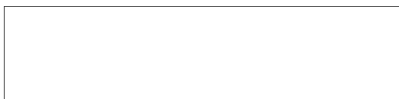


Listed below are the topics that were discussed at the D/L Staff Meeting on 31 Mar 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

31 March 1988

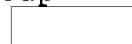
1. The Office of Logistics (OL) wishes to welcome its newest employees:

25X1



- Agency Contracts Group
- Supply Division

25X1



25X1

2. Congratulations to [redacted] of IMSS for her successful completion of the University of Virginia's Information Science Certificate Program in Management Systems Analysis. This program has provided [redacted] with an excellent foundation in Information Science and a broad range of knowledge which will enhance her career and Logistics support. [redacted]

25X1

25X1

3. We are pleased to announce the most recent OL reassignments:

25X1



4. This week's Item of Interest from the Information and Management Support Staff, features "Accountable Officers Bible." (Attachment B) [redacted]

25X1

5. OL's visitations for the month of April are listed in Attachment C. [redacted]

25X1

6. During the period 4 through 15 April, the Building Services Branch will conduct its annual Operation Cleanup. All components in Agency overt buildings are encouraged to turn in

25X1



~~SECRET~~

OL Staff Notes 31 March 1988

their excess administrative supplies and furniture during this time. These items will be available for reissue or property-turn-in depending on their condition.

Be on the lookout for a Logistics Note currently being distributed with details on your building.

7. Printing and Photography Division's new video replication center, is now operational. The addition of this facility triples the Division's replication capabilities.

8. OL reports the following items relative to the New Headquarters Building:

- ° Sporadic diggings are still being done on the chilled water lines, and loose connecting bolts have been found at several joints. Arrangements for leak tests via ultrasonic equipment are being made.
- ° Exterior glass breaks have been corrected.
- ° All acceptances on elevators are expected by 1 April.
- ° Drywall and masonry work are nearly completed.
- ° Painting is now concentrated in the South Tower. Major areas remaining are the first and ground floor areas.
- ° All major electrical work has been completed.
- ° A fully functional HVAC system in the North Tower should be finished by 15 April. Mechanical work in the other areas is lagging.
- ° Fire alarm system is completed in North Tower and core areas.

° All raised floor panel installations are virtually complete.

° Ceiling tile is complete in all areas except the ground floor of the South Tower.

° The terrazzo floors are complete. An issue yet to be resolved is the alignment of divider strips.

OL Staff Notes 31 March 1988

NBPO has this on their punch list. Marble work is essentially completed as is the installation of vinyl tile.

° Site work not yet completed includes the South Lot perimeter road and some landscaping. Good weather forecasts will get this started.

° The Route 123 replacement is nearly finished. Bike paths will be paved as weather permits, as will road shoulders.

° Carpeting has started in the North Tower.

° The dirt pile remains, but bid preparations for removal are underway.

25X1

9. The Office of Information Technology presented an exhibit of job accommodation devices in Headquarters Building on 29 March. The exhibit focused on current technology designed and utilized to accommodate handicapped employees to function comfortably and efficiently in the office environment.

Among the myriad technologies represented at this exhibit were Teletypewriter Devices for the Deaf (commonly referred to as TDDs or TTYs); phone amplification devices; braille embossers; IBM PC-2 compatible screen printers and several nonspeech communication and computer access devices for the hearing impaired, blind or physically handicapped employees.

Of special significance was an IBM exhibit calling attention to their "National Support Center for Persons with Disabilities." This Center responds to requests for information on how computers can help people with vision problems, hear problem, speech impairments, learning disabilities, mental retardation and mobility problems. Information is provided on what is available industry-wide and sources for obtaining these technologies.

For more information on accommodation technology equipment, please contact

25X1

25X1

10. A contract has been awarded to the Houck Services, Incorporated, to clean, polish and repair the marble walls and columns in the foyer and lobby of the main entrance of the Original Headquarters Building. The job will be performed after hours starting at 1700 hours on 4 April, with an expected completion date of 15 April.

