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6

ROUTING AND RECORD SHEET

SUBJECT: (Optional) FY 85 Fourth-Quarter Activities - Presentation at DDA Quarterly				
FROM:	C/IMSS/OL		EXTENSION	NO
				DATE 2 December 1985
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Planning Officer/DDA 7D10 Headquarters				Attached are copies of the slides used during OL's presentation at the DDA Fourth Quarter FY 1985 meeting with Mr. Fitzwater on 25 November 1985. Attachments
2. Attn: [redacted]				
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TRANSMITTAL SLIP		DATE 12/2/85
TO:		Planning Office/DDA
ROOM NO. 7D10	BUILDING Headquarters	
REMARKS: This is the set of Ilfords for Mr. Fitzwater that you requested on 25 November at our DDA Quarterly. Would you please see that he gets them. Thanks.		
FROM:		OL/IMSS
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1 FEB 53 REPLACES FORM 36-8 WHICH MAY BE USED. (47)		

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OL Fourth Quarter 1985 Presentation to the DDA

FROM: [Redacted] **EXTENSION:** [Redacted] **NO.:** [Redacted]

DATE: 2 December 1985

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Administration 7D18 Headquarters				<p>As promised at the OL Fourth Quarter 1985 Presentation to you on 25 November 1985, attached are copies of the slides used during the meeting. Also forwarded are slides of the new building and the South Cafeteria that you requested.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Attachments</p>
2.				
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SEE INSTRUCTIONS ON REVERSE OF FORM NO. 700

ROOM G-66, P&P BUILDING
Extension

2. SECURITY CLASSIFICATION: UNCLAS

3. DOCUMENT CONTROL NO.

9. REQUESTED BY: [Redacted]

4. EXTENSION NO. (BLACK)

5. VIA COURIER CALL WHEN READY

DIRECTORATE, OFFICE, DIVISION, BRANCH, UNIT: DDA/OL/IMSS

ROOM NUMBER, BUILDING: [Redacted]

7. DATE OF REQUISITION: 0900, 11/26/85

8. COMPLETION DATE DESIRED: 1000, 12/2/85 MUST HAVE

10. DESCRIBE ATTACHED ENCLOSURE FULLY-QUANTITY, TYPE, SIZE, MATERIAL:
5 slides of the New Bldg
9 slides of South Cafeteri

11. PB SCHEDULED DELIVERY DATE: COLON 12/2 1000

SERVICES REQUESTED

12. FILM PROCESSING SERVICES					15. MOTION PICTURE SERVICES				
	B&W	COLOR	SIZE	AMOUNT		B&W	COLOR	COPIES	TOT. FOOTAGE
MICROFILM		<input checked="" type="checkbox"/>			16MM DUPING (silent)				
MOTION PICTURE					16MM DUPING (sound)				
ROLLS, STILL					35-TO-16 DUPING				
SHEETS, STILL					16MM MASTER				
					SOUND RECORDING				

13. GENERAL GRAPHICS PRODUCTS						TOTAL QUAN.		SPACE BELOW FOR LAB USE ONLY		
	B&W	COLOR	SIZE	QUAN. EACH			PLANNING INSTRUCTIONS:			
PHOTO. PRINTS							[Blank space for instructions]			
COPY NEGATIVES		<input checked="" type="checkbox"/>	8 x 10	2 ea	28					
TRANSPARENCIES										
VUGRAPHS										
SLIDES										
XEROX PRINTS		<input checked="" type="checkbox"/>		2 ea	28					
OZALID										
FINISHING: MOUNT <input type="checkbox"/> PROOFS <input type="checkbox"/> COLLATE <input type="checkbox"/> BIND <input type="checkbox"/>										

14. MICROGRAPHICS PRODUCTS					
	16MM	35MM	FICHE	NO. COPIES	IMAGES/FOOTAGE
C.O.M.					
DOCUMENT FILMING					
SILVER DUPES					
DIAZO DUPES					
VESICULAR DUPES					

