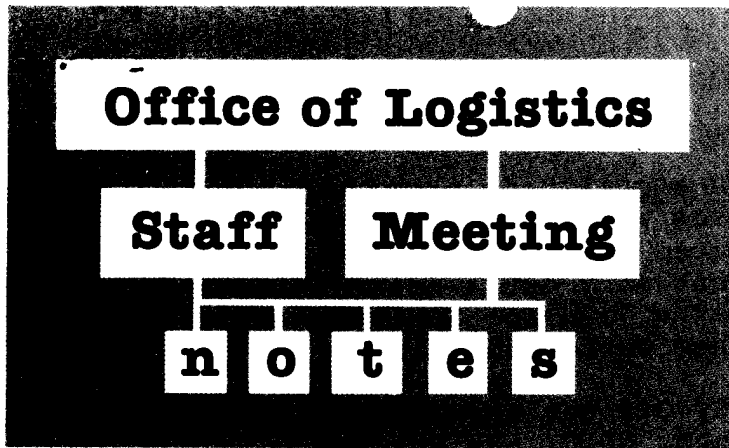


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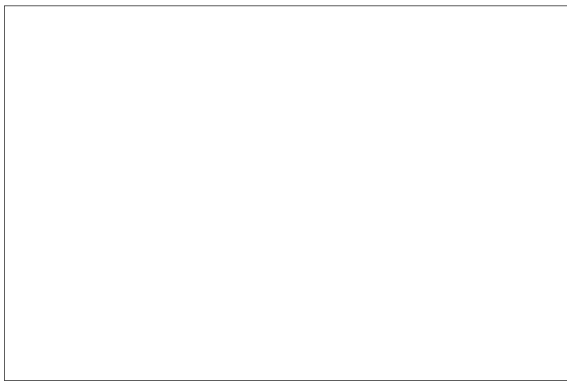


Listed below are the topics that were discussed at the D/L Staff Meeting on 7 Jan 1988. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

11 January 1988

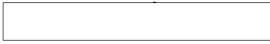
1. The Office of Logistics (OL) wishes to welcome its newest employees:

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SD
P&PD
FMD
RECD
P&PD
PD
P&PD
P&PD
FMD
P&PD

25X1



2. OL is pleased to announce the promotion of a total of OL employees (to GS-12 and to IS-02). Attachment B contains a listing of the individuals who received promotions. Congratulations to all!

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3. The OL quarterly for the fourth quarter FY 1987 was held at the Headquarters Auditorium on 19 November 1987 with approximately 400 in attendance. Mr. William Donnelly, DDA, presented six OL employees with Employee of the Quarter awards in recognition of the significant contribution they made to their components' mission objectives during the fourth quarter FY 1987. (See Attachment D). The six employees are listed below:

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of the Contract Team, OC, was assigned some of OC's most visible and important contracts dealing with both the new Headquarters Building and the Communications Program. She

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OL Staff Notes - 6 January 1988

was deeply involved in competitive acquisition programs as well as research and development programs with OC. As a member of OL's Flying Squad, Margaret completed a 60-day TDY [redacted] [redacted] Prior to her TDY, she spent many extra hours to ensure her workload was current. Margaret's "can-do" attitude resulted in superior service for her customers. [redacted]

[redacted] is a Supply Officer serving as Chief, Stock Control Section, Supply Branch, NPIC. He was the backbone of the Branch during this quarter. He not only adequately covered for shortages of personnel in his Branch, but he also instituted a new organization to better define functions and authority. In addition to completing his primary responsibility of processing requisitions for stock and customer accounts, Robb found the time and energy to initiate new ideas to lessen the impact caused by loss of warehouse space. Robb exhibited considerable dedication and hard work during the fourth quarter of FY 87. [redacted]