25X1

OL Staff Notes 31 March 1988

11. During the period 1 through 8 April, the following individuals will serve as Acting Director of Logistics:

25X1

1 April
4 through 8 April

--

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest
- C. April Visitations

***** 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]
25X1 Chief, Domestic Network Branch, USND/CSG/OIT, received on
25X1 28 March 1988, [redacted] Contracting Officer,
P&SCB/ACG, was recognized for his support to an extremely
25X1 crucial contractual requirement for FY-87. [redacted]
stated that through Philip's expertise, dedication and
determination the contracts were negotiated and signed prior to
the end of the fiscal year. Philip's cooperation and
helpfulness was indeed a credit to the Agency.

25X1 [redacted] NPIC
Logistics Officers, were commended in a letter of appreciation
dated 5 February 1988, from Lillie Jackson, American Red Cross,
Blood Services Representative, for their outstanding support to
find another room for the blood drive which was to held at
NPIC's Building on 22 January 1988. These two individuals
quickly responded by utilizing the main corridor on the first
floor, necessitating the hanging and rewiring of lights,
closing off elevators, as well as arranging for security to
provide extra assistance to the nurses and donors.

25X1 [redacted] Logistics Officer/SSA/DA,
25X1 formerly Logistics Officer/DS&T, was recognized in a letter of
25X1 appreciation, dated 11 March 1988, from [redacted] Chief,
[redacted] for his logistical support in
25X1 setting up the Center while he was assigned to the DS&T
25X1 office. [redacted] said that Chuck's keen insight into these
intricacies of the procurement system allowed him to provide
25X1 exceptional service whenever equipment orders were submitted.
[redacted]

25X1 [redacted], Logistics Officer/SSA/DA,
25X1 was acknowledged in a note of appreciation, dated 23 March
25X1 1988, from Henry P. Mahoney, Acting Deputy Director for
25X1 Administration, conveyed his appreciation to Chuck for his fine
25X1 logistical support [redacted]
[redacted]

25X1 [redacted] NPIC
25X1 Logistics Officers, were recognized in a letter of
25X1 appreciation, dated 15 March 1988, from [redacted]
25X1 [redacted] Deputy Director, NPIC, for logistical support
25X1 [redacted]

~~C O N F I D E N T I A L~~

provided for the Lundahl dedication on 27 January at the NPIC auditorium. Greg did a superb in creating a showcase for Mr. Lundahl's (NPIC's first Director) mementos, while Willie was responsible for the arrangement of the auditorium furniture for the dedication ceremony and reception.

25X1
25X1



Page Denied

OL VISITATION SCHEDULE

April 1988

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/ACG	C/AO/OEA and Logs	4 Apr 88
	C/P&PD	C/SB/OMS and Logs	5 Apr 88
STAT	C/FMD	<input type="text"/> and Logs	7 Apr 88
	C/IMSS	C/AS/OTE and Logs	8 Apr 88
	C/ACG	C/ICS/AS and Logs	12 Apr 88
STAT	C/SD	<input type="text"/> Logs	12 Apr 88
	C/FMD	C/LDA/AS and Logs	14 Apr 88
	C/PMS	C/C&PS/OSO	14 Apr 88
	EO	D/OC, C/FND and Logs	14 Apr 88
	DD/L	C/AF and Logs	15 Apr 88
STAT	C/IMSS	<input type="text"/> and Logs	15 Apr 88
	DD/L	D/OIA and Logs	18 Apr 88
	C/PMS	C/AS/OS and Logs	18 Apr 88
	PE	C/CMS and Logs	20 Apr 88
	PE	C/IMS and Logs	21 Apr 88
	C/RECD	C/SB/ORD and Logs	22 Apr 88
	EO	C/CTC and Logs	22 Apr 88
	D/L	D/LA and Logs	26 Apr 88
	D/L	D/NPIC	26 Apr 88
	C/P&PD	C/SS/OIT and Logs	26 Apr 88
STAT	C/SD	<input type="text"/>	26 Apr 88
STAT	C/RECD	<input type="text"/> and Logs	26 Apr 88