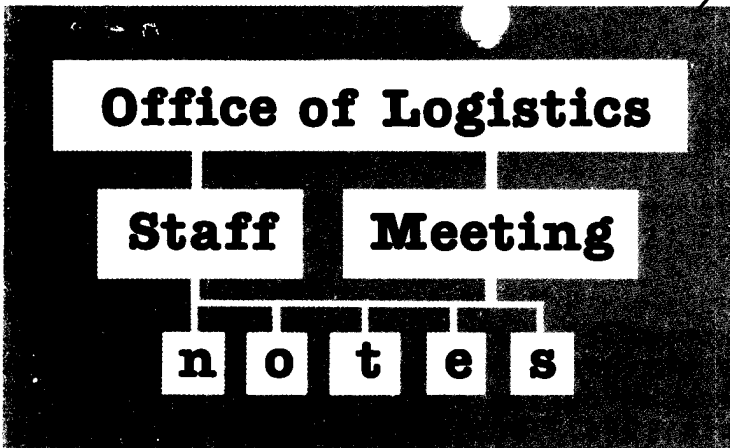


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Listed below are the topics that were discussed at the D/L Staff Meeting on 13 Jan 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

19 January 1988

1. a. The following Logistics Assistants assigned to the Equipment Management Section, Operations Support Division, OTS, were presented with Exceptional Accomplishment Awards on 13 January 1988:

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[redacted], was recognized for her contribution to the OTS [redacted] Program during the period May 1987 to present. Cindy eagerly participated in all the tasks associated with the operation of the section, including packing, shipping, documentation, recordkeeping and inventory. She accomplished all of these jobs in an extraordinary manner with a high degree of dedication and conscientiousness.

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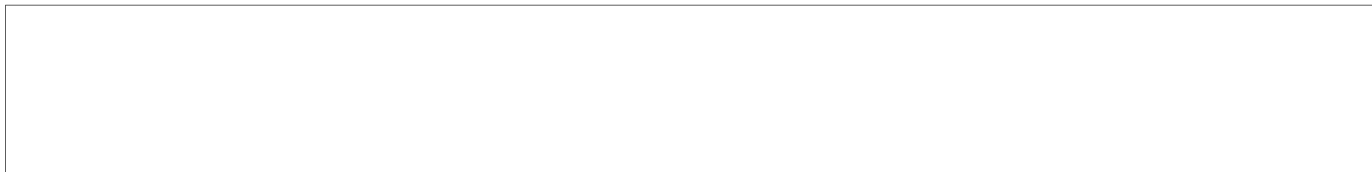
[redacted] was rewarded for his contribution to the OTS [redacted] Program during the period September 1986 to present. During this time John participated in all the tasks associated with the operation of the section, involving parking, shipping, documentation, recordkeeping and inventory of all [redacted]. He also performed in an exemplary fashion.

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[redacted] was recognized for her contribution to the OTS [redacted] Program during the period August 1984 through October 1986. During this time Michelle sustained a quality performance in all

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OL Staff Notes - 13 January 1988

tasks associated with the running of the section. Her "can-do" attitude ensured the smooth running of this program.

25X1 [redacted] was rewarded with an Exceptional
25X1 Accomplishment Award for his contribution to the OTS
[redacted] Program during the period
October 1984 through April 1986. During this time he
involved himself in all the tasks associated with the
operation of the section, including packing, shipping,
documentation, recordkeeping and inventory of
equipment. His performance was highly commendable.

25X1 [redacted] was recognized for his work during the
25X1 period January 1985 through May 1987. Tommy's
contribution in support [redacted] logistics
operation was impressive. He participated in all the
tasks associated with the operation of the section,
including packing, shipping, documentation,
recordkeeping and inventory. His work was very
effective and a credit to OL.

25X1 b. [redacted] Logistics Officer, was presented with
a Special Achievement Award for her exceptional performance for
her work while assigned to the the Equipment Management
Section, Operations Support Division, OTS, during the period
October 1985 to October 1987. Judy was commended for her "can
do" attitude and her ability to undertake and successfully
complete any task from supervising night moves to procuring
support items for the staff. She consistently made an extra
effort to provide the best possible service in a courteous and
professional manner.

25X1 The performance of these six employees further emphasizes
the importance of effective team work among OL personnel and
the value of their support to the success of the Agency's
mission. They are all collectively a credit to OL! [redacted]

25X1 2. Copies of the Employee Benefits Survey have been
mailed to all employees at Headquarters locations, and the
return rate is quite impressive. Because employees may have
changed jobs since the survey labels were printed, it is
possible that certain Headquarters-area employees may not have
received a copy of the survey at their latest address. If you
have not received your copy, please contact OL/Personnel and
Training Staff [redacted]

