

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.

18 March 1988

1. The following two OL employees were presented with Sustained Superior Performance Awards on 16 March 1988:

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[redacted] was recognized for her outstanding contributions to the processing of requisitions for several sensitive Projects from 1 October 1986 to present. During this time, Karen served as the Senior Editor/Identifier [redacted]

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25X1

[redacted]

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[redacted] was recognized for her outstanding contributions in the processing of requisitions for several sensitive Projects from May 1987 to present. Margaret enthusiastically accepted the challenge of Junior Editor/Identifier in CSA, quickly learned the duties of the position and became a very productive employee. Margaret worked many long hours to insure that her work was accomplished in a timely manner. [redacted]

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2. Seventeen OL employees completed the fifth running of the OL Midcareer Course on 9 March 1988. Certificates were presented by the Director of Logistics at the Staff Meeting on 16 March 1988:

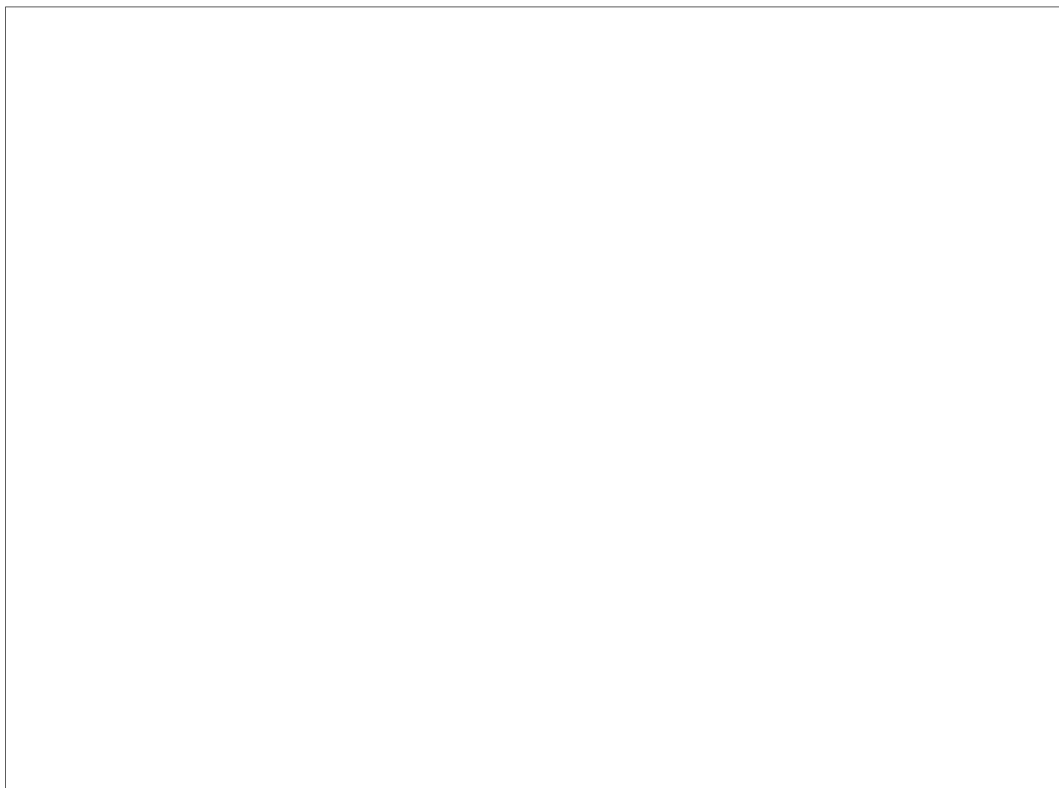
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[redacted]

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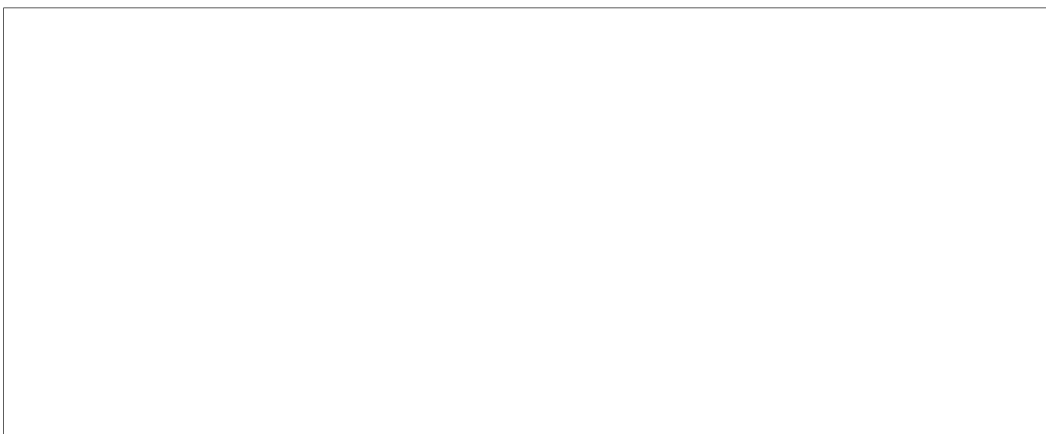
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3. The following OL reassignments were approved by the Logistics Career Board during the month of March 1988:

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4. On 15 March, the Office of Training and Education opened a "Self-Study Center" [redacted] for use by all Agency employees. All OL employees are encouraged to visit this center and provide any feedback on its potential use [redacted] to Marie, Dawna or Brenda on [redacted]. The Center will be open and staffed from 0900-1600 hours weekdays. A variety of books, audio and video programs will be available on topics such as interpersonal communication, public speaking, writing,

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computers, management, secretarial skills, foreign languages, and other subjects. A catalog will be disseminated and new materials will be added on a continuing basis. For more information on this Center, please contact, Office of Personnel's Training Officer, [redacted]

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5. Employees are reminded that the Office of Medical Services (OMS) annual Health Fair will be held on 24 and 25 March in 1J Corridor, Headquarters Building. The Fair exhibits include several from various OMS components as well as the American Heart Association, American Cancer Society, and the American Lung Association. [redacted]

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6. This week's Item of Interest from the New Building Projects Office, features, "A Walk Through the New Headquarters Building," as viewed by [redacted] Information Management Staff/DO. (Attachment B)

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9. The Building Services Branch, Facilities Management Division (BSB/FMD), is making a concerted effort in the Headquarters and outlying building supply rooms concerning appearance and availability of supplies. BSB is working with

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25X1 [redacted] to ensure that the quickest methods of receiving and delivery are employed. Supply Management Branch is also assisting BSB by allowing similar items to be temporarily pulled from stock when a delay is encountered with an item on order, with stock replenished when the order is received. We need comments, suggestions, and/or recommendations from all OL personnel regarding our support to the customer in this activity as well as all logistical services. [redacted]

25X1 10. On 9 March, FMD arranged for representatives from the Army Corps of Engineers to inspect the Headquarters dirt stockpile and remove a sample for testing. The Corps currently has a project requiring 3,000 cubic yards, with the possibility of needing additional dirt for several other projects in the area. Although this represents 300 truckloads of dirt, there will still be 100,000 cubic yards left. Since it would cost over half a million dollars to have the dirt removed, FMD is exploring other possibilities for its use. FMD has been in touch with a contractor in the area who might have a requirement for the entire stockpile. [redacted]

25X1 11. On 11 March, the Printing and Photography Division removed a 16mm motion picture camera from the 7th floor of the Headquarters Building. This camera has been used to acquire film footage of the New Headquarters Building (NHB) construction since June 1984. During the next 6 months, this raw footage will be used to generate a time-lapse production that shows the construction of the NHB in a 10- to 15-minute motion picture. [redacted]

25X1 12. If anyone has items which may be of interest to all OL employees, please contact, Marie, Dawna or Brenda, extension [redacted], so that these items may be included in our Staff Notes. [redacted]

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from NBPO

Attachment A

## \*\*\*\*\* 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] Upward  
25X1 Mobility Program (UPMO) Manager and [redacted], UPMO  
25X1 Program Assistant, dated 25 February 1988, [redacted] of  
Supply Management Branch/SD, was recognized for her  
25X1 contributions in support of the 1988 Upward Mobility Career  
Days. [redacted]

25X1 [redacted] Contracting Officer, OD&E/CS, was  
commended in a letter of appreciation, dated 11 January 1988,  
from Evan Hineman, Deputy Director for Science and Technology  
(DS&T), for the implementation of a special program involving  
competition among several contractors culminating with contract  
award within three months. Mr. Hineman stated that Dave's  
25X1 superlative performance directly led to the successful  
accomplishment of these activities for the DS&T. [redacted]

25X1 [redacted] an Allied employee, was recognized in a  
25X1 letter of commendation, dated 10 March 1988, from [redacted]  
25X1 [redacted] Deputy Chief, AL Division, Office of Leadership  
Analysis (LDA), for her performance of custodial services in  
25X1 the LDA offices. [redacted] said that [redacted] makes an  
extra effort to do a great job and LDA is truly appreciative of  
her fine efforts.

--WARNING NOTICE--  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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## ITEM OF INTEREST

Often times we are so wrapped up in our work that we fail to notice significant activities going on around us which absolutely amaze others. In discussing what the New Building Project Office (NBPO) would like to write about for this Item of Interest, we had such stimulating suggestions such as a description of the Building Management System (a computer controlled utility monitoring system), our plans for the large dirt pile near west lot, and a stirring discussion on how the automatic sprinkler system works!

