

Listed below are the topics that were discussed at the D/L Staff Meeting on 20 Jan 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.

22 January 1988

REMINDER

The next OL Quarterly will be held on 23 February, 1000 hours, in the Headquarters Auditorium, and 24 February, 1000 hours, [redacted]. These sessions are held for the benefit of all OL employees, and we encourage all to attend that session which is most convenient for you. The agenda is listed as Attachment B.

1. Please note that [redacted] the OL Assistant Executive Officer, can now be reached [redacted]

2. The following OL employees were presented with Special Achievement Awards on 14 January 1988 by the Near East Division (NE), DO, for their roles in providing logistical support for [redacted]

~~SECRET~~

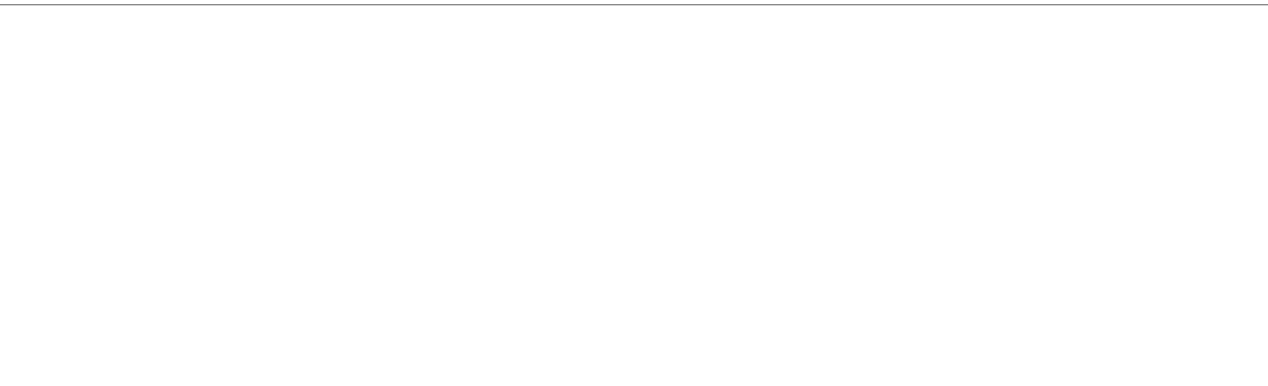
OL Staff Notes - 20 January 1988

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3. The following two OL employees were presented Sustained Superior Performance Awards on 20 January 1988:

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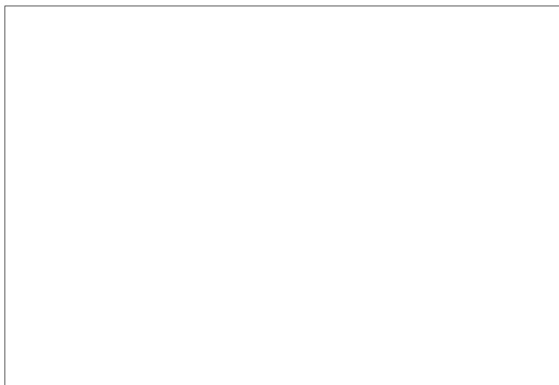
[redacted] Chief, Inventory and Audit Section (I&AS), Operations Support Branch, SD, was rewarded for her performance during November 1986 through November 1987. Janet is responsible for conducting physical inventories of stock at [redacted] and associated storage facilities, verifying exact counts against recorded balances in the Inventory Control System (ICS). She initiated a location verification procedure that has proven valuable in finding available warehouse space. Janet was faced with shortages of personnel, yet she performed with a high degree of dedication and conscientiousness.

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4. The following individuals of the Transportation Management Branch, [redacted] Supply Division, OL, received Exceptional Accomplishment Awards on 22 January 1988 for their sustained superior performance during the period June through November 1987.

