

Office of Logistics

Staff Meeting

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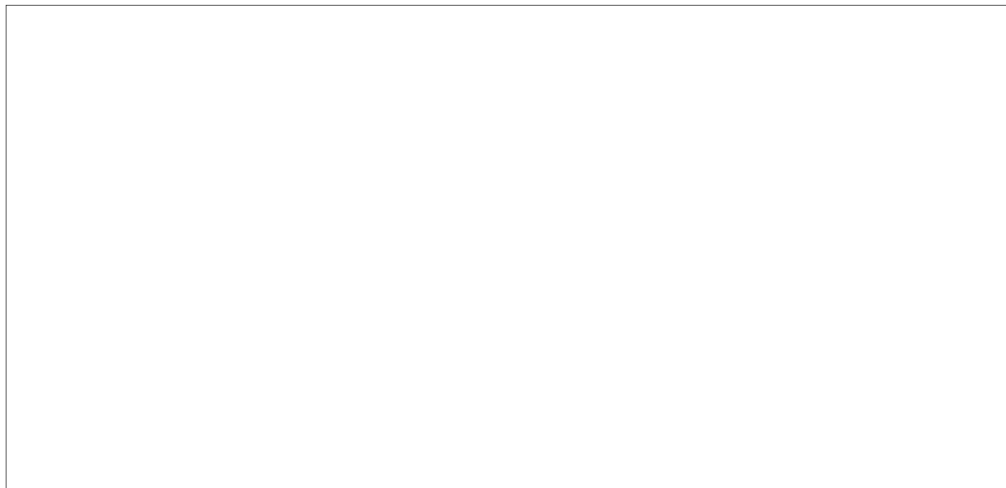
Listed below are the topics that were discussed at the D/L Staff Meeting on 13 Apr 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

15 April 1988

25X1 1. Effective 27 March 1988, [redacted] was
25X1 appointed to the position of Chief, New Building Project
25X1 Office. [redacted]

25X1 2. [redacted] Chief, Contracts Staff, NPIC, was
presented an Exceptional Accomplishment Award by the Deputy
Director for Science and Technology on 14 April 1988 in
recognition of his fine performance in orchestrating and
executing a procurement strategy for an NPIC Development
Program contract with Sun Microsystems. This contract contains
a pricing structure which is believed to be one of the most
favorable and imaginative contract pricing arrangements ever
negotiated in the Agency. While the initial costs savings are
substantial, the most beneficial aspect of this contract is the
potential millions of dollars in NPIC budget offset savings
which will accrue through the accumulation of annual purchase
credits. In addition, this contract provides for unit price
discounts of up to 46 percent. Craig's dedication and
innovation in the contracting arena make him most deserving of
25X1 this award. [redacted]

25X1 3. Congratulations are in order for the following OL
employees who were recently promoted:



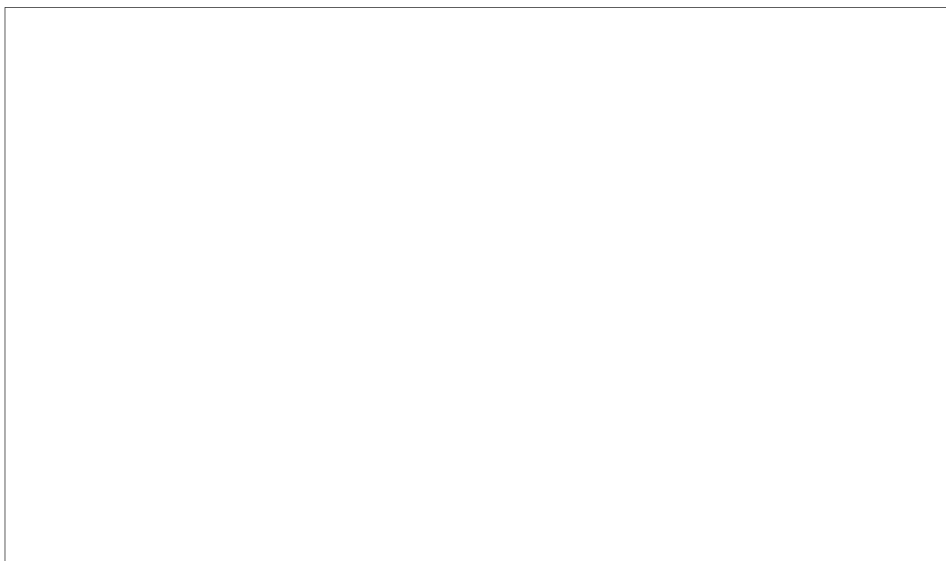
25X1 [redacted]

