

READ & DESTROY

13 October 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

25X1 SUBJECT: Report of Significant Logistics Activities for  
Period Ending 13 October 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

25X1 No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1 a. Standard Official Stationery for the Central Intelligence Agency (CIA): The Office of Logistics (OL) is working on the printing and initial stockage of two sizes of Agency letterhead and related envelopes to be delivered to the various building supply rooms. The new stationery will replace the black CIA letterhead stationery currently in Agency stock that is used for official correspondence. A draft of the proposed Headquarters Notice advising of the change is now being circulated by the Regulations Control Division prior to official publication.

25X1 c. Ames Building Lobby: OL representatives and a contract architect met with Dominion Management Company to discuss the proposed renovation of the Ames Building lobby. Dominion Management was receptive to the idea of renovating the lobby but stated that the building owners must review and approve the final plans. On 12 October 1983, the completed plans were forwarded to the building owners for approval.

25X1  
S E C R E T

25X1 SUBJECT: Report of Significant Logistics Activities  
for Period Ending 13 October 1983

25X1 d. Traffic Consultants: During the week of 3 October, traffic consultants began looking for ways and means to obtain more parking on the Headquarters compound and elsewhere for employees who will temporarily lose their parking places in West Lot when construction commences on the new building and the parking garage.

25X1 e. Quality of Life Program: The first requests under the Quality of Life Program have been received from the Office of Medical Services. This request includes requisitions for exercise equipment, for painting the gymnasium area, and for up-  
25X1 grading the air handlers in that area.

25X1 g. OL Policy Planning Conference: On 6 and 7 October, OL division and staff chiefs held their Annual Policy Planning Conference

3. Significant Events Anticipated During the Coming Week:

25X1 None.

25X1   
Daniel C. King 