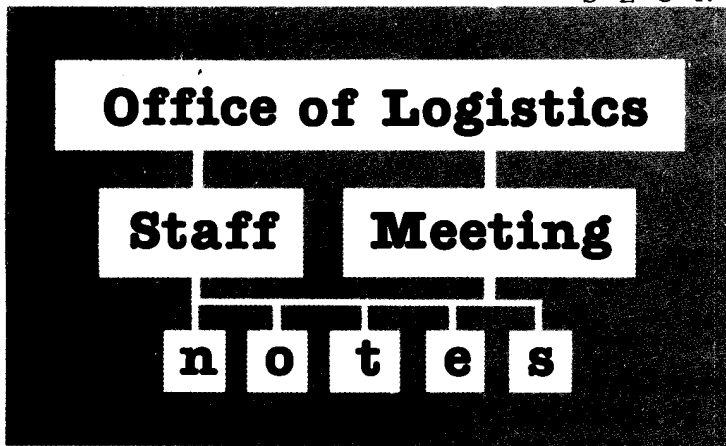


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Listed below are the topics that were discussed at the D/L Staff Meeting on 11 Mar 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

14 March 1988

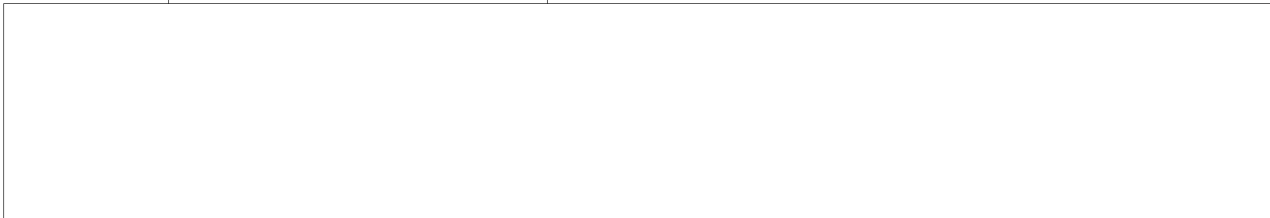
1. The Office of Logistics (OL) wishes to welcome its newest employees:

25X1



Real Estate and Construction Division
 Printing and Photography Division

25X1



3. The Headquarters Supply Room is posting information concerning due-in dates, controlled items, and general stock information to better inform/satisfy our customers concerns and needs. The Building Services Branch will be canvassing comments or suggestions from the external building customers. If OL employees have any suggestions regarding the enhancement of services in our Supply Room, please contact [redacted] immediately [redacted]

25X1
25X1

4. Facilities Management Division (FMD) has received a specially commissioned bronze plaque honoring employees who lost their lives serving with various proprietary airlines in Asia. Pending special dedication instructions from Protocol, FMD will place the plaque on the wall opposite the Security Duty Office in the 1-E corridor of Headquarters. [redacted]

25X1

5. FMD received the preliminary study from the Dicon Architects and Engineers for the new road connecting the Motor Pool with the Scattergood-Thorne property, thus allowing Security Protective Officers easy access to patrol the area. The road will be located in front of the Motor Pool, near the existing trailers.

25X1



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S E C R E T

OL Staff Notes - 11 March 1988

25X1 6. This week's Item of Interest from Budget and Fiscal Branch features, "Travel Entitlements for OL Employees [redacted] (Attachment B)

25X1 7. Personnel from BSB have initiated contact with representatives from the Office of Scientific and Weapons Research (OSWR) to prepare for OSWR's move to the New Headquarters Building in August. A "Move Handbook" is being prepared and it will be distributed to each OSWR employee sometime in May. This handbook will provide procedures and guidelines in order to make the move as efficient as possible. Logistics personnel assigned to external components which are slated to move should be in contact with [redacted] very early in the process. [redacted]

25X1 8. Do you have a copy of the OL "Yellow Pages?" Do key individuals in your component have this very useful publication? Please contact Marie in IMSS, [redacted] [redacted] for copies.

25X1 10. The Agency had its most successful Combined Federal Campaign (CFC) this year. Donations exceeded \$480,000, which is 104% of our goal of \$460,000. [redacted]

11. Following are upcoming dates of importance to all OL employees:

25X1 21 April, 1000 hours, OL Quarterly, Hqs Auditorium
 22 April, 1000 hours, OL Quarterly, [redacted]
 25X1 11 May, 0900 hours, Kickoff to Log Conference, Hqs. Auditorium
 16 and 17 May, Logistics Conference [redacted]

25X1 Details on these events will be forthcoming. [redacted]

Attachments

- 25X1 A. One Individual Can Make a Difference
 B. Item of Interest from OL/B&F
 C. Brochure on [redacted] Conference

S E C R E T

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 [redacted] of the Motor Pool was commended in a
 25X1 letter of appreciation, dated 3 March 1988, from [redacted]
 25X1 [redacted] Chief, European Division [redacted] for the transportation
 25X1 services he provided [redacted]
 25X1 [redacted] said Merlene's prompt attention and good service
 25X1 [redacted]

25X1 In another memorandum, dated 18 February 1988, from James
 25X1 [redacted] Chief, Support [redacted] of the
 25X1 Motor Pool, was commended for his fine assistance in the
 25X1 transportation services he provided [redacted]
 25X1 [redacted]

25X1 [redacted] Mail and Courier Branch, was
 25X1 recognized in a memorandum of appreciation, dated
 25X1 19 February 1988, from [redacted], Chief, Registry,
 25X1 Central Cover Staff, for the exceptional job he does in
 25X1 providing mail service to the Central Cover Staff. [redacted]
 25X1 stated that [redacted] is security minded, careful in handling the
 25X1 mail, motivated, polite and performs his duties with ease and
 25X1 good humor. [redacted]

25X1 [redacted] of the Facilities Management
 25X1 Division, were commended in a letter of appreciation dated
 25X1 15 January 1988, from [redacted] Deputy Chief, South
 25X1 America Division/ALA, for their outstanding support in ALA's
 25X1 move. [redacted]

25X1 [redacted], Logistics Officer, was commended in a letter
 of appreciation, dated 4 March 1988, from Hugh E. Price,
 Director of Personnel, for the variety of services she
 provided, including the procurement of equipment and supplies,
 movement of furniture and educational material, and the setting
 up of rooms in support of the Retirement Task Force. Without
 Karen's assistance, the counseling facility established in the
 Headquarters library would not have been successful in
 25X1 assisting [redacted] employees. Mr. Price said that despite short
 25X1 deadlines, Karen always managed to meet the Task Force's needs
 and did so with imagination, efficiency and good humor. [redacted]

25X1

S E C R E T

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