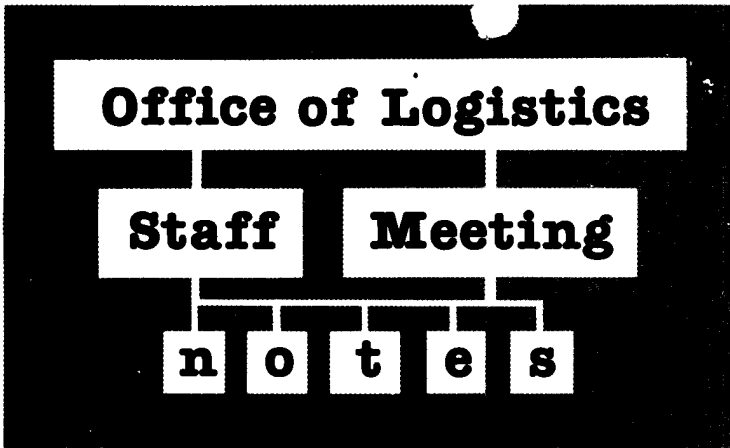


[Handwritten initials]



Listed below are topics of interest for the week of 29 Jan 1988.

29 January 1988

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

25X1



25X1

3. [redacted] Logistics Officers, were presented sustained Superior Performance Awards on 22 January 1988 for their exceptional accomplishments in the move of the Office of Development and Engineering/DS&T [redacted] [redacted] during 27 June through 29 July 1987. Both of these individuals are assigned to the Administrative Services Division of the Management Services Group, OD&E. [redacted]

25X1

25X1

4. Two Printing and Photography Division (P&PD) employees were presented Quality Step Increases on 27 January 1988:

25X1

[redacted] was recognized for her outstanding performance in the Photography Branch of P&PD. Gloria

25X1



~~SECRET~~

OL Staff Notes - 29 January 1988

has constantly demonstrated a remarkable degree of innovation, talent, versatility, and dedication. She not only knows her chosen field, but has the innate capacity to teach what she knows to others. In addition, Gloria has successfully completed an assignment with the OL Flying Squad. Gloria has always completed her assignments with the highest degree of efficiency.

25X1

25X1

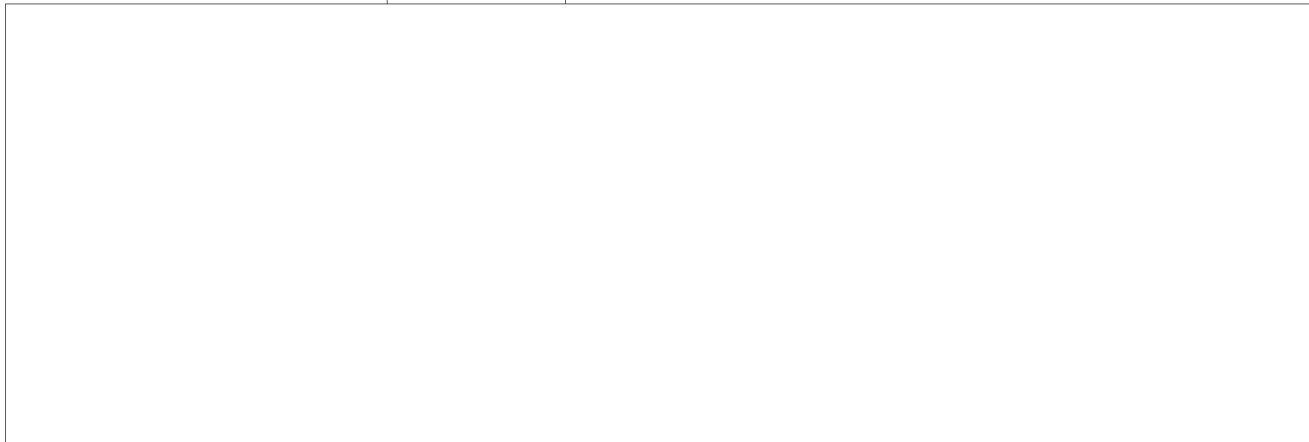
was recognized for her superior performance in the Design and Presentation Center. She has been an extremely creative graphic arts designer who products are both original and effective. Over the years she has acquired a thorough knowledge of all aspects of her field (publications design, conventional art, computer graphics, exhibitions, etc.). She has shared her expertise with other artists. Linda has exhibited an extremely high degree of dedication throughout her career. Her performance is a credit to OL!

