

Office of Logistics

Staff Meeting

n o t e s

Listed below are the topics that were discussed at the D/L Staff Meeting on 16 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.

28 March 1988

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

25X1

[Redacted]

Supply Division

Supply Division

25X1

Facilities Management Division

[Redacted]

25X1

2. [Redacted] Printing and Photography Division, was presented an Exceptional Accomplishment award on 18 March 1988, for his initiation of a new training procedure for the Photographer General Apprenticeship Program. In this effort, Don delivered six weekly sessions on basic photographic theory, consisting of three hours per session. His ability to present the material, combined with his 30 years of experience in the photographic field, generated great enthusiasm among those who attended. Don's contribution in this effort will have a lasting beneficial impact for all of the employees who complete the Apprenticeship Program. [Redacted]

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3. [Redacted] was presented with a Quality Step Increase on 18 March 1988 for his outstanding logistical support to the Office of Security (OS). During the past two years, the growth of activity in OS has required [Redacted] to devote a considerable amount of time working with the OS offices

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[Redacted]

[Redacted] He was also responsible

for coordinating the move of two OS components [Redacted]

[Redacted] ensuring their particular needs for renovated space, furniture, equipment, etc., were fully met. He is currently working with FMD on a plan to move a portion of OS into the New Headquarters Building. His list of accomplishments is endless; he truly demonstrates his desire to accommodate his customers. [Redacted] dedication and hard work is most deserving of this special recognition. [Redacted]

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[Redacted]

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25X1 4. Our congratulations go to [redacted] of the ORD
Contract Team who recently successfully completed all parts of
the Certified Professional Contracts Manager (CPCM) examination
administered by the National Contracts Management Association.
25X1 A combination of work experience, formal education and
successful passing of the examination leads to the issuance of
the CPCM Certificate, no easy feat to accomplish. [redacted]

25X1 5. On 23 March, the Director of Logistics presented five
OL employees, [redacted]
25X1 [redacted] with Sustained Superior Performance
25X1 awards for their support [redacted]
25X1 during the period October 1986 to September 1987. This time
[redacted]

25X1 6. A farewell luncheon was held by the OL division and
staff chiefs on 23 March for [redacted] who served as
Chief, New Building Project Office, since August 1986. Ron has
been reassigned to the Office of Security. During his tenure
in OL, we have seen our New Headquarters Building become a
reality. We are most appreciative of Ron's lasting
25X1 contribution to this Office and to the Agency and wish him well
in his new assignment. [redacted]

25X1 7. The Intelligence Commendation Medal was presented to
[redacted] a retired Agency employee who served many years
with OL in the Logistics and Procurement Law Division (L&PLD).
25X1 [redacted] was honored for her many years of diligent service to
the Agency and for pioneering the paralegal profession in the
Office of General Counsel, serving as the first paralegal in
L&PLD. Many of her friends in OL were present on 24 March to
25X1 see her receive this well-deserved award. [redacted]

25X1 8. The Employee of the Quarter Award dollar amount has
been increased from \$300 to \$500. The intention of this
program is to recognize OL employees who have made the most
significant contribution toward the accomplishment of his/her
component's objectives during each quarter. The program is not
intended to duplicate or eliminate in any way OL's extensive
participation in the Agency's honor and awards program which
includes Quality Step Increases, Special Achievement Awards,
Medals, Certificates, etc. For more information regarding
procedures for nominating an Employee of the Quarter, see
25X1 Logistics Instruction 20-37-99, dated March 1988. [redacted]

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25X1 9. This week's Item of Interest is from the Personnel and
25X1 Training Staff and explains the three-year trial period
25X1 procedures in OL (Attachment B). All OL employees should read
this Attachment with care. Please call [redacted] Deputy
Chief, Personnel and Training Staff, [redacted]
[redacted], if any clarifying information is needed. [redacted]

