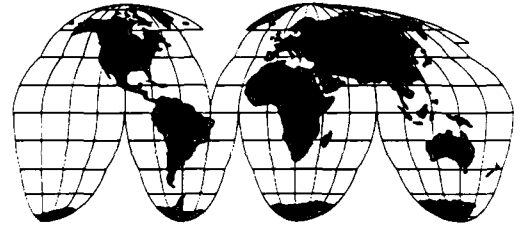# OL NOTES & QUOTES

Service Around The World

Edition No. 18 30 September 1994

OL Reassignments

Name	From	Office of New Assignment
(b)(1) (b)(3) (b)(6)		

Senior Reassignments

Name	From	Office of New Assignment
(b)(3) (b)(6) (b)(1)		

EOD

Name	Office of Assignment
	conversion (b)(3) (b)(6)

New to OL From Other Agency Components

Name	From	To
		(b)(3) (b)(6)

Exceptional Performance Awards

Congratulations to the following individuals who were recent recipients of Exceptional Performance Awards:

(b)(3) (b)(6)
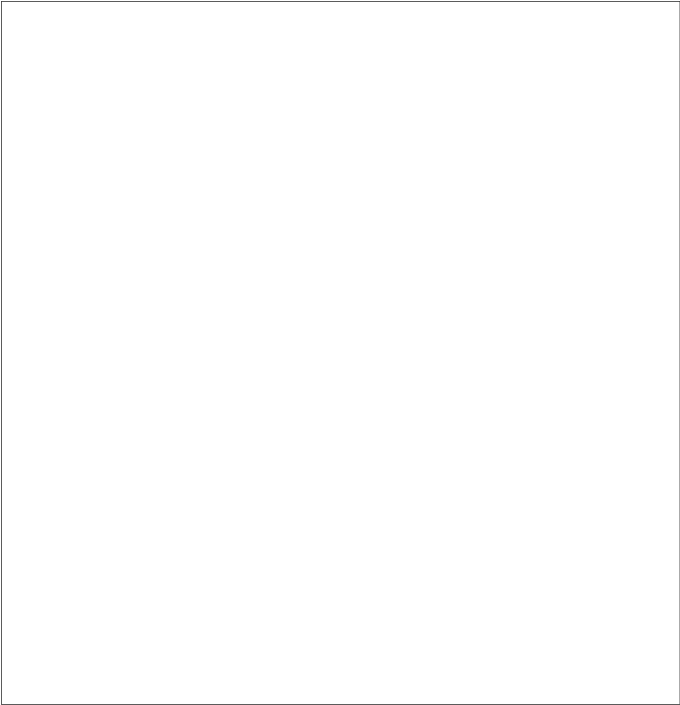
(b)(3)

Secretarial Awards

(b)(3)
(b)(6)

(C)

Quote For The Week

"A desk is a dangerous place from which to view the world."

John le Carré

D/L Corner

Welcome to New Logistics Employees

(b)(1)
(b)(3)

(Effective 1 October 1994, facilities manage-ment employees and contractors ____ *and* (b)(1) ____ *will be joining OL.)* (b)(1) (b)(3)

(b)(1)
(b)(3)

Since our earliest days in the Agency, one of the strongest elements of the Logistics culture has been a sense of family. OL employees per-form difficult and demanding work, often in uncomfortable and sometimes dangerous envi-ronments ____ Such work builds (b)(1) lasting bonds between people because each one (b)(3) must depend on the other. I am proud of the many services OL employees accomplish in support of the CIA's mission, and I am equally proud of the spirit of supportive teamwork in which they do it.

As with all families, we rejoice when ours (b)(1) grows. With the DDA's recent decision to trans- (b)(3) fer the facility management responsibilities for ____ to OL, more than ____ staff (b)(3) employees and ____ contract employees are now part of this office. And on behalf of the Logistics (b)(3) family, I want to welcome each of you. We look forward to getting to know you better and bene-fiting from your skills and experiences. I know from personal experience that it can be uncom-fortable at first meeting new "in-laws" and rela-tives. But join in Logistics activities at every opportunity and you'll soon feel at home. Again, welcome to the Logistics family!

(C)

One Individual Makes a Difference

The Director of Logistics receives numerous notes and letters applauding the outstanding support rendered by OL Careerists. It is this "extra effort" that enhances the customer-service environment of OL. To these individuals the Director extends his appreciation for a job **well done**.

Recipients of Commendation	From

(b)(1)
(b)(3)
(b)(6)

CLAS Training

The CLAS Program will provide two levels of training to CLAS users:

- General training on the software products used by CLAS;

- Specific job-related training tailored to the duties of users, including training in the new way of doing Agency acquisition and materiel handling.

CLAS consists of several off the shelf commercial software products, with three major components: Lotus Notes, Walker Interactive, and Andersen DCS/Logistics. General users will use Lotus Notes for creating a request (formerly a form 88 or 2420) and routing it through their component for approval. Most OL careerists will also use parts of Walker and/or Andersen for more detailed request processing and procurement and materiel handling transactions.

Training will be tailored to the business functions people do and will vary from user to user. Most OL Careerists will receive training on the Walker or Andersen software products and some training on request processing in Lotus Notes. Training will begin in early 1995 and will be conducted primarily in Page Building and at the [   ] Individuals will be notified of their required classes and when to attend them. **Please note that basic computer training in standard software products such as Lotus Notes, Word for Windows, and OS/2 or DOS with Windows is a prerequisite for CLAS users and is to be provided by the component. Training in Microsoft Access and Excel is optional, but also the responsibility of the component.**

(b)(1)
(b)(3)

The points of contact for training are [   ] [   ]. Both may be reached at [   ]

(b)(3)
(b)(6)

What OL Personnel Can Do Today To Prepare For CLAS:

1. Obtain basic PC skills training and become comfortable using Lotus Notes, Windows 3.1 or OS/2 version 2.1, and Word for Windows.

2. Verify through your local ADP office that you have a valid [   ] password and that your personal computer can access the OIT mainframe.

(b)(3)

3. Attend CLAS briefings as they are given to various Agency components.

(C)

DIVERSITY UPDATE

Accomplishments of OL Diversity Program

1. The Office of Logistics (OL) Cultural Diversity Program was establish in August 1991 by the Director of Logistics. At that time, a Cultural Diversity Officer (CDO) was appointed to represent all of OL.

2. Some accomplishments of the program are:

   (a)   Published Logistics Multicultural Program defining goals and objectives.

   (b)   Completed training of approximately ____ Logistics employees in diversity awareness. (b)(3)

   (c)   Incorporated cultural diversity awareness in Logistics Orientation and Supervising in OL courses.

   (d)   Established mentoring program for all OL employees.

   (e)   Established OL Glass Ceiling Task Force which investigated and reported on three of the seven OL Glass Ceiling barriers.

   (f)   CDO representative is a voting member on Logistics Career Board, Logistics Training and Awards Panel, Supply Group Overseas and Domestic Field Assignment Panel and Printing and Photography Group Promotion and Assignment Panels.

   (g)   Investigated OL "blue collar" work force concerns at the ____ P&PG and FMG Motor Pool. (b)(1) (b)(3)

   (h)   Established OL Racial and Sexual Harassment Focal Point Officers.

   (i)   Established OL Diversity Council.

   (j)   _____ (b)(1) (b)(3)

   (k)   Preparing material for OL Cultural Diversity Library.