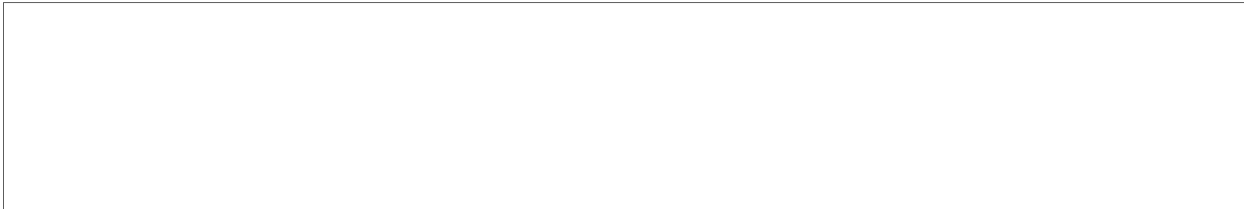
[redacted] Assistant Manager of the Executive Dining Room (EDR), turned in an outstanding performance during an especially busy period. Due to personnel, shortages, Tom performed any job necessary to insure the smooth and efficient operation of the EDR. On a daily basis, he orders food, coordinates function scheduling, and directs the kitchen service operation in support of the Director of Central Intelligence, the deputy director and other senior Agency managers. Tom is recognized by senior officials and subordinates alike as a loyal, efficient, dedicated employee. His performance during the fourth quarter particularly, merits his recognition as an employee of the quarter. [redacted]

[redacted] is assigned to the Plans, Programs, and Systems Staff, P&PD, as an Administrative Services Assistant. During the period July through September 1987, Jane was required to fill in for other personnel because of a 90-day TDY by the Division secretary and other clerical shortages. Her dedication and noteworthy skills came to the forefront during this trying period which included heavy end-of-fiscal-year reporting requirements. Jane did the work of several people in an outstanding fashion. She did indeed make a significant contribution to the accomplishment of P&PD's mission objectives during the quarter. [redacted]

S E C R E T

OL Staff Notes - 6 January 1988

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[redacted] is the secretary for [redacted] Branch, Supply Division. Susan must remain fully aware of the current activities of each officer in the Branch in order to respond to the myriad of problems and inquiries that she receives daily. She adjusts immediately to ever-changing situations, which she does with ease and a high degree of professionalism. In addition to her normal duties, during the past several months, she has taken on the additional work normally performed by a supply assistant. Through her dedication, determination and hard work, Susan has been instrumental in keeping the Branch functioning smoothly during this very busy period, and she truly deserves extra recognition for performing above and beyond the normal requirements of her position. [redacted]

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4. The following individuals were presented Quality Step Increases (QSI) on 6 January 1988:

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[redacted] of Facilities Management Division (FMD) was presented a QSI for his outstanding performances over the past year. Mike's indepth knowledge in such diverse areas as; the budget process, services provided by FMD, waste disposal, Executive Dining Room activities, and parking has enabled him to make significant contributions to OL. Mike has earned the respect of and set a fine example for his fellow workers. His ability to organize the management group into a cohesive cooperative and productive entity reflects admirably on his management skills.

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[redacted] of the Executive Dining Room (EDR) was presented a QSI for his exceptional performance during the past 12 months. He is dedicated to supporting the unique dining requirements of the Director of Central Intelligence, the Deputy Director of Central Intelligence, the Deputy Directors, and other senior Agency personnel. Ferris has consistently provided sustained superior support for all EDR activities during a period when personnel shortages were apparent. [redacted]

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5. The implementation of the reorganization of the Office of Logistics is underway and will be completed by the end of FY 1988. Briefings on the reorganization have been provided to a large number of OL components--OL Division/Staff chiefs are expected to take the initiative in arranging for these briefings. It is, of course, very important for all OL careerists to be aware of the details of the reorganization.

S E C R E T

OL Staff Notes - 6 January 1988

During the first quarter of FY-88, the following reorganizational actions have been completed:

a. The Executive Officer's position and functions have been redefined as a staff element of OL.

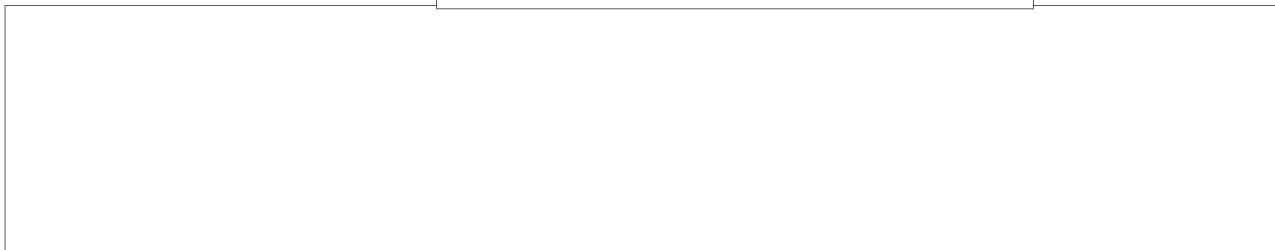
b. A new position, Procurement Executive, OL, has been created to manage the policy and procedural areas of the Agency procurement system.