25X1

5. The pouring of concrete has resumed at the new South Loading Dock. Approximately half of the new retaining wall in that area has been completed and additional concrete will be poured next week.

25X1

25X1



8. The Item of Interest (See Attachment B) for this week from Security Staff, OL, features an article on the Security Reinvestigation Program.

25X1

9. Attachment C contains the listing of the February Visitations.

25X1

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/SS
- C. February Visitations

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 Facilities Management Division was the
 25X1 recipient of a letter of appreciation, dated 22 January 1988,
 25X1 from [redacted] Chairman, Human Resource Modernization and
 25X1 Compensation Task Force, for his excellent support during the
 25X1 past year. [redacted] stated that Dave's assistance with visual
 25X1 aids helped to establish employee understanding of the proposed
 25X1 new system of personnel management and compensation for the
 25X1 Agency. [redacted]

25X1 In a letter of appreciation dated 21 January 1988, from
 25X1 [redacted] IMS/DO,
 25X1 [redacted] of the Mail and Courier
 25X1 Branch, Facilities Management Division, OL, were recognized for
 25X1 their contributions in the delivery and pick-up of classified
 25X1 material for Archives during 1987. [redacted] said that these
 25X1 individuals cheerfully responded to the needs of the Branch and
 25X1 always acted in a professional and courteous manner. [redacted]

25X1 In a memorandum, dated 30 December 1987, from
 25X1 [redacted] Chief, Graphics and Identity Transformation
 25X1 Group, Office of Technical Services (OTS), [redacted]
 25X1 [redacted] Logistics Officers assigned to OTS,
 25X1 were commended for their significant contributions in helping
 25X1 set up the computer graphics facility in an overseas station
 25X1 and establishing the secure communications link to
 25X1 Headquarters/OTS. [redacted]

25X1 The Printing and Photography Division was acknowledged in
 25X1 a letter of appreciation dated 28 January 1988, from [redacted] 25X1
 25X1 [redacted] Deputy Director for Employment, Office of Personnel,
 25X1 for their efforts in the printing of the personal history
 25X1 statement. Also commended was [redacted] P&PD, for the
 25X1 professionalism demonstrated in expeditiously handling this
 25X1 request. [redacted]

25X1 [redacted] Logistics Officer, OTS, was commended in a
 25X1 letter of appreciation, dated 19 January 1988, from [redacted] 25X1
 25X1 [redacted] Chief, [redacted] OTS, for her support
 25X1 in the logistical and transportation efforts for the OTS annual
 25X1 conference. [redacted] said that many changes were necessary
 25X1 due to the bad weather and Joyce responded immediately and
 25X1 cheerfully. In addition, a separate letter, dated
 25X1 11 January 1988, was received from [redacted] Director
 25X1 OTS, commending Joyce and her Staff for the superb work done
 25X1 for this conference. [redacted]

~~SECRET~~

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ATTACHMENT C

OL VISITATION SCHEDULE

February 1988

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	DD/L	D/OF	1 Feb 88
	C/P&PD	EO/OP and Logs Officer	4 Feb 88
STAT	C/PMS	[] and Logs Officer	4 Feb 88
	C/PD	[] and Logs Officer	9 Feb 88
	C/IMSS	C/DCG/CS and Logs Officer	11 Feb 88
	PE	General Counsel and Admin	17 Feb 88
STAT	C/FMD	[] and Logs Officer	18 Feb 88
	PE	D/OSWR and Logs Officer	19 Feb 88
STAT	C/RECD	[] and Logs Officer	19 Feb 88
	D/L	[] and Logs Officer	22 Feb 88
	C/PD	[] and Logs Officer	22 Feb 88
	C/FMD	C/OD&E/AS and Logs Officer	23 Feb 88
	EO	D/EURA and Logs Officer	24 Feb 88
	C/SD	C/OTS/SS and Logs Officer	24 Feb 88
	D/L	C/ATF and Logs Officer	25 Feb 88
	EO	D/OSO and Logs Officer	25 Feb 88
	C/IMSS	C/NESA/AS and Logs Officer	25 Feb 88
	DD/L	D/OTE and Logs Officer	26 Feb 88
STAT	C/RECD	[] and Logs Officer	26 Feb 88
	C/P&PD	[] and Logs Officer	TBD
	C/PMS	[] and Logs Officer	TBD