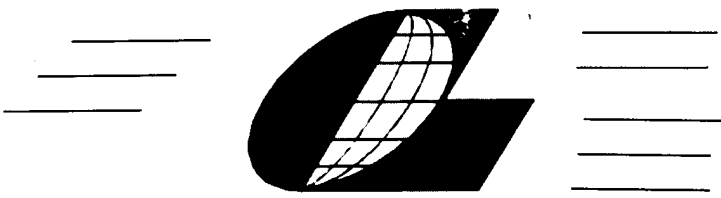


~~SECRET~~

JMS



Notes & Quotes

22 April 1988

EXCEPTIONAL ACCOMPLISHMENT AWARD

On 15 April, [redacted] Chief of Logistics [redacted] formerly of OD&E/SEG Contracts Staff, was presented an Exceptional Accomplishment award for his expertise in managing contractor resources in the OD&E/SEG Contracts Staff. Serving as an architectural consultant, John's direction of resources, his coordination and contact with the Customer Agency resulted in a successful completion of the project. John's excellent technical skills and management abilities are a credit to himself and OL. [redacted]

OL REASSIGNMENTS

The following OL reassignments were announced for the week of 18 April:

[Large empty rectangular box for listing OL reassignments]

[Small empty rectangular box]

OL QUARTERLY

Attendance at the OL Quarterly sessions on 21 and 22 April was at an all time high. Approximately 475 careerists attended the Quarterly in the Headquarters auditorium and over 100 employees attended the session at the [redacted] Mr. Henry P. Mahoney, the Associate Deputy Director for Administration, presented eight OL Employee of the Quarter Awards at the Headquarters auditorium. (Details on these Employees of the Quarter will be forthcoming.) The agenda included presentations by [redacted] Logistics Officer, NESA/DI, on "A Logistician's Creative Approach to Planning for a Move into the New Headquarters Building;" [redacted] C/CS/DPG/NPIC/DS&T, on "Life on a Decentralized Contract Team;" [redacted] C/M&CB/SER/FMD/OL, on "The Mail and Courier Service;" [redacted] C/MS/FMD/OL, on "Parking;" and [redacted] Training Officer, P&TS/OL, on "Training Highlights." All of these individuals are most appreciative of your attention and attendance. We would like to thank everyone who attended for their participation. [redacted]

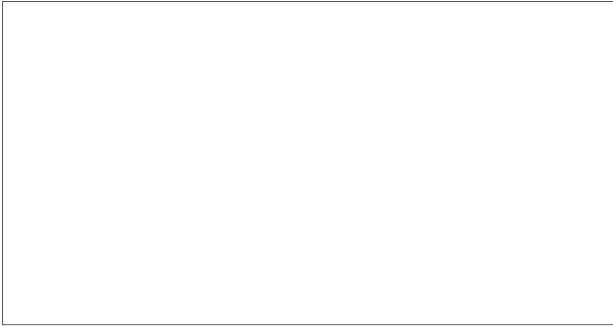
[Large empty rectangular box]

[Small empty rectangular box]

~~SECRET~~

SECRET

25X1



CAFETERIA EXPANSION

On 14 April, as scheduled, FMD Contracts Staff held a pre-bid conference for the Cafeteria Expansion—Phase I renovations. Representatives from all of the 11 companies solicited and several subcontractors participated in the conference and the jobsite walkthrough. The contractors will prepare construction bids for Phase I which expands the Credit Union loan office and reestablishes a cafeteria serving line with 200 seats at 1F75 Headquarters. Bids will be received through 3 May.

25X1

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



NEW SOUTH LOADING DOCK

Work in the new South Loading Dock area is continuing. All sidewalks and curbing in the area have been completed. The frames for the new doors leading into the Original Headquarters Building from the South Dock parking area have been installed. A new sidewalk leading to the emergency exit on the first floor of the South Tower of the New Headquarters Building (NHB) has been completed. Grading is continuing along the south perimeter of the NHB in anticipation of landscaping in the next few weeks.

25X1

ADMINISTRATIVE SUPPLY ITEMS IN SUPPLY ROOMS

During the period 18 through 25 April, OL representatives will meet with senior secretaries in the DI to discuss administrative supply items stocked in the Agency supply rooms. This will include screening requests for new items that will be used by the entire Agency. Meetings will also be held with the other directorates for the same purpose.

