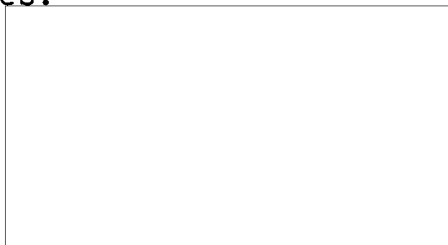


Listed below are the topics that were discussed at the D/L Staff Meeting on 2 Mar 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

4 March 1988

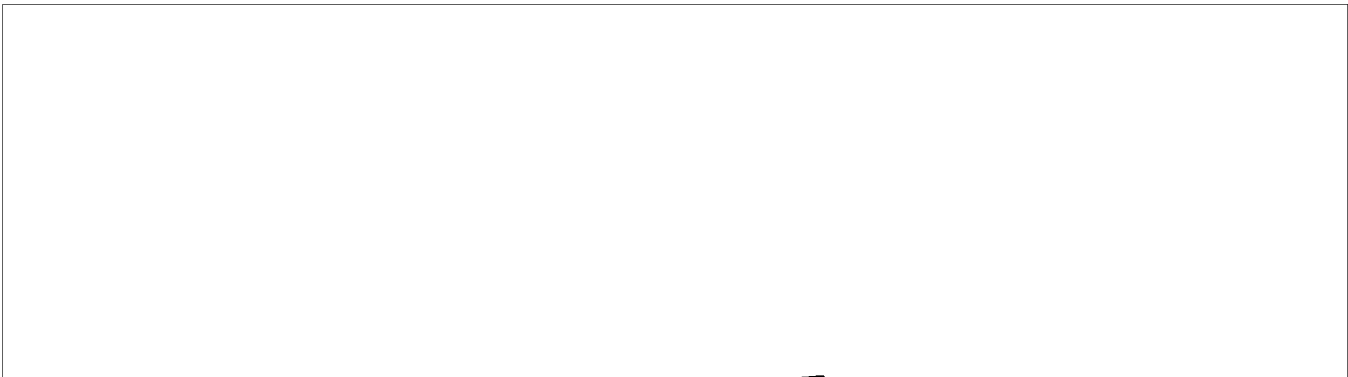
25X1 1. From the D/L's Corner: During the past month, I have been particularly pleased and gratified by the candid discussions which we had at the Logs Conference [redacted] and the sessions held with the participants in the OL Midcareer course [redacted]. Many excellent ideas came from the OL careerists which we will pursue. Free and open communication is indeed the cornerstone to our success. Speaking of communications, every OL employee should have received by now his/her copy of the "Employee Personnel Profile," January 1988, which contains detailed information about evaluation panels, the Logistics Career Board, training, etc., as it pertains to each individual. We desperately seek feedback regarding your reaction to this booklet and what you would like it to contain in the future. As you have heard many times, it's your career service, you have a responsibility to help us make it the best in the Agency! [redacted]

25X1 2. The Office of Logistics (OL) wishes to welcome its newest employees:



Procurement Division  
 Procurement Division  
 Facilities Management Division  
 Facilities Management Division  
 Facilities Management Division  
 Supply Division  
 Procurement Division [redacted]

25X1 3. Congratulations are in order for the following OL employees assigned [redacted] who were promoted on 28 February 1988:



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OL Staff Notes - 2 March 1988

25X1 4. On 29 February 1988, [redacted] Supply Assistant, was presented the Certificate of Distinction award in recognition of her exceptional achievement and devotion to duty during her 18 years of service with the Central Intelligence Agency. Kay's career with the Agency began in 1970. In 1971 she entered 25X1 Supply Division and was assigned [redacted]. From 1971 to 1981, Kay worked in various Supply Clerk and Supply Assistant positions. In 1981, she applied for and was accepted to fill a Supply Assistant position at AMCA. Since assuming that position, Kay's performance in each assignment has been characterized by hard work, determination, and a professional "can-do" attitude. Her cumulative record of outstanding service throughout her career 25X1 upheld the highest standards of the Agency and the Office of Logistics. Kay retired on 28 February 1988. [redacted]

5. Mr. Henry P. Mahoney, Associate Deputy Director for Administration, presented Employee of the Quarter awards on 23 February to the following seven OL employees in recognition of their significant contributions made during the first quarter FY 88. (See Attachment C):

25X1 [redacted] Project Manager for the External Buildings Operations Branch, RECD, is responsible for maintenance, repairs, and major renovation projects at eight external buildings. Because of understaffing, Joe had to assume additional duties. He has responded in a remarkable manner. His efforts in the areas of major renovations and construction projects totaling over a million 25X1 dollars in the [redacted] buildings are being completed on schedule. His "can-do" attitude 25X1 has earned him the Employee of the Quarter award. [redacted]

25X1 [redacted] Photo Technician, Printing and Photography Division, operates various sensitive and complex photographic laboratory equipment which reproduces requirements for operational and current intelligence. During the first Quarter, Delores served as a Section Leader, providing training to her section's apprentice technicians. Because of her initiative, creativity, and guidance, the section met all of its requirements. The valuable 25X1 contributions Delores has made to P&PD during the quarter were particularly noteworthy. [redacted]

25X1 [redacted] a Courier in the Facilities Management Division, is assigned to Ames Building where he supports the Office of Information Technology and the Office of Personnel. He is the branch focal point for the mail shuttle which runs out of Headquarters. Eric has proven to be a versatile employee who is very knowledgeable in sorting, logging, running the DAC and Laser Fax. He has been commended for his service to customers because he 25X1 willingly takes the extra step to do a first-rate job. [redacted]

