

2 FEB 1967

MEMORANDUM FOR: Director of Logistics

SUBJECT : Briefings for the Deputy Director for Support

1. The following schedule has been prepared for briefings to be given to the Deputy Director for Support by the Staff and Division Chiefs of your Office during 1967:


2 November	Real Estate and Construction Division
3 November	OSA (Log Officer)
9 November	Printing Services Division
10 November	Logistics Services Division
16 November	Procurement Division
17 November	Supply Division

24 NOV *LSD*

2. The 1967 schedule has been arranged so that changes can be made in the above dates if circumstances are such that rescheduling is necessary.

3. Briefings should be planned to last no longer than one hour. They should include current and planned operations in all substantive matters during the period covered by each briefing. They will be held in the DD/S Conference Room at 3:00 p.m. on the dates indicated.

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Executive Officer to the
Deputy Director for Support

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