c. Discussions have taken place with several components concerning the establishments or augmentations of decentralized Contracts Teams.

d. Effective 8 January, the Small Purchases Section, Procurement Division, OL, will be renamed the Small Purchases Branch, Supply Division, OL. The unit will continue to provide procurement support to overseas operations, the domestic field, and the Headquarters area when the dollar amount exceeds the limitations

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7. This week's Item of Interest (Attachment C) from P&TS features Day Care Information.

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Attachments

- A. One Individual Can Make a Difference
- B. List of Promotions
- C. Item of Interest from P&TS
- D. Employees of the Quarter

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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 The Motor Pool Branch was commended in a letter of appreciation, dated 15 December 1987, from [redacted] Coordinator for Academic Affairs, for their support during the recent visit of college deans to Headquarters on 7 December. There were complex arrangements for pick-up in the morning and drop-off at the end of the day. [redacted] stated that the Motor Pool came through with high quality service needed to accommodate these individuals. [redacted]

25X1 The Chief, Executive Dining Room (EDR), [redacted] and the EDR Staff, were commended in a letter of appreciation, dated 16 December 1987, from [redacted] Coordinator for Academic Affairs, for their support during the recent visit of college deans to Headquarters on 7 December. [redacted] stated that the planning for the luncheon and the meal itself, was exceptional, and the deans were very impressed. [redacted]

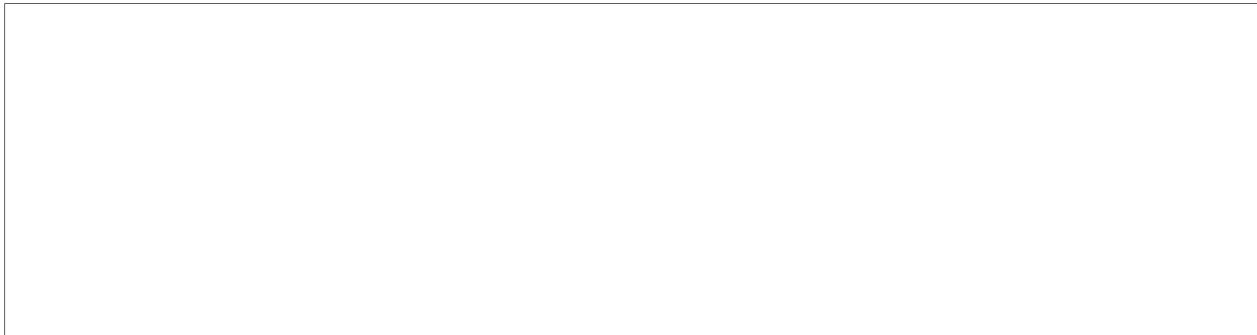
25X1 [redacted] of Mail and Courier Branch, FMD, were acknowledged in a cable [redacted] dated 17 December 1987, for their TDY performance during the period 11 September through 20 November 1987. During this period, Neal and Ralph completely renovated both the logistics and support offices by providing them with additional storage space. In addition, these individuals packed a considerable amount of excess/obsolete equipment being processed for Property Turn In. The cable commended Neal and Ralph for their willingness and can-do attitudes. [redacted]

25X1 A letter of appreciation, dated 28 December 1987, from Allen R. Elkins, Director of Finance, acknowledged the Printing and Photography Division (P&PD), and in particular, Messrs. [redacted] and [redacted] for the outstanding contribution to the Fiscal Year 1987 CIA Annual Financial Report. P&PD edited, formatted, published, and handmade the covers for the limited distribution leather-bound document and did so on a priority basis. [redacted]

