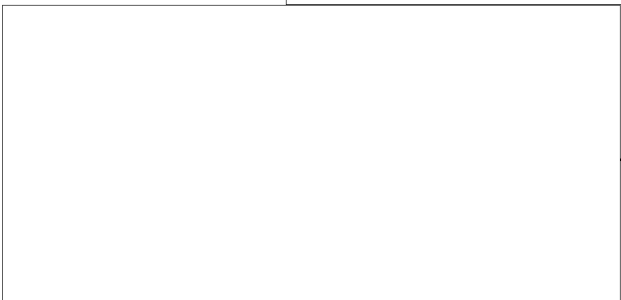
25X1 [redacted], Contracting Officer, ADP/Engineering Branch, ACG, responsible for supporting the Agency workstation Request for Proposal (RFP) involving 11 competitors, a broad range of equipment configurations and options, and a multi-year pricing proposal required to meet the needs of many Agency offices. She took on these responsibilities when her normal workload required implementing a wide range of contract changes because of budget cuts.

25X1 [redacted] exemplifies the highest professional standards and commitment to excellence. [redacted]

25X1 [redacted] serves as a secretary in Procurement Management Staff. She took on many additional duties during this Quarter in addition to administrative support for the Agency Contracts Review Board. She worked many late hours to insure that all of these projects were completed on schedule. [redacted]

25X1 [redacted] Chief, Parking Office, FMD, has been on the front line of customer service, constantly facing challenges and dealing face to face on a variety of customer issues. Her current involvement in activities ranges from the carpool validation process, reconfiguring parking lots, reallocating and assigning spaces, and promotion of the Ridership Program, to monitoring effective use of the VIP parking. She is to be commended for the superb manner in which she represents OL. [redacted]

25X1 [redacted] Project Manager, Field Engineering Branch, RECD, is responsible for the facility expansion [redacted]



masterful job with his project management responsibilities and is rapidly becoming a skilled professional with an in-depth knowledge of design and construction contracts. [redacted]

BASIC TENETS OF OL

Last week's Notes and Quotes included "The Basic Tenets of OL Personnel Policy." One of the tenets states that open communications are essential for effective personnel. To this end, [redacted] OL's Grievance Officer, can be contacted on [redacted] Please do not hesitate to call her if you have a problem or need advice, or information. [redacted]

MAIN ENTRANCE SIDEWALK REPAIR

On 3 May, Allied resumed work on the sidewalk outside the main entrance. Half of the sidewalk area at a time will be blocked off during this 3- to 4-day operation to complete the cutting of the expansion joints and sealing of concrete. This is the final stage of work on this project. [redacted]

LANDSCAPING UPGRADE

On 7 and 8 May, Ogden Allied, along with Custom Environmental, conducted a general site cleanup and minor landscaping upgrade of the old General Services Administration nursery, located near Saville Lane. The work will be completed by 15 May. Twenty-nine dead trees will be replaced. [redacted]

OPERATION CLEANUP—1988

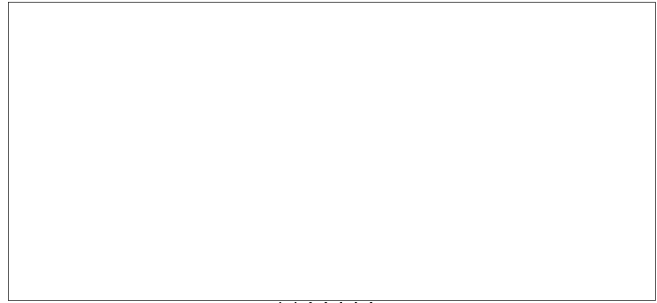
Operation Cleanup 1988 was a success!!!! A total of both administrative and furniture items recovered was \$76,191.47. The most successful participants were from [redacted] Chamber of Commerce, Key, Ames and [redacted] [redacted] A Headquarters Employee Bulletin is forthcoming to share the results of this campaign. [redacted]