14A. MICROFILM FORMAT SPECIFICATIONS					
REDUCTION RATIO	24X <input type="checkbox"/>	42X <input type="checkbox"/>	48X <input type="checkbox"/>	OTHER <input type="checkbox"/>	
MODE/FORMAT	COMIC <input type="checkbox"/>	CINE <input type="checkbox"/>	NMA <input type="checkbox"/>	COSATI <input type="checkbox"/>	
POLARITY	DUPE POSITIVE <input type="checkbox"/>		DUPE NEGATIVE <input type="checkbox"/>		
TITLING STRIPE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	COLOR <input type="checkbox"/>		
LOADING ORIGINAL	(16/35)	REEL <input type="checkbox"/>		CARTRIDGE <input type="checkbox"/>	
LOADING DUPE	(16/35)	REEL <input type="checkbox"/>		CARTRIDGE <input type="checkbox"/>	

16. DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

One set of these is for the DDA (at his request at the 25 Nov DDA Quarterly).

25X1
25X1
25X1

P&PD PHOTOGRAPHIC REQUISITION
 ROOM G-66, ~~REDA~~ BUILDING
 Extension [REDACTED]

SEE INSTRUCTIONS ON REVERSE SIDE

1. REQUISITION NO. **241-05-86**

2. SECURITY CLASSIFICATION **CONFIDENTIAL**

3. DOCUMENT CONTROL NO.

9. REQUESTED BY [REDACTED]

4. EXTENSION NO. (BLACK) **8-8121**

5. VIA COURIER CALL WHEN READY

DIRECTORATE, OFFICE, DIVISION, BRANCH, UNIT
DDA/OI/TMSS

ROOM NUMBER, BUILDING [REDACTED]

DATE OF REQUISITION **15 Nov 85**

COMPLETION DATE DESIRED

10. [REDACTED] QUANTITY, TYPE, SIZE, MATERIAL:

11. PB SCHEDULED DELIVERY DATE **COB, 20 Nov 85 MUST HAVE**

SERVICES REQUESTED

12. FILM PROCESSING SERVICES					15. MOTION PICTURE SERVICES				
	B&W	COLOR	SIZE	AMOUNT		B&W	COLOR	COPIES	TOT. FOOTAGE
MICROFILM		X			16MM DUPING (silent)				
MOTION PICTURE					16MM DUPING (sound)				
ROLLS, STILL					35-TO-16 DUPING				
SHEETS, STILL					16MM MASTER				
					SOUND RECORDING				

13. GENERAL GRAPHICS PRODUCTS					16. FILM MAINTENANCE					
	B&W	COLOR	SIZE	QUAN. EACH	TOTAL QUAN.	SPACE BELOW FOR LAB USE ONLY				
PHOTO. PRINTS						PLANNING INSTRUCTIONS:				
COPY NEGATIVES										
TRANSPARENCIES										
VUGRAPHS										
SLIDES		X								
XEROX PRINTS		X								
OZALID										
FINISHING: MOUNT <input type="checkbox"/>	PROOFS <input type="checkbox"/>	COLLATE <input type="checkbox"/>	BIND <input type="checkbox"/>							
14. MICROGRAPHICS PRODUCTS										
	16MM	35MM	FICHE	NO. COPIES	IMAGES/FOOTAGE					
C.O.M.										
DOCUMENT FILMING										
SILVER DUPES										
DIAZO DUPES										
VESICULAR DUPES										

14A. MICROFILM FORMAT SPECIFICATIONS				
REDUCTION RATIO	24X <input type="checkbox"/>	42X <input type="checkbox"/>	48X <input type="checkbox"/>	OTHER <input type="checkbox"/>
MODE/FORMAT	COMIC <input type="checkbox"/>	CINE <input type="checkbox"/>	NMA <input type="checkbox"/>	COSATI <input type="checkbox"/>
CLEARING	DUPE POSITIVE <input type="checkbox"/>	DUPE NEGATIVE <input type="checkbox"/>		
TITLING STRIPE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	COLOR <input type="checkbox"/>	
LOADING ORIGINAL	(16/35)	REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	
LOADING DUPE	(16/35)	REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	

16. DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

25X1
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25X1

25X1

ROOM G-66, P&PD DUBUING
Extension [redacted]

2. SECURITY CLASSIFICATION: **CONFIDENTIAL**

3. DOCUMENT CONTROL NO. [redacted]

4. EXTENSION NO. (BLACK): **8-8131**

5. VIA COURIER CALL WHEN READY

7. DATE OF REQUISITION: **6 Nov 85**

8. COMPLETION DATE DESIRED: **COB, 3 Dec 85 MUST HAVE**

11. PB SCHEDULED DELIVERY DATE: **COB 12/3**
FINM

9. [redacted] DIVISION, BRANCH, UNIT: **DDA/OL/IMSS**

10. [redacted] ROOM NUMBER, BUILDING

10. [redacted] CLOSURE FULLY-QUANTITY, TYPE, SIZE, MATERIAL:

SERVICES REQUESTED

12. FILM PROCESSING SERVICES					15. MOTION PICTURE SERVICES				
	B&W	COLOR	SIZE	AMOUNT		B&W	COLOR	COPIES	TOT. FOOTAGE
MICROFILM		X			16MM DUPING (silent)				
MOTION PICTURE					16MM DUPING (sound)				
ROLLS, STILL					35-TO-16 DUPING				
SHEETS, STILL					16MM MASTER				
					SOUND RECORDING				
					FILM MAINTENANCE				

13. GENERAL GRAPHICS PRODUCTS						SPACE BELOW FOR LAB USE ONLY		
	B&W	COLOR	SIZE	QUAN. EACH	TOTAL QUAN.	PLANNING INSTRUCTIONS:		
PHOTO. PRINTS		X	8x10"	5	approx 35*	<p><i>11/17</i></p> <p>PLANNER SIG./DATE</p> <p>PHOTOGRAPHER COPIED BY DEVELOPED BY</p> <p>PRINT BY INSPECTED BY PKG'D. BY</p> <p>RELEASED TO, DATE:</p>		
COPY NEGATIVES								
TRANSPARENCIES								
VUGRAPHS								
SLIDES		X		1	approx 7*			
XEROX PRINTS		X						
OZALID		X						
FINISHING: MOUNT <input type="checkbox"/> PROOFS <input type="checkbox"/> COLLATE <input type="checkbox"/> BIND <input type="checkbox"/>								

14. MICROGRAPHICS PRODUCTS					
	16MM	35MM	FICHE	NO. COPIES	IMAGES/FOOTAGE
C.O.M.					
DOCUMENT FILMING					
SILVER DUPES					
DIAZO DUPES					
VESICULAR DUPES					

14A. MICROFILM FORMAT SPECIFICATIONS					
REDUCTION RATIO	24X <input type="checkbox"/>	42X <input type="checkbox"/>	48X <input type="checkbox"/>	OTHER <input type="checkbox"/>	
MODE/FORMAT	COMIC <input type="checkbox"/>	CINE <input type="checkbox"/>	NMA <input type="checkbox"/>	COSATI <input type="checkbox"/>	
POLARITY	DUPE POSITIVE <input type="checkbox"/>	DUPE NEGATIVE <input type="checkbox"/>			
TITLING STRIPE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	COLOR <input type="checkbox"/>		
LOADING ORIGINAL	(16/35)		REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	
LOADING DUPE	(16/35)		REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	

25X1

16. DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

C/P&PD, has scheduled a photographer to take pictures of the "OL Employee of the Quarter" awards to be made at the DDA Quarterly on 25 Nov. We need one shot of each recipient (either 6 or 7 recipients) receiving the award from the DDA, and will want 5 prints of each. We also need at least 1 (preferably 2) group shots of all recipients with the DDA, and will want 5 prints of each. In addition, we need to have 1 slide made of both the individual and group photos -- the slides must be ready by COB, 3 Dec, for use in the D/L Quarterlies on 5 and 6 Dec.