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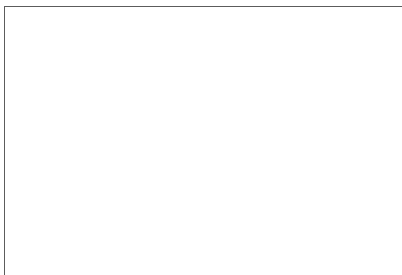
In a memorandum of appreciation, dated 30 December 1987, from [redacted] Chairman, Human Resource Modernization and Compensation Task Force, the Printing and Photography Division (P&PD) and specifically, [redacted] were recognized for their excellent services in printing the Employee Benefits Survey on short notice. [redacted] stated that these services are a credit to Wayne, P&PD and OL. [redacted]

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[redacted], Chief, Retirement Division, OP, recognized the following Printing and Photography Division individuals for their prompt and courteous assistance in completion of OP's literature and publicity material for their annual Life Planning Seminar:

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- Design and Presentations Center
- Design and Presentations Center
- Plans, Programs and Systems Staff
- Plans, Programs and Systems Staff
- Plans, Programs and Systems Staff
- Plans, Programs and Systems Staff
- Prepress Branch

~~C O N F I D E N T I A L~~

ATTACHMENT B

The following personnel were promoted to a GS-12 on 6 January 1988:

EMPLOYEE'S NAME

OFFICE

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25X1

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[Redacted Employee Names]

RECD
 COMMO
 OD&E
 OTS/ [Redacted]
 [Redacted]
 OTS
 AF/ [Redacted]
 NE/ [Redacted]
 ORD
 P&PD
 [Redacted]
 OIR/LOGS
 O/DS&T

The following Secretaries were promoted to IS-02, effective 3 January 1988:

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[Redacted Secretary Names]

FMD
 FMD
 SD

--WARNING NOTICE--
INTELLIGENCE SOURCES
OR METHODS INVOLVED

CL BY 0197911
DECL OADR
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~~C O N F I D E N T I A L~~

ITEM OF INTEREST
PERSONNEL AND TRAINING STAFF

DAY CARE INFORMATION

Recognizing that locating suitable and affordable child care is a common problem among employees because of the increasing number of working couples and single parents, the Personnel and Training Staff (P&TS), OL, has obtained from the Office of Personnel, a copy of the information that is made available to new employees as they enter on duty. It is hoped that it will also be helpful to those Office of Logistics employees who are not necessarily new to the area or to the Agency.

In addition to some interesting articles on child care problems in general, the package offers listings of resources available by jurisdiction in the Washington Metropolitan Area.

Attached is a copy of the pamphlet published by the Metropolitan Washington Council of Governments, Locating Child Care in the Metropolitan Washington Area, which provides some useful general information. The entire day-care package is too voluminous to reproduce for all employees; however, please feel free to stop by P&TS, [redacted] if you would like to look through it. Copies will also be available in the Office of the Chief, Facilities Management Division, 3E14 Headquarters; Office of the Chief, Printing and Photographv Division; [redacted]

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Please note that the information contained in the package was provided by various public and private organizations. It is made available for your information; however, no endorsement by the Office of Logistics or the Agency is implied.

Attachment

Arlington County

The Arlington Child Care Office is located in the Department of Human Services, Arlington, Virginia. The Resource and Referral lines for Arlington County Child Care information are open Monday through Friday between the hours of 10:00am to 12:00pm and 2:00pm to 4:00pm.

Computerized print outs of licensed/approved family day care homes and licensed child care centers, pre-schools and private schools are provided in the requested zip code(s). The print out will include: ages served, location, hours of operation and special services offered. Child care centers are identified that provide service for clients of Social Services. Guidelines for choosing appropriate care will also be mailed to parents. Telephone counseling on selecting child care will also be provided. Directories of all licensed Early Childhood Programs will also be mailed upon request.

Information about starting a Family Day Care Home, opening an Early Childhood Program or Private School can also be obtained from the Child Care Office.

Fairfax County

The Fairfax County Office for Children will provide a computer print out of family day care homes and licensed child care centers and pre-schools in the requested zip code(s). The print out includes information on ages served, location, hours of operation, proximity to major routes, provision for special needs, languages spoken, participation in county subsidy, completion of the Office for Children training program and participation in the child care food program. Brochures on how to select child care will also be mailed to parents. Telephone counseling on selecting child care is available upon request.