25X1

UPDATE ON SOUTH TOWER OF NEW HEADQUARTERS BUILDING

On 27 April, the Agency took possession of the freight elevator and the 4th floor of the South Tower, excluding the lobby, of the New Headquarters Building. This leaves only the ground and 1st floors and the remaining portion of the South Loading dock to be turned over. The target date for the turnover of these areas is

13 May.



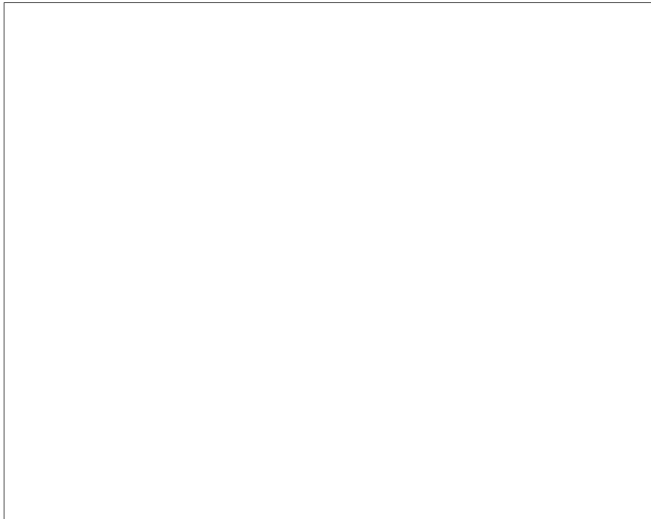
25X1

OFFICE OF STRATEGIC SERVICES (OSS) ARTIFACTS

A display of OSS artifacts will be displayed in the 1D corridor Exhibit Hall from 3 to 26 May. The collection, which includes weapons and concealment devices, is on loan from Keith

an independent collector.

25X1



25X1

~~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 A note dated 27 April 1988, from Mr. R. M. Huffstutler, Deputy Director for Administration,
25X1 commended the **OL employees** who contributed their support in the preparation of the 1989
25X1 Congressional Budget Justification Book. [redacted]

25X1 A letter of appreciation from the field from [redacted] dated 7 April
25X1 1988, commended [redacted] Logistics Officer, for the fine operational support requiring the
25X1 uncrating, repacking and onward movement of approximately one ton of equipment on short notice. Mr.
25X1 [redacted] stated that Mike's can-do attitude contributed greatly to meeting the deadline for this highly
25X1 sensitive operation [redacted]

25X1 In a letter of appreciation from [redacted], Black History Committee, the **NPIC Logistics**
25X1 **Office**, particularly [redacted], was commended for the logistical support rendered for the Black
25X1 History Speaker Program on 23 February 1988. [redacted]

25X1 [redacted] Logistics Officer, assigned to the Special Support Assistant, DDA, was
25X1 commended in a letter of appreciation from R. E. Hineman, Deputy Director for Science and
25X1 Technology, dated 25 April 1988, for providing outstanding logistical support to the Security Affairs
25X1 Support Association (SASA) symposium the weekend of 16 and 17 April 1988. [redacted]

~~SECRET~~

Page Denied

Next 1 Page(s) In Document Denied

~~SECRET~~

~~SECRET~~

~~CONFIDENTIAL~~

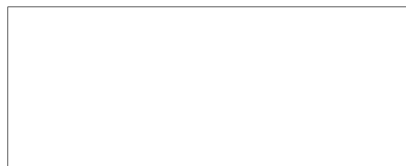
Office of Logistics

*Employees
of the Quarter*

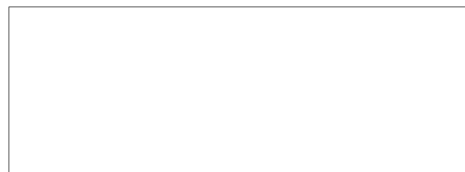
Awards Ceremony

2nd Quarter FY 1988

25Y1
25X1



~~CONFIDENTIAL~~



Page Denied

Next 1 Page(s) In Document Denied

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~