25X1 10. As of 21 March, OL has accepted all areas of the North
Tower, the 1st, 2nd, and 3rd floors of the core area, and the
2nd, 3rd, 5th and 6th floors of the South Tower (excluding the
restrooms and elevators). Only the ground, 1st, and 4th floors
of the South Tower and the South Loading Dock remain to be
turned over. Centex is scheduled to complete all punch list
items in the North Tower and core areas by 1 April. The Office
of Information Technology is busy in the North Tower installing
phone and data lines. They have completed the 1st and 3rd
floor Office of Technical Service areas and have turned those
areas back to Facilities Management Division (FMD/OL) for
carpeting. FMD is now carpeting the 1st floor area and is
scheduled to move on to the 3rd floor by 25 March. The south
perimeter of the NHB is now 90 percent complete. Landscaping
of that area will start once the weather improves. Other
contractor activities in that area include placing of the forms
for the new curb running from the South Dock to the Central
Plant and pouring of concrete for the new sidewalk on the south
side. [redacted]

25X1 11. GSA's Art in Architecture Program has made its final
selection of artists for the New Headquarters Building. James
Sanborn who works with local materials (in place of imported
stone or metal), has accepted the task of creating sculpture
for the building exterior. Matt Mulligan who does graphic art
will create interior motifs. Each artist will tour the
25X1 building in order to custom design his project. [redacted]

25X1 12. Installation of equipment in the Video Replication
25X1 Center (VRC) [redacted] should be completed by
the contractor by 25 March and is tentatively scheduled to
25X1 begin operation on 28 March. [redacted]

25X1 13. On 18 March, the remainder of the CLAS/BARS team of
25X1 IMSS was moved [redacted]
25X1 [redacted] The team can now be reached on [redacted]
[redacted]

14. Intermediate design drawings and specifications for
the jogging track to be located on the Headquarters compound
were received by FMD from the A-E firm of Dewberry and Davis on
15 March. The construction cost estimate for the track,
workout stations, and five-foot-high, vinyl-clad fence is

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25X1 \$164,000. A prebid meeting is scheduled for 1000 hours on
25X1 31 March. [redacted]

25X1 15. All OL employees interested in attending the
25X1 Logistics Conference on 16 and 17 May [redacted]

25X1 [redacted] should be on the lookout for applications from their
25X1 parent component. These forms should not be considered as
25X1 registration for the conference but only your desire to
25X1 attend. [redacted]

25X1 [redacted] Preference will be given to new employees and
25X1 those who have not recently attended a conference. [redacted]

25X1 The kickoff for this conference will be held in the
25X1 Hqs. Auditorium on 11 May, at 0930. Everyone is invited to
25X1 attend this session. [redacted]

25X1 16. A Reminder: The purpose of these weekly staff notes
25X1 is to inform Logistics careerists of highlights of events in
25X1 OL, with particular emphasis on the outstanding accomplishments
25X1 rendered by hundreds of employees. If you have any suggestions
25X1 for items which may be of interest to all OL employees, please
25X1 contact, Marie, Dawna, or Brenda [redacted]
[redacted]

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/P&TS

***** 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 Edward J. Maloney, Director of Office of Information Technology (OIT), dated 17 March 1988, the following OC Contracting Officers were commended for their fine group support provided to the Communications Program of OIT:

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[Redacted]

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[Redacted] Chief, General Procurement Branch, AGC, was acknowledged in a letter of appreciation, dated 25 February 1988, from [Redacted] Upward Mobility Program Manager (UPMO), and [Redacted] UPMO Program Assistant, for contributing her valuable time in support of the 1988 Upward Mobility Career Days. [Redacted]

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[Redacted] Interior Design Consultant for FMD, was recognized in a letter of appreciation, from [Redacted] Curator, Historical Intelligence Collection, dated 17 March 1988, for her fine support in the preparation and design of display cases and panels for exhibits at the Headquarters. [Redacted] stated that Carole places these wall hangings and heirlooms to achieve maximum viewing appeal and effect. Carole's position as Interior Design Consultant in OL and her service on the Fine Arts Commission make her advice and assistance on matters relating to the formulation, creation, and production of these varied displays highly valuable. [Redacted]

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[Redacted]

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