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OL Staff Notes 13 April 1988

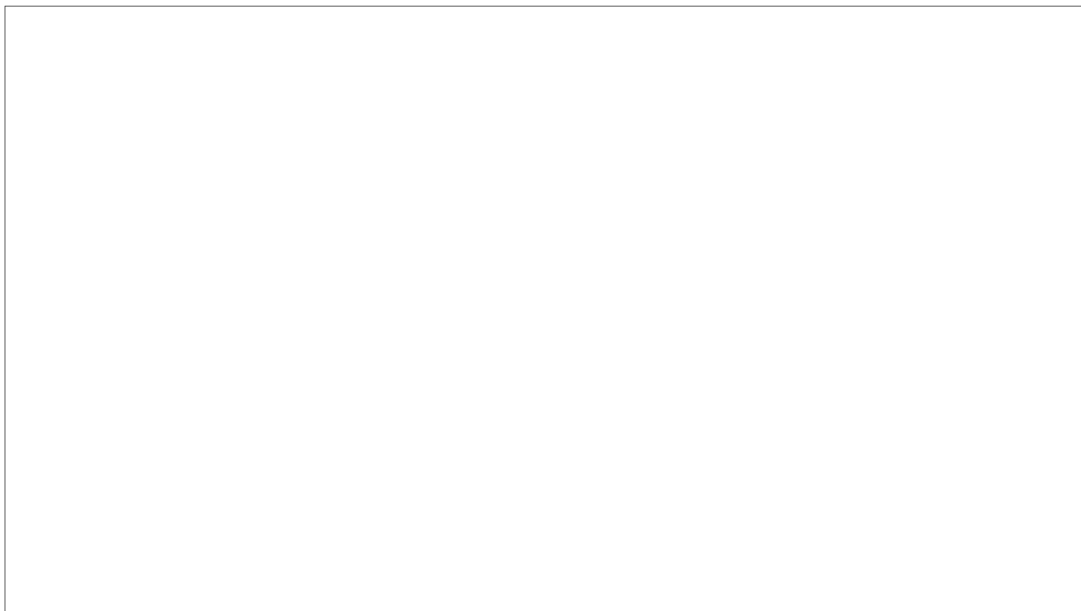
Continued: OL employees who were recently promoted:

25X1



4. On 11 April, the following OL careerists were presented with Exceptional Accomplishments Awards in recognition of their excellent performance in the processing of FY 1987 year-end closing. The teamwork of these individuals, combined with their many hours of overtime, contributed greatly to the success of the Fiscal Year closing:

25X1



5. Attachment D contains an article on the fifth running of the OL Midcareer Course, which was completed by the participants in the course. The 17 OL participants are listed below:

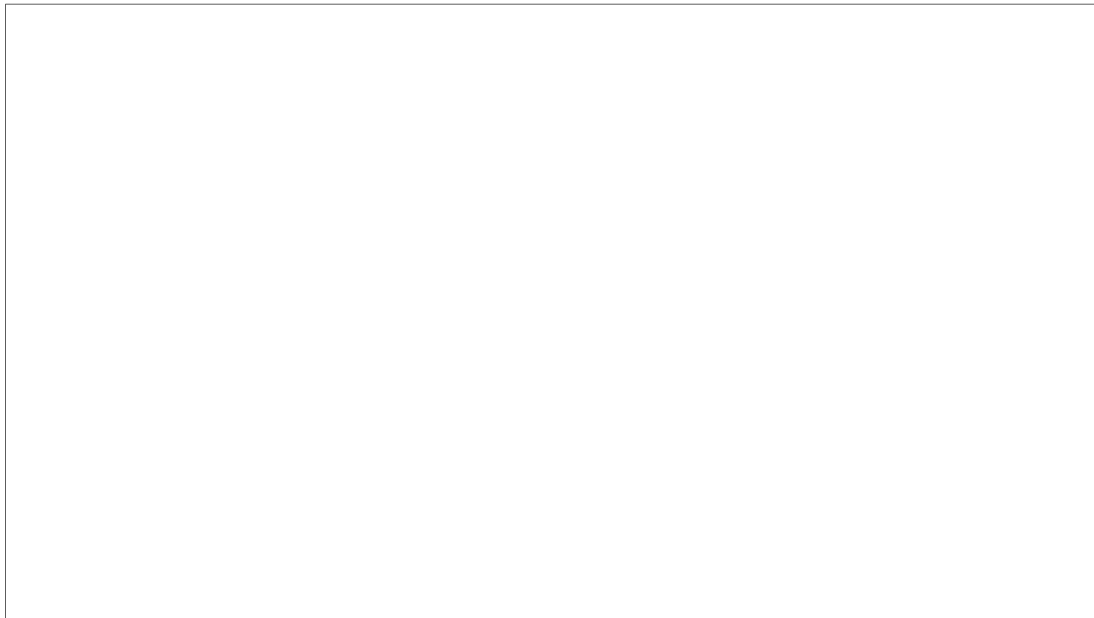
25X1



OL Staff Notes 13 April 1988

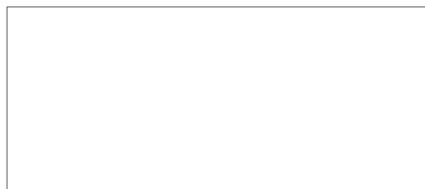
Continued: OL Participants in the Midcareer Course:

25X1




6. Congratulations are in order for the following Printing and Photography Division employees for their winning entries in the Agency's Annual Employee Photography Exhibit:

25X1



- First Place
- First Place
- Second Place
- Honorable Mention
- Honorable Mention

These OL employees captured a total of five out of a possible eighteen awards. 

25X1

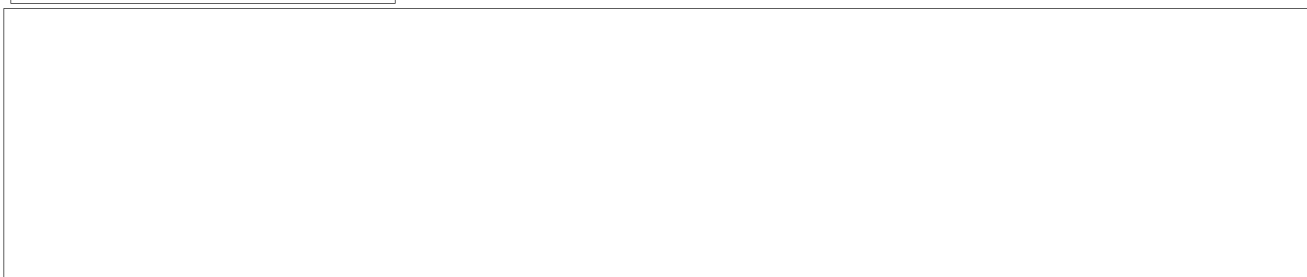
7. This week's Item of Interest from Security Staff features, "Three Steps Forward -- Two Steps Back." (See Attachment B)

8. Attachment C contains the OL Quarterly Agenda. All OL employees are encouraged to make every effort to attend one of these sessions to be held on 21 April at 1000 hours in the Headquarters Auditorium and on 22 April at 1000 hours in

25X1



25X1



OL Staff Notes 13 April 1988

10. On 5 April, the Contracts Staff, Facilities Management Division, issued an Invitation for Bid for the Cafeteria expansion - Phase I renovations. Phase I will increase the seating capacity by 200. There will be four additional phases that, when completed, will increase the current seating capacity from 1300 to 2600.

25X1

25X1

12. The National Contract Management Association (NCMA), a professional body of public and private sector contract managers, is celebrating National Contract Managers' Week, beginning 2 through 6 May 1988. A large number of our Contracting Officers are members of NCMA and have been certified as Certified Professional Contract Managers by that association over the years.