Declassified in Part - Sanitized Copy Approved for Release 2012/01/30 : CIA-RDP89-00087R000100060004-1

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FORM NO. 700
ROOM 6-66, P&P BUILDING

2. SECURITY CLASSIFICATION: UNCLAS
3. DOCUMENT CONTROL NO.: 241-02-86
4. EXTENSION NO. (BLACK): 8-8131
5. VIA COURIER CALL WHEN READY

OFFICE, DIVISION, BRANCH, UNIT: DDA/OL/IMSS
ROOM NUMBER, BUILDING: [redacted]

10. EXPOSURE FULLY-QUANTITY, TYPE, SIZE, MATERIAL: 1 - 8x10" photo (color)

11. PB SCHEDULED DELIVERY DATE: 4 Nov 85
COMPLETION DATE DESIRED: 1400, 12 Nov 85 MUST HAVE
COLON 11/12 1400

12. FILM PROCESSING SERVICES

	B&W	COLOR	SIZE	AMOUNT
MICROFILM		<input checked="" type="checkbox"/>		
MOTION PICTURE				
ROLLS, STILL				
SHEETS, STILL				

15. MOTION PICTURE SERVICES

	B&W	COLOR	COPIES	TOT. FOOTAGE
16MM DUPING (silent)				
16MM DUPING (sound)				
35-TO-16 DUPING				
16MM MASTER				
SOUND RECORDING				
FILM MAINTENANCE				

13. GENERAL GRAPHICS PRODUCTS

	B&W	COLOR	SIZE	QUAN. EACH	TOTAL QUAN.
PHOTO. PRINTS					
COPY NEGATIVES					
TRANSPARENCIES					
VUGRAPHS					
SLIDES		<input checked="" type="checkbox"/>		1	1
XEROX PRINTS		<input checked="" type="checkbox"/>			
OZALID					

14. MICROGRAPHICS PRODUCTS

	16MM	35MM	FICHE	NO. COPIES	IMAGES/FOOTAGE
C.O.M.					
DOCUMENT FILMING					
SILVER DUPES					
DIAZO DUPES					
VESICULAR DUPES					

14A. MICROFILM FORMAT SPECIFICATIONS

REDUCTION RATIO	24X <input type="checkbox"/>	42X <input type="checkbox"/>	48X <input type="checkbox"/>	OTHER <input type="checkbox"/>
MODE/FORMAT	COMIC <input type="checkbox"/>	CINE <input type="checkbox"/>	NMA <input type="checkbox"/>	COSATI <input type="checkbox"/>
POLARITY	DUPE POSITIVE <input type="checkbox"/>	DUPE NEGATIVE <input type="checkbox"/>		
TITLING STRIPE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	COLOR <input type="checkbox"/>	
LOADING ORIGINAL	(116/35)	REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	
LOADING DUPE	(116/35)	REEL <input type="checkbox"/>	CARTRIDGE <input type="checkbox"/>	

16. DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS:

SPACE BELOW FOR LAB USE ONLY
PLANNING INSTRUCTIONS:
11/5
PHOTOGRAPHER: [redacted] COPIED BY: [redacted] DEVELOPED BY: [redacted]
PRINT BY: [redacted] INSPECTED BY: [redacted] PKG'D. BY: [redacted]
RELEASED TO, DATE: [redacted]

This slide is a part of the OL presentation to the DDA on 4th Qtr 85 activities and is needed for the Dry Run to be held w/the D/L on 13 Nov. Please be sure the quality is sharp.

4

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Pull NCPC slide out and put last to lead into Bob's.

Make lead-in slide: External influences
NCPC
McLean Citizens...
GW Parkway...
Fairfax Co. Bd of Supervisors
VA Dept of Highways...

MOA: make bullets and columns
or
slide to left: CIA

VDH&T

can leave "will construct new facilities" centered.

Roadway slide:

Put on bottom: "As you know, we're adding _____ft.
Construction was started on _____. It cost _____ and will
be completed _____."

Add timelines.

Identify major locations by --

CIA HQ

Tysons

Washington

"We had this road and that road as preliminary designs.
Here's what we're going to propose. If all this fails and we
exceed peak hours, this is what we face:"

or

"With those 2 improved roadways, we believe the problem has
been solved. However, in view of the outside influences we've
mentioned, we're going to be right back in a political dining
room if the rates are exceeded."

