

DD/A Registry
78-2572

28 JUN 1978

MEMORANDUM FOR: Acting Deputy Director for Administration
 VIA: Chief, Budget Staff, DD/A
 FROM: [REDACTED]
 Executive Officer, OL
 SUBJECT: Request for Increase in FY 1978
 External Training Fund Ceiling

STATINTL

1. The Office of Logistics (OL) requests your approval to raise the present OL ceiling of \$46,000 for subobject class 2515 (Training-External) to a new figure of \$51,000 for fiscal year 1978. We feel this is necessary in order to accomplish our programmed goals of professional training for our personnel as well as to encourage continued self-improvement and upward mobility through employee-initiated training requests.

STATINTL

2. Our remaining external training funds are fully committed to existing training plans previously submitted by our operating divisions. There are other courses, however, that we strongly feel should be authorized in this fiscal year. In our present situation, the lack of funds would require us to disapprove such training as "Safety Inspector Training" for our [REDACTED] Depot Safety Officer; "DOD Disposal Policy" for a Supply Division employee; training in offset photography, offset stripping, and negative work for our Printing and Photography Division personnel; "Contract Law" for a member of Procurement Division; and academic courses in "Quantitative Factors in Administration" and "Principles of Real Estate," as well as others.

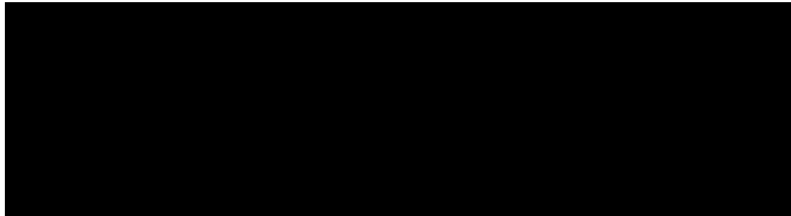
3. Your approval to raise the ceiling by \$5,000 will allow us to accomplish these training goals. There are sufficient OL monies available to fund the ceiling increase. OL has complete records of actual and projected training by

SUBJECT: Request for Increase in FY 1978 External Training
Fund Ceiling

course, individual, and functional component. If further
information is required, please contact me.

STATINTL

APPROVED:


Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

DATE:

29 JUN 1978

Distribution:

Orig - Return to OL/P&TS (Official)

2 - A-DDA *Subject*

1 - C/BS/DDA

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SECRET

Approved For Release 2001/08/02 : CIA-RDP81-00261R000300030007-3

ROUTING AND RECORD SHEET

78-2572

SUBJECT: (Optional)

Request for Increase in FY 1978 External Training Fund Ceiling

FROM:

Executive Officer, OL

STATINTL

EXTENSION

8204

NO.

DATE

28 JUN 1978

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. Chief, Budget Staff, DD/A2 9 JUN 1978
7D02 Headquarters

AV

1 to 5.

Mike:

2.

3.

4.

EO/DDA

6/29

B

5. Acting Deputy Director for Administration
7D24 Headquarters

9/8

M

O/DDA has an estimated surplus in external training funds (\$28,000 budgeted, \$13,000 used). I have checked with Del, and we could transfer \$5,000 of our training authority to Logistics if you want to approve Log memorandum. O/DDA would still retain flexibility in its own account.



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STATINTL

9.

10. Executive Officer, OL

STATINTL

11.

12. OL/P&TS

STATINTL

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14.

15.

8 2947

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