

DD/A 76-0013

6 January 1976

MEMORANDUM FOR: (See distribution)

SUBJECT : DD/A Planning Team Conference

REFERENCE : Multiple adse memo dtd 17 Dec 75 fr DD/A;
subj: DD/A Planning Team (cc attached)

1. By referent memorandum Mr. Blake announced the formation of the DD/A Planning Team. This is an informal organization consisting of representatives from each Office who are responsible for providing support to Office heads in management of resources. The Team's major purpose is to improve and facilitate communications among the Offices and Directorate Staffs. You have been named as one of the representatives from your Office. A list of the DD/A Planning Team membership is attached for your information.

STATINTI [REDACTED] 2. A Planning Team conference will be held at the [REDACTED], 28-30 January 1976. The objective is to provide a forum for each member to become better acquainted with other members, to learn a bit more about the other Offices, to create regular communication channels, and to work toward defining more precisely the future role of the Team. It is anticipated that each member will make an active and positive contribution to the success of the conference. In preparation for discussions, you are requested to read the attached Directorate of Administration: History and Functions.

3. One hour of the conference schedule has been reserved for a presentation by your Office planning team. Each Office planning team should design its presentation from the viewpoint of what it would want to hear about its Office if it were a planning team from another Office. The form and content is left to the discretion of each Office planning team, however, ample time should be allowed for questions or comments from the other conferees either during

Administrative - Internal Use Only

Administrative - Internal Use Only

-2-

or after the presentation. Please advise [REDACTED], STATINTL extension 7726, by 22 January if you need equipment such as projection screen, viewgraph projector, etc.

STATINTL [REDACTED] 4. The conference will be held in the [REDACTED] STATINTL [REDACTED] with registration scheduled between 8:30 and 9:00 AM on Wednesday, 28 January. The final session is scheduled to end by 2:30 Friday, 30 January. Unless notified to the contrary by 16 January, all conference arrangements will be completed on the assumption that each DD/A Planning Team member will be present for the entire period.

5. We look forward to a meaningful and productive conference.

15/

[REDACTED] Chief, DD/A Plans Staff STATINTL

Attachments:

- 1 - Reference
- 2 - DD/A Planning Team
- 3 - Directorate of Administration: History and Functions

Distribution:

- 1 - Each DD/A Planning Team member w/Atts.
- ~~1~~ - DDA Subject w/Atts. 1 & 2
- 1 - DDA Chrono
- 1 - PS

Administrative - Internal Use Only

DD/A 75-5978

17 DEC 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : DD/A Planning Team

1. This memorandum announces the formation of the DD/A Planning Team.

2. The DD/A Planning Team will consist of three senior staff personnel from each Office who provide support to the Office Director in the management of resources. [REDACTED] will consult with you in the near future to identify the individuals who will represent your Office.

3. Effective communications is a special challenge to our Directorate which is characterized by heterogeneous organizations, physical dispersion and disparate interests. The principal objective of the DD/A Planning Team will be to provide yet another channel for communications among each of the Offices and the Directorate. Certainly I anticipate a major result will be the improvement in coordination of Directorate resource management. However, of equal importance, I anticipate the improvement in support rendered the Office Director by a better informed staff who is kept advised of current developments in the Directorate management of resources.

4. A conference will be held [REDACTED] 28-30 January 1976 to inaugurate activities of the DD/A Planning Team. Substantive and administrative instructions for the conference will be forwarded by the DD/A Plans Staff in the near future to each DD/A Planning Team member. Although the conference will be centered around the interests of the DD/A Planning Team, Office Directors and their Deputies are welcome to attend any portion of the conference.

Administrative - Internal Use Only

Administrative - Internal Use Only

-2-

5. I am sure you will join me in offering wholehearted support to assure the initial and continued success of the DD/A Planning Team.

/s/John E. Blake

John F. Blake
Deputy Director
for
Administration

Administrative - Internal Use Only