

ROUTING AND RECORD SHEET

SUBJECT: (Optional) **Bullets for the Presentation of the Day Care Plaque**
 to

FROM: George W. Owens
 Director of Personnel

[Handwritten signature]

EXTENSION NO.

DATE

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

12 SEP 1988

[Handwritten initials]

Attached are suggested "bullets" for your remarks relating to presentation of the "Day Care Plaque" to on 14 September at 10:00 in the Headquarters Auditorium which is our monthly Personnel Officers Meeting. I will have the plaque for your presentation.

[Handwritten signature]

Serv-19

[Handwritten signature]

"LANGLEY CHILDREN'S CENTER"

The Langley Children's Center Inc., a brand new attractive on-site day care facility on the CIA Headquarters Compound, opened on 5 September 1989.

The Center is a state-of-the-art facility incorporating the ideas of professional child care consultants and architectural design specialists.

The opening culminates four years of activity beginning in May 1985 which included extensive negotiations with the National Capital Planning Commission, notification of our congressional oversight committees, and work with state and local licensing services.

While there were a lot of people involved none of this would have been possible without the services of one of your own OP personnelists.

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[redacted] has been instrumental in the design, planning, and implementation of this program.

She has labored long and hard to make it a success and has dealt effectively with a variety of internal and external people. She has been persistent in gaining necessary approvals and funding and in general provided overall direction and support to make the day care center possible.

The result is something for which we all can be proud and exemplifies the type of quality-of-life programs which this Agency can pull off.

We now have 102 children in the center and the Director toured the facility on opening day and was most impressed with what had been accomplished.

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[redacted] if you could join me on the stage I would like to present you with a small token of our appreciation. We thought you would enjoy having something as a lasting reminder of this significant accomplishment.

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We would like to present you with this plaque which says presented to [redacted] in appreciation for dedicated and exemplary service as the Langley Children's Center program director, September 1989.

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[redacted] we all join in thanking you for your time and attention to this activity which will serve as an important resource in meeting changing workforce requirements into the 21st century.