25X1

WEST A PARKING LOT

On 18 April, OL awarded the West A Parking Lot construction design contract to Smith, Hinchman and Grylls Associates, Inc., in the amount of \$72,071. Preliminary indications are that 600 additional parking spaces will be gained.

25X1

These were the topics discussed at the D/L Staff Meeting. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

SECRET

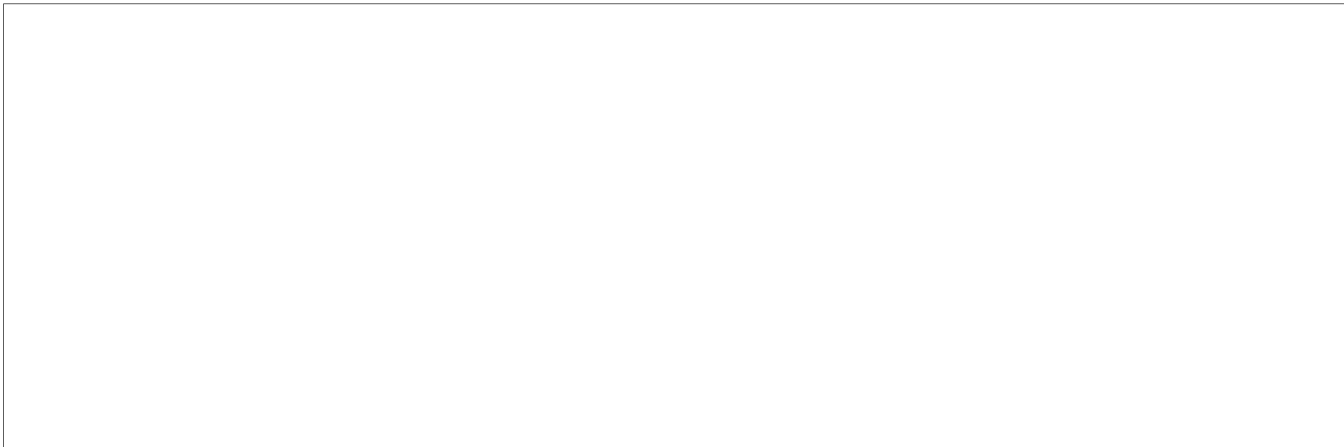
~~SECRET~~

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:

In a letter of appreciation from [redacted], Executive Officer, OP, dated 13 April 1988, **Keith** [redacted] Building Services Branch/FMD, was recognized for his outstanding job in maintaining and supplying the [redacted] Supply Room. [redacted] stated that Keith demonstrates his dedication by making extra deliveries and large deliveries directly to the requesting office. He is willing to take the time to explain how to obtain items not normally found in the supply rooms. [redacted]

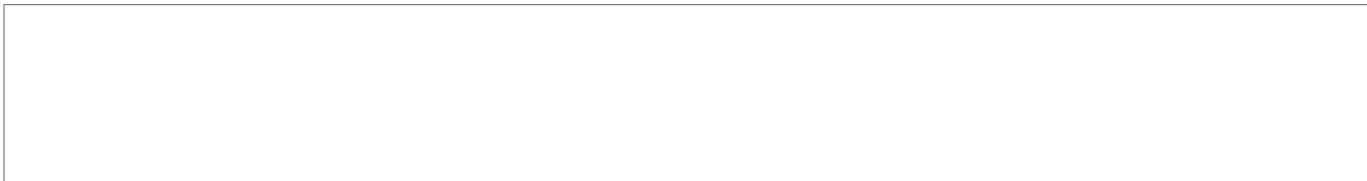
25X1
25X1
25X1
25X1
25X1



In a letter of appreciation from [redacted] Chief, Budget and Finance, [redacted] dated 6 April 1988 [redacted] Small Purchases Branch, SD, was acknowledged for the fine assistance given to B&F in handling incoming calls, typing correspondence, and receiving mail. [redacted] stated that because of Jean’s knowledge and expertise, B&F was able to perform its function in an expeditious and timely manner. [redacted]

25X1

25X1
25X1
25X1
25X1
25X1



25X1



~~SECRET~~

Page Denied

Next 2 Page(s) In Document Denied