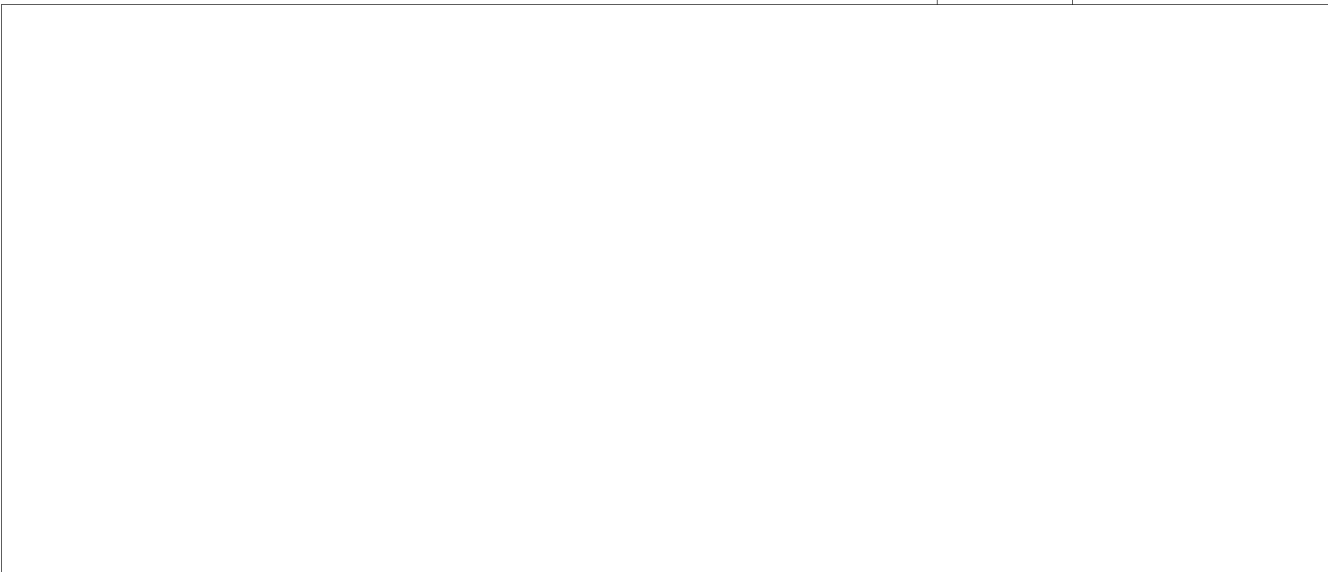
25X1 3. The OL relocation of the Map Services Center, Office
25X1 of Information Resources (OIR), [redacted]
[redacted] is on schedule.
Between 6 and 9 January, OL personnel reconfigured material in

OL Staff Notes - 13 January 1988

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[redacted] to accommodate the map library; on 10 January, packing of OIR material [redacted] was completed; and on 11 January movement of this material began. The relocation is expected to be complete by 18 January with mop-up and final Office of Information Technology work completed by 20 January. Construction of the new location [redacted] is proceeding on schedule for an April 1988 move. [redacted]



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6. In anticipation of the 8 January snow storm, the Motor Pool, FMD, implemented its snow emergency plan at the close of business 7 January and was able to meet all of the transportation requirements the following day. Seven couriers reported to work on 8 January and made essential deliveries and pickups to the Departments of State, Treasury, the Executive Office Building and to the Pentagon. The Agency's appreciation is extended to all OL employees involved in this effort. A job well done! [redacted]

25X1

7. The 'Secretary of the Year' award is a highly visible 'Thank You' to the indispensable cadre of Agency personnel in the secretarial field. Although only a small percentage of these individuals are honored each year, a nomination for this award is a unique way for supervisors to show their appreciation for superior performance. This year's deadline is 18 January. Contact the Personnel and Training Staff/OL on [redacted] for details. [redacted]

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8. The Office of Personnel announced that the January Career Training class consists of [redacted] employees. Participants [redacted]

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25X1 9. Attachment B contains an article on the OL Midcareer Course, which was completed by the participants in the course.

Attachment

- A. One Individual Can Make a Difference
- B. OL Midcareer Course Article

***** 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 Printing and Photography Division (P&PD), and [redacted] Production Manager, P&PD, were recipients of a letter of appreciation, dated 29 December 1987, from

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[redacted] Special Counsel to the Director, for their fine support in the production of Special Counsel's report.

[redacted] stated that the resulting product reflects the professionalism of P&PD and also of Joe. [redacted]

In separate letters of appreciation, dated 16 December 1987, from [redacted]

[redacted] Printing and Photography Division, and [redacted] [redacted] were each commended for their outstanding professional contributions in the execution of a major [redacted] operation during August 1987.

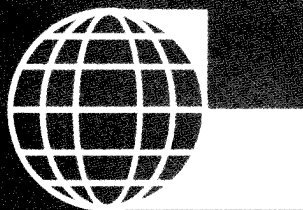
[redacted] stated that these individuals made crisp decisions on the spot, troubleshooting problems before they became "show stoppers". The success of this operation is attributed to their professional skills and enthusiasm. [redacted]

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OFFICE OF LOGISTICS



MIDCAREER COURSE IV

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