Enough about those things that NBPO thinks are important and interesting. What do others who are not connected with the New Headquarters Building (NHB) project think is interesting and important when they go into the building for the first time? Our opportunity came when [redacted] from the Information Management Staff/DO (IMS/DO) asked for a tour of the NHB so that he might write an article about the NHB for the IMS Newsletter. Following is the second part of a two-part article by [redacted] describing those things he noticed as he walked through the NHB:

A WALK THROUGH THE NEW HEADQUARTERS BUILDING

"The 'dry wall' man on the two-foot high aluminum stilts lumbered across my field of vision like a Spielberg character from Star Wars. A light coating of plaster dust covered his cap, goggles, and respirator, adding to the illusion. Four stories above the atrium floor, the silhouette of birds could be seen as they darted across the green-tinted arched skylight. Before the end of the afternoon, my long-awaited tour revealed the sights, sounds, and marvels (including 'The Magic Kingdom') during a walk through the New Headquarters Building (NHB).

"Our odyssey started after I donned the obligatory hard hat and followed [redacted] Deputy Chief of the New Building Project Office, through the ground floor plastic curtains that separate the old building from the new. Several sensations hit me at once: the noise level had declined to a whisper; a 'new-car smell' permeated the air; and the lighting was subdued.

"Passing six extra-wide loading bays on the North Dock (there is a similar number on the South Dock), we wandered through 'acres' of Office of Technical Service (OTS) space that will house laboratories for printing, photographic, bindery, carpentry, chemical analysis, and other purposes. The most intriguing space in the OTS complex was a large room with a raised floor. Dubbed 'The Magic Kingdom,' OTS will install visual design, electronic publishing, audio-visual, and other computergraphics capabilities in this room.

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"Trudging up much wider stairwells, we passed through [redacted] (more later) and into the 'public' area of the NHB, the atrium. Crunching through the thin layer of plaster that protects the terrazzo floor, we examined the 'open-faced' escalators that will whisk people to each level in the atrium. (Each tower will contain a freight elevator and four passenger elevators.) The Office of Information Technology has a three-storied computer center in the space behind the escalators. The atrium will also contain a museum for the Agency's historical intelligence collection and perhaps a small Employee Activities Association outlet.

"Dodging stilt walkers, painters, and electricians, we headed for the classified (non-public) area of the first floor. To get there, we had to walk through a 'wave guide.' Envision the following architecture: two six-story towers (North and South), both of which consist of totally [redacted] office space. [redacted]

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"Back into the secure North Tower by way of the ground-level atrium wave guide, Andy and I wandered through space designated for the Directorate of Intelligence and OTS. Corridors in the towers are not as wide as those in the original building; however, appointments in individual offices, including 'portable' power outlets under raised floors, modern restroom facilities, and occasional pastel walls, combine to make this a handsome building, indeed. Some offices had striking views of the courtyard and the terraced atrium roof line which will overflow with shrubbery and flowers, once landscaped. Walking to the end of a corridor, Andy opened a metal door and we stepped out on a catwalk. Both towers have green-tinted glass curtains on the exterior walls that are as functional as they are decorative. They trap warm air from the sun in the winter and, in the summer, dampers on the roof are opened creating a natural draft that draws hot air up and out.

"Construction in the South Tower lagged somewhat, but that was to be expected when one considers that the North Tower went up first. The enormity of each floor was underscored during the tour of the South Tower, since many of the interior walls had not been erected. On the way down to the ground floor (and the end of the tour), we stopped at the upper level in the atrium, under an immense green-tinted glass barrel arch. This area, which exits directly to the upper West parking deck, has been designated as a major entrance to the Headquarters building complex. After parking and walking to the top parking deck, visitors will enter the building and pass between a colonnade of green marble pillars before approaching the

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receptionist's desk. The Office of Security's polygraphers will also set up shop in this area. Employees fortunate enough to be assigned to the New Headquarters Building will discover that West Lot has become a prime parking location.

"Landscaping around the perimeter of the building and the excavation of dirt mounds in the vicinity of West Lot will complete the Headquarters Expansion Project.

"If the legend about the displaced groundhogs, chipmunks and squirrels were true, I somehow think that they would give the 'thumbs-up' once the New Headquarters Building is complete."

See what we mean? An NBPO engineer would not see the wallboard man as a Spielberg character, we would look right past him, probably commenting that the drywall needed to be sanded better. We would not be intrigued by the wave guide, only worrying whether the contractor installed the special shielding properly. We probably wouldn't have noticed the birds through the atrium skylight, only that the glass pane on the left needed to be cleaned.

No matter whether we are in NBPO or some other area of Logistics, we need to stop, step back, and take a look at what we are doing and try to see what others see. We owe it to the people we provide services to and we owe it to ourselves. Thanks  we needed that!

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