"Now we want to address the internal factors..."

Show NCPC slide.

STAT

Intro: Give more background:

" _____, Home began to look very seriously at the parking situation. One of the first things we did -- not necessarily to tell us what the problem was, because we knew that, but to lend some credibility and _____, was to go out and hire BMI (spell out first time used) and give them a contract to _____."

"That report is complete...(135 pages)...Here are the highlights."

Slide entitled "Parking _____ Supply." Harry wants the title changed.

"Arrivals during a.m. peak hours.

Slide entitled " _____ Arrivals." Reword to "Departures." Take asterisk off 2655.

Bob, find out if 1.2 figure is right.

Change title "Excess required" to spaces required."

Revise excess or deficiencies to take out some of the numbers or to add parentheses, minuses, pluses, etc., to clarify.

Assume we are going to do "a." so b & c. take out 6526 and 592. Take out 476 and 6526.

Say "BMI says 1.2. Our indications are that _____.
We think it's closer to 1.1. Problem is how to get to b."

d. Harry said 3557 should be 2957.

Do another slide: Alternatives/Solutions. Put (d) on next slide and expand. Find out what the parking ratio was at _____ when we had to go out and rent additional spaces. Say "While this looks like the ideal solution, we'd just like to remind you that when we rented _____ we had such a hulabaloo from OGC and others that we had to go out and rent more spaces. People have been unable (unwilling?) to adapt to the idea of _____."

Annote 1st slide to say "We've added 500 over and above to cover visitors."

Add: "One-member _____.
Two-member carpools.
Three-member carpools."

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official

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Presentation to the DDA on 4th-Qtr FY 85 Activities

FROM:	EXTENSION NO.
[Redacted] C/IMSS/OL	OL 4211 85
[Redacted]	DATE
[Redacted]	24 Oct 85

TO: (Officer, organization, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	C/NBPO 1J45 HQ			
2.	C/PMS [Redacted]			
3.	C/HOME 3E14 HQ			
4.	C/PD [Redacted]			
5.	[Redacted]			
6.				
7.				
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10.				
11.				
12.				
13.				
14.				
15.	Unclassified when separated from classified attachments			

Please note that the Dry Run is set for 13 Nov, so P&PD will need your graphics requirements soonest. To give us a uniform overall presentation, your briefers should use slides rather than vugraphs.



CONFIDENTIAL

25X1
25X1
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CONFIDENTIAL

24 OCT 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Procurement Management Staff, OL
Chief, Headquarters Operation, Maintenance,
& Engineering Division, OL
Chief, Procurement Division, OL

FROM: [Redacted]
Acting Director of Logistics

SUBJECT: OL Presentation to the DDA on 4th-Qtr FY 85
Activities

1. The Office of Logistics (OL) presentation to the DDA on 4th-Qtr FY 85 activities is scheduled for 1400 hours, Mon, 25 Nov, in Room 2C19 [Redacted] A Dry Run is scheduled for 1000 hours, Wed, 13 Nov, also in Room 2C19.

2. As shown on the attached agenda, the format is similar to that for the past two quarterly presentations with two additions: first, presentation of the "OL Employee of the Quarter" awards by Mr. Fitzwater and, second, an overview of significant accomplishments for all of FY 85.

3. Our last DDA Quarterly was a huge success, and I need your help to keep the momentum going. We in OL have every reason to be proud of the work we do. It's up to us to create an awareness of those efforts and to communicate their magnitude and importance to our various audiences -- including the DDA.

4. You're again asked to be actively involved in developing the presentations to be made by members of your component. Presenters should coordinate both the text and proposed graphics with IMSS well in advance of the Dry Run and, in particular, submit their graphics requirements to P&PD at the earliest possible date.

5. Questions may be directed to [Redacted]

Attachment
Agenda

OL 4211-85

CONFIDENTIAL

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SUBJECT: OL Presentation to the DDA on 4th-Qtr FY 85 Activities.