Families requesting information on before and after school care will receive information on the School Age Child Care Program administered by the Office for Children, as well as after school care available in centers and family day care homes.

Falls Church

The Falls Church Department of Housing and Human Services will mail a printed list of home providers and licensed child care centers located in the greater Falls Church area. The list includes information on ages served, location, and hours of operation.

The Falls Church Office of Community Education will send information about registration procedures and a program explanation for the before and after school program operated by the public school system in the elementary schools.

Loudoun County

The Department of Social Services will provide verbal information about licensed child care centers and nursery schools. The information includes ages served, location and hours of operation. A roster of family day care homes is available to families.

Parents calling the Department of Parks and Recreation will receive information on registration procedures for County after-school activities serving various elementary schools.

Prince William County

CONCEPTS in Child Care, sponsored by the Prince William County Department of Social Services, provides a comprehensive

referral service to certified family day care homes where there are openings, and to licensed child care centers. Information is available for each referral on the ages served, location, hours of operation and special services offered. Brochures about selecting child care and about the standards required of providers are mailed with referrals.

Parents calling the Office on Youth will receive information on school age summer activities.

Steps in Selecting Child Care

- Decide what you need and want in a child care program, including hours of care, location, general cost, size of group, and philosophy of program.
- Call the numbers listed above for free information on available programs.
- Call a variety of child care programs to ask about their programs and arrange a convenient time to visit.
- Visit several child care programs. Observe the children, the program, the facility, and the caregivers. Discuss fees and your needs with the provider.
- Select the program which most meets the needs of your family.

This brochure was produced by The Journal Newspapers, Inc. Other contributing members include:

- The American Red Cross
- BDM
- The Bureau of National Affairs, Inc.
- Columbia Hospital for Women Medical Center
- First American Bank, NA, Washington
- Gannett Foundation
- George Preston Marshall Foundation
- Giant Food Inc.
- IBM Corporation
- Marriott Corporation
- McDonald's
- Mitre Corporation
- National Federal Mortgage Association (Fannie Mae)
- Safeway Stores, Inc.
- Sibley Memorial Hospital
- Suburban Hospital
- TeleSec
- Washington Hospital Center
- The Washington Post



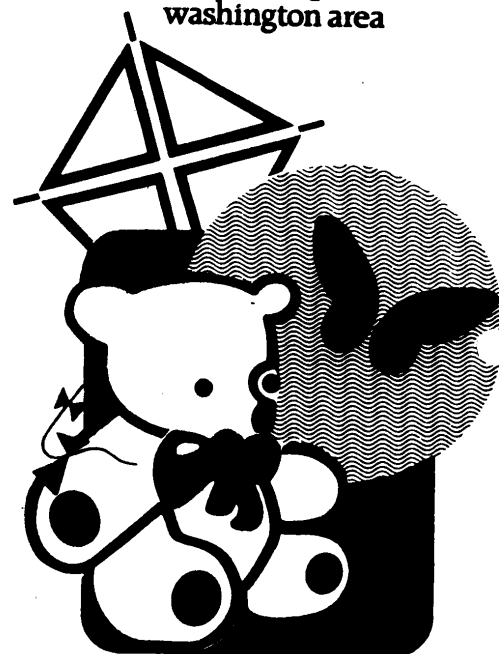
Child Care Network

Metropolitan Washington Council of Governments
1875 Eye Street, N.W., Suite 200
Washington, D.C. 20006