25X1

25X1

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/SS
- C. OL Quarterly Agenda
- D. OL Midcareer Course Brochure

***** 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, from [redacted] Chief,
25X1 [redacted], dated
4 April 1988, Building Services Branch personnel, and
25X1 [redacted], Logistics Officer Intelligence Community Staff,
were recognized for their excellent support in the recent
25X1 relocation of office equipment, safes, and desks for DEEG
personnel. [redacted]

25X1 In a letter of appreciation, from [redacted] Associate
25X1 Deputy General Counsel for Administrative Law and Management
Support, dated 30 March 1988, [redacted] of
25X1 Planning Services Staff (PSS)/P&PD, were recognized for their
"can-do" spirit of cooperation in the timeliness in printing
the New Secrecy Agreement forms. [redacted]

25X1 [redacted] PSS/P&PD, were also
25X1 acknowledged in a letter of appreciation, from [redacted]
25X1 [redacted] dated
17 March 1988, for their exceptional work done on a priority
operational printing request.

25X1 [redacted] Chief, Data Control Branch, SD, was
25X1 commended in a letter of appreciation from [redacted]
Office of Finance/External Support Staff, dated 17 March 1988,
for her support and assistance in interfacing the Inventory
Control System (ICS) with the General Accounting System.
25X1 [redacted] stated that Patty's assistance in the design and
preparation of the new "ICS Open Requisition Status and
Valuation" report was paramount to the creation of this
25X1 extremely useful reference tool. [redacted]

25X1 [redacted] Chief, Motor Pool, FMD, was recognized in a
25X1 letter of appreciation, from [redacted] Chief,
Africa Division (AF), DO, dated 29 March 1988, for his
excellent transportation support provided to AF Division.

25X1 [redacted]

25X1 [redacted]

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~~ADMINISTRATIVE~~ - INTERNAL USE ONLY

ITEM OF INTEREST
SECURITY STAFF, OL

THREE STEPS FORWARD - TWO STEPS BACK

Since the security reindoctrination performed by the Security Education Staff, OS, last year, great strides had been made by the Office of Logistics in the area of avoiding security violations. However, since December we have incurred five security violations. Thus the title, "Three Steps Forward - Two Steps Back."

Before we have to change the title to "Three Steps Back," let's stop and review three simple steps which, when combined with common sense and awareness, can virtually eliminate security violations:

1. Each office should have a duty roster which designates an individual responsible for a secondary check of the area after the office is secured for the night. This person should be equipped with a checksheet listing each safe, typewriter, printer, etc. to be examined. If a person is staying late they should initial for their area, thus relieving the checker of responsibility and reminding the late worker of his responsibility.

2. A clean desk policy should be adopted for each office. Leaving material on desks or table tops heightens the risk of classified material inadvertently becoming mixed and left unsecured.

3. Managers should show an interest in good security practices by regularly discussing the subject at staff meetings and checking to assure that steps 1 and 2 above are being followed.

Remember the old but true cliché, "Security is everybody's business." Following the above three steps can help us all avoid the backward steps.

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Attachment C

Agenda

OL Quarterly - 2nd Quarter FY 88

Thursday, 21 April 1988 - 10 a.m. - Headquarters Auditorium

STAT

Friday, 22 April 1988 - 10 a.m.

STAT

Introduction

D/L

Presentation of OL Employee of the
Quarter Awards

Henry P. Mahoney, ADDA

STAT

A Logistician's Creative Approach to
Planning for a Move into the New
Headquarters Building

Logistics
Officer, NESA/DI

STAT

Life on a Decentralized Contract Team

C/CS/DPG/NPIC/DS&T

STAT

The Mail and Courier Service - Its
Scope, Its Transition, Its Adaptation
to a Changing Environment

C/M&CB/SER/FMD/OL

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Parking

C/MS/FMD/OL

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Training Highlights

Training
Officer, OL/P&TS



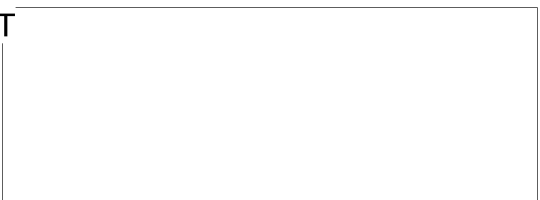
**OFFICE OF
LOGISTICS**

MIDCAREER COURSE



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