Distribution:

Orig - Addressee w/att
1 - IMSS/official w/att ✓
1 - IMSS/chrono w/o att
1 - OL/reader w/o att
1 - DL/chrono w/o att

OL/IMSS/ATZ/EFW:ef [redacted] (25Oct85)

cc: P&PD
RECD
SD
P&TS
SS

25X1

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A G E N D A

OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 4th-QUARTER FY 85 ACTIVITIES

Room 2C19, [redacted]
Monday, 25 November 1985
1400 hours

25X1

25X1

Overview of OL Activities/
Accomplishments for 4th Quarter [redacted] IMSS (10 min)

Presentation of "OL Employee of
the Quarter" Awards Harry Fitzwater, DDA (5 min)

25X1

Headquarters-Compound Traffic
Management/Parking Plan, FY 87 [redacted] NBPO
HOME (10 min) *

25X1

Integrated Logistics Support Plan [redacted] HOME (10 min) *

25X1

FY-85 Contract Activities (com-
parison with previous years) [redacted] PMS (10 min) *

Significant FY-85 Accomplishments Henry Mahoney, D/L (10 min)

* Times shown are approximate. To allow for questions and comments, please hold your prepared texts to slightly less than 10 minutes.

CONFIDENTIAL

22/10

CI/ISS Art. 7 10/23
 why Integrated
 Plan this time
 think they are
 ready - - We will see what
 the dry run looks
 like, you had
 better have some
 options

John:

The Integrated Logistics Plan was one of the topics you suggested in
 our biweekly of 2 Oct. [redacted] had agreed that it would be a
 suitable topic before we drafted the attached agenda. [redacted] talked
 with him again today, and he thinks there is enough to present some-
 thing on: (the preliminary management plan that has already been
 developed, plus what they're doing on waste disposal and other
 issues). Bill will also get with [redacted] to devise a strategy
 for the traffic management/parking subject.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
4th-Qtr FY-85 OL Presentation to the DDA				
FROM:		EXTENSION	NO.	
	C/IMSS/OL			DATE
				21 Oct 85
TO: (Office building)		DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	
1.	EO/OL			The next DDA Quarterly is scheduled for 1400 hours, Mon, 25 Nov, and the Dry Run for 1000 hours, Wed, 13 Nov.
2.	AD/L		23/10	
3.				Because of the "Employee of the Quarter" awards, we've indicated 2C19 as the location (see attached memo and proposed agenda). However, if another "hands-on" demonstration is appropriate, [redacted] has offered to host the meeting again this quarter, with [redacted] material to protect against surreptitious entry" as the topic for demonstration (presented by [redacted]). With the addition of that presentation, total time would run about 65 minutes plus questions/comments.
4.				
5.	C/IMSS/OL			We should also consider the fact that uncertain winter weather conditions in Feb probably preclude the [redacted] as an advisable site for the 1st Qtr, FY 86, Quarterly.
6.				
7.				There seems to be no other subject of a "hands-on" type that is ready for presentation this quarter.
8.				
9.				Please advise of changes you wish made to the attached.
10.				
11.				[redacted]
12.				
13.				P. S. We've already requested input for the overview of 4th-Qtr activities and for FY-85 significant accomplishments.
14.				
15.				

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A G E N D A

OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 4th-QUARTER FY 85 ACTIVITIES

Room 2C19, [redacted]
Monday, 25 November 1985
1400 hours

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25X1

- Overview of OL 4th-Quarter Activities/Accomplishments [redacted] IMSS (10 min)
- Presentation of "OL Employee of the Quarter" Awards Harry Fitzwater, DDA (5 min)
- Headquarters-Compound Traffic Management/Parking Plan, FY 87 [redacted] NBPO HOME (10 min)
- Integrated Logistics Support Plan [redacted] HOME (10 min)
- FY-85 Contract Activities (comparison with previous years) [redacted] PMS (10 min)
- Significant FY-85 Accomplishments Henry Mahoney, D/L (10 min)

CONFIDENTIAL

2

MFR:

25X1 [redacted] called today to ask where we plan to hold the 4th Qtr DDA Qtrly. I told him we wouldn't know until probably 17 Oct at the earliest.