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locating child care

in the metropolitan
washington area



			Child Care Centers and Nursery Schools	Family Day Care Homes	Before and After School Care	Information on Financial Assistance
District of Columbia						
District of Columbia	Washington Child Development Council	387-0002	✓	✓	✓	✓
	Department of Consumer and Regulatory Affairs	727-7226	✓	✓		
Maryland						
Montgomery County	Child Care Connection, Inc.	279-1773	✓	✓	✓	
	Department of Social Services	468-4301				✓
	Working Parents Assistance Program	279-1383				✓
Prince George's County	Department of Social Services	341-3883		✓	✓	
	Department of Social Services	422-0400 x425				✓
	Health Department (taped message)	441-3306	✓		✓	
Virginia						
Alexandria	Alexandria Child Care Office	838-0750	✓	✓	✓	
	Division of Social Services	838-0700				✓
Arlington County	Department of Human Resources, Social Services Division	553-8515				✓
	Division of Social Services, Child Care Office	558-2969	✓	✓		
	Arlington County Public Schools Extended Day Program	558-2884			✓	
Fairfax County	Office for Children	691-3175	✓	✓	✓	✓
Falls Church	Department of Housing and Human Services	241-5005	✓	✓		✓
	Office of Community Education	241-7676			✓	
Loudoun County	Department of Social Services	777-4360	✓	✓		✓
	Department of Parks and Recreation County After School Activities	777-4343			✓	
Prince William County	CONCEPTS in Child Care	491-5149	✓	✓		✓
	Office of Youth	335-4095			✓	

non-profit community agency, will give verbal information on licensed centers and licensed family day care homes. The information includes ages served, location, hours of operation, languages spoken, and provision for special needs. Telephone counseling on selecting child care is part of every call.

The Department of Consumer and Regulatory Affairs will mail a list of licensed child care centers and licensed home providers which is published annually and contains information on location. Orientation programs for persons interested in starting a family day care home or child care center are held monthly. Concerns and complaints about child care can be filed with the Department of Consumer and Regulatory Affairs.

Montgomery County

Child Care Connection Inc., a private non-profit organization, answers calls weekdays from 9:30am to 1:30 pm. Parents who call will be mailed lists of family day care homes, pre-school programs (nursery schools and day care centers), school age programs, summer day camps or programs for children with special needs. Lists are arranged by zip code and parents may request lists for the areas where they live and/or work. Parents also receive a booklet called "Choosing Child Care" that includes suggestions on how to select child care appropriate for the individual child's needs. There is an annual fee for the service ranging from \$2 to \$20 depending on household income. An invoice is mailed with the lists.

Lists of preschool programs, school age programs, and summer day camps are also available for reference in the local libraries in the Blue Book on Child Care.

The Children's Resource Center (279-1260) will respond to questions regarding child care in Montgomery County.

Prince George's County

The Prince George's County Department of Social Services will send parents a computer print out of registered day care homes in the requested zip code(s). The print out contains information on vacancy status, ages served, location, and provision for special needs. A brochure on selecting child care mailed with the computer print out.

Prince George's County Department of Health will send parents information on licensed group child day care centers including location and phone numbers. A taped message explains day care office services and provides a number for further information not covered on the tape.

Telephone counseling on selecting child care is available upon request from both agencies.

Alexandria

The Child Care Office at the Alexandria Department of Human Services provides listings of family day care homes, licensed day care centers and nursery schools. Information about before and after school care, in-home or live-in child care and seasonal programs is also available.

Lists include ages served, location, hours of operation and special services offered. Brochures with information on selecting child care are mailed with each listing. Telephone counseling is also available.

Information about permit requirements for nursery schools in the city and the mandatory registration of family day care the Child Care Office.

Before and After School Care: Program which provides care for school aged children before and after the regular school day. These programs may be provided in centers, homes or in the public schools.

Financial Assistance: Subsidies, scholarships or sliding fee scales to help cover child care expenses.

Services Available

District of Columbia:
The Washington Child Development Council, a private

For a recorded message on updated telephone numbers call: **The Child Care Network Information Line: 223-0050**

Definition of Terms Used:

Child Care Center: Full or part time care, usually year round, for children in groups.

Nursery School: Part time program which operates during the school year for children 2 1/2 to 5 years of age.

Family Day Care Home: Full time or part time care for children in a small group in a caregiver's home. This type of care may also be called a home provider.

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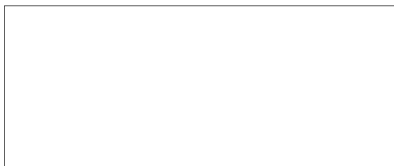
Office of Logistics

*Employees
of the Quarter*

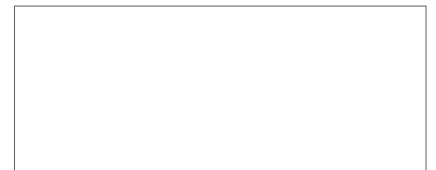
Awards Ceremony

4th Quarter FY 1987

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