OL Staff Notes - 2 March 1988

25X1 [redacted] is a part-time training assistant in Personnel and Training Staff. During the First Quarter, the Staff experienced a 40-percent increase in processing Internal and External Training Requests over the same period last year. This equates to handling 200 external requests and 560 internal requests. In addition to this increase in her workload, the Letts Computer System came on line and Mary worked late hours including weekends to update all of the employees' training records. Through her efforts and dedication, Mary has been instrumental in the success of the Letts system. [redacted]

25X1

25X1



25X1 [redacted] serves as a Contracting Officer, Contracts Staff/ORD. Bob is responsible for negotiating and administering 175 contracts, a workload which is in excess of 40 percent of the total office complement of contracts. During the end of Fiscal Year activities he provided exceptional support in the planning, evaluation and negotiation of a major competitive procurement for the development of a system in support of the Counterterrorism Center. Bob met critical deadlines above and beyond the demands of his daily workload. He worked many extra hours and Bob's work testifies to his value to OL and the Agency. [redacted]

25X1

25X1 [redacted] has been with the Data Control Branch, SD since October 1985. She spent three months at Printing and Photography Division, two months [redacted] and is now assigned to the Information Management Staff/DO to assist with their backlog of property accountability. In December she went to AMCA to assist in the setting up and loading of data into the new field computer system. This entailed many hours of overtime. Carol is a dedicated and dependable employee who is willing to serve wherever needed. [redacted]

25X1

OL Staff Notes - 2 March 1988

25X1 6. [redacted] formerly of [redacted]  
25X1 [redacted], now retired, received an Exceptional  
25X1 Accomplishment award on 2 March 1988, for the outstanding support  
25X1 provided during his extended TDY [redacted], during the  
25X1 period 4 June through 26 July 1987. During this time, Bud  
25X1 contributed significantly to the smooth and efficient relocation  
25X1 effort [redacted] to the new facility. He worked evenings and  
weekends and his team spirit maintained the high morale necessary  
during this move. The Station implemented many of his ideas  
regarding building modifications, space utilization, organization of  
equipment and supplies. Bud's experience and expertise proved  
25X1 invaluable and he is a credit to OL. [redacted]

25X1 7. This week's Item of Interest from Supply Division, features  
"The Conversion of the Federal Automated Requisitioning System."  
(See Attachment B) [redacted]

25X1 8. The Employee Benefits Statement for Agency employees is once  
again being printed by the Printing and Photography Division (P&PD).  
The job consists of printing the covers for the statement and binding  
the text. The printing will be completed in the near future.  
[redacted]

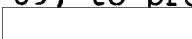
25X1 9. Mr. Lawrence Ludtke, sculptor of the statue of Major General  
William Donovan, advises that the casting molds for this statue have  
been transferred to the Tallix Foundry in Beacon, New York. It is  
now estimated that the statue will be delivered and placed in the  
25X1 Headquarters Lobby in August 1988. [redacted]

25X1 10. The Interior Design Staff organized the posting of the  
photography show, "Women Look at Women," borrowed from the Library of  
Congress. The display can be seen in the Exhibit Hall of  
25X1 Headquarters from 1 to 31 March. [redacted]

OL Staff Notes - 2 March 1988



25X1



13. The Building Services Branch (BSB) has reviewed administrative supplies for slow-moving items to be purged from stock, and they are also studying requirements for new products required in line with the 80's and 90's. BSB is adding a customer suggestion box in the Headquarters Supply Room, GK-69, to provide more opportunity for feedback from the customers. 

25X1

25X1

14. The newly renovated  Cafeteria opened for full service on 25 February. The Virginia Business Opportunities for the Blind (VBOB), who operates the cafeteria, is in the process of adding items to the service line as per the Agency's requirements document that was sent to the General Services Administration. 

25X1

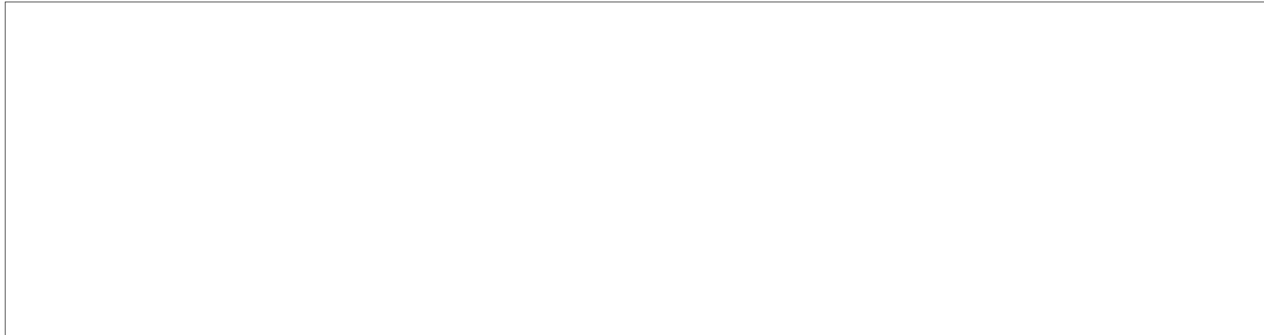
**Attachments**

- A. One Individual Can Make a Difference
- B. Item of Interest
- C. Employee of the Quarter Awards

**\*\*\*\*\* 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



25X1

25X1

25X1

25X1

[redacted] General Procurement Branch, PD, was commended in a letter of appreciation, dated 1 March 1988, from [redacted] Chief, Selection and Evaluation Branch, OMS, for her contract work with various psychological test publishing companies. [redacted] stated that Anita is a highly dedicated, competent, pleasant, and resourceful Agency employee. [redacted]

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*Office of Logistics*

*Employees  
of the Quarter*

*Awards Ceremony*

*1st Quarter FY 1988*



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