Steve said ^{at} at a DDA staff meeting several weeks ago, Mr. Fitzwater mentioned ~~to~~ ^{that they} all office directors should consider attending each other's quarterly reviews. So Steve is compiling a list of dates and places, which he'll send out to each office director.

25X1 He'll list OL's as being in 2C19 [redacted] If we decide differently, we can let him know. (Remember to also send him a copy of the agenda in case he wants to send that out, also.)

25X1 [redacted] 10/9/85



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ROUTING AND RECORD SHEET

SUBJECT: (Optional) OL Presentation to the DDA on the 4th Quarter FY 85 Activities				
FROM: [Redacted]		EXTENSION	NO.	
C/IMSS/OL		[Redacted]	DATE 3 Oct 85	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/OI				<p><i>Pls excuse my references but I don't know what Ilford's are - can you use more common words.</i></p> <p><i>OL/IMSS 0 85/11-70</i></p> <p>We have you us so that each component of the Ilford's sending the message to them. The attachments with this memo are L/IMSS's official file copies.</p> <p>The requested change has been made in paragraph 3. "Ilford's" has been changed to "...Xerox copies of the color graphics made from the slides..."</p>
2. [Redacted]				
3. DD/I				
4. [Redacted]				
5. D/L				
6. [Redacted]				
7. C/IMSS/OL				
8. [Redacted]				
9. [Redacted]				
10. [Redacted]				
11. [Redacted]				
12. DD/L				
13. [Redacted]				
14. [Redacted]				
15. [Redacted]				

3 OCT 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
 Chief, Budget and Fiscal Branch, OL
 Chief, Information & Management Support Staff, OL
 Chief, Personnel & Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Headquarters Operations, Maintenance,
 & Engineering Division, OL
 Chief, Printing & Photography Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

FROM: Henry P. Mahoney
 Director of Logistics

SUBJECT: OL Presentation to the DDA on 4th-Qtr FY 85
 Activities

OL 4196-85

1. Although we do not as yet know the exact date of the next DDA Quarterly, it is expected to be in mid- or late November. When we know the date and have an agenda, we will inform you.

2. With the exception noted in paragraph 3, the format follows that of the previous DDA Quarterly; i.e., a short overview of OL activities for 4th Qtr (ending with a summary report on Directorate-level objectives as of 30 September), then individual presentations and summary remarks.

3. In addition, I am to give a 10- to 15-minute presentation on significant accomplishments for the entire fiscal year. For my presentation, please submit to C/IMSS by COB, 22 October, a very brief summary (topic with one- or two-sentence description) of your component's significant accomplishments for FY 85 with draft recommended graphics if appropriate. For your convenience, I am attaching (Attachments A and B, respectively) Xerox copies of the color graphics made from the slides that C/IMSS used in the 2nd and 3rd Quarter overviews (no overview was given on 1st Quarter activities). You may indicate, directly on those copies, the 2nd and 3rd Quarter accomplishments you consider most significant and

OL 4196-85

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 WHEN SEPARATED FROM CLASSIFIED
 ATTACHMENTS

CONFIDENTIAL

SUBJECT: OL Presentation to the DDA on 4th-Qtr FY 85 Activities

add others as you see fit. Also provide on a separate sheet those items that should be included for 1st and 4th Quarters FY 85.

4. For the overview to be given by C/IMSS, please submit to IMSS by COB, 22 October, a list of 4th-Qtr activities or accomplishments (including routine, bread-and-butter functions), with a brief but descriptive narrative and, when the subject permits, a draft recommended graphic. Especially appropriate for this presentation are comparisons of 4th Qtr FY 85 results with 4th Qtr FY 84 (and reasons for the differences, if known); substantial cost savings realized or anticipated; large or special support projects; and other activities performed under unusual or especially difficult circumstances or in a particularly timely manner.

5. If you have questions about these requirements, please contact [redacted] on extension [redacted] or [redacted]

[redacted]
Henry P. Mahoney

Attachments
As stated

*Attachments w/d, 10/19/85.
See separate folders in
"English" file. [redacted]*

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