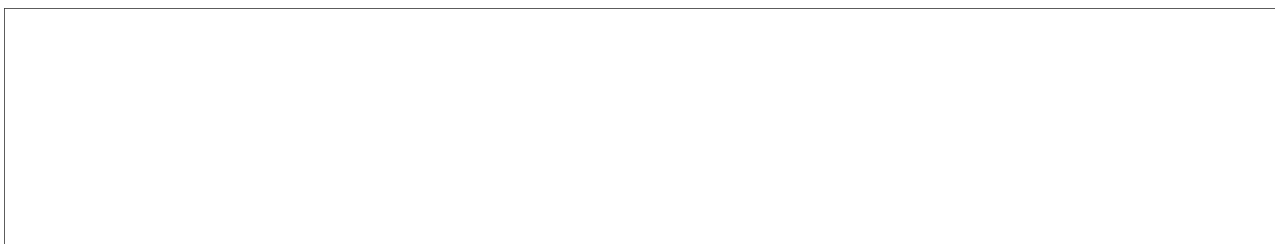
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5. On 14 January, preliminary plans for the Saville Lane jogging track were submitted to the Facilities Management Division (FMD) by the design firm of Dewberry & Davis. FMD has directed that two minor modifications be made which will relocate the entrance to the trail closer to the Security Control Center and visually screen the trail from Route 123.

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6. During this reporting period, a permanent exhibit of historical material depicting the Langley/McLean area from colonial times to the early 1900's was designed and installed in the Visitors Control Center under the supervision of the Interior Design Staff, OL.

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7. The Office of Information Resources (OIR), DI, has requested that the Mail and Courier Branch (M&CB), OL, assist in sorting and distributing magazines to Agency customers. Magazines which were previously identified and disseminated by OIR, have now been contracted to an outside vendor. The magazines will be separated and bundled according to the office which is to receive them. The M&CB will then deliver the magazines as coded by OIR and the vendor. This practice will allow recipients to receive magazines quicker since OIR will be eliminated from the distribution cycle.

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9. The temporary move of the Map Services Center, Office of Information Resources,

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Personnel and equipment have been relocated to the new locations and the Library is operational, having experienced very little downtime during the entire move. Work on the new facility is on schedule for an end of April 1988 occupancy.

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Attachments

- A. One Individual Can Make a Difference
- B. Agenda of OL Quarterly

\*\*\*\*\* 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:

The following OL individuals were recipients of a letter of appreciation, dated 21 December 1987 from [redacted]

[redacted] for their fine support in a successful National exercise.

[redacted] said that the commitment and dedication of these individuals to the Agency is highly commendable:

[redacted]

[redacted], Safety Officer, [redacted] was commended in a letter of appreciation, dated 29 December 1987, from [redacted] Chief, Safety Division, OMS, for his excellent report submitted on [redacted] Safety and Health Program for FY 87. [redacted] said that many of the activities conducted or planned are suitable for the CIA Annual Report to the Secretary of Labor. [redacted]

The Packing and Crating Section (P&CS) [redacted] and [redacted] Chief, P&CS, were commended in a letter of appreciation, dated 13 January 1988, from [redacted] Chief, Near Term Engineering/Program Office, OTS, for their cooperation in the expeditious packing of the Photo/Video

[redacted] and her Section premium packed the [redacted] on a priority basis in less than two hours. [redacted]

[redacted]

S E C R E T

AGENDA

OL QUARTERLY - 1st QUARTER FY 1988

Tuesday, 23 February 1988, 1000 hours - Headquarters Auditorium

Wednesday, 24 February, 1000 hours

[Redacted]

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Introduction

[Redacted]

D/L

Presentation of OL Employee of the Quarter Awards

Henry P. Mahoney, ADDA

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What is Supply Management Branch?--Where does it fit?--Why should I know anything about it?--Do's & Don'ts of Processing Requisitions--Volume of business

[Redacted]

OL/SD/SMB

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Update on Integrated Logistics Support Plan (ILSP)--Cafeteria Expansion

[Redacted]

OL/FMD

25X1

Foreign Buildings Operations - What? How? When? Why?

[Redacted]

OL/RECD

25X1

Personnel Matters

[Redacted]

C/P&TS/OL

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Update on OL Activities--1st Qtr FY 88

[Redacted]

C/IMSS/OL