

OLC RECORD COPY

OLC

OLC 78-3183
20 October 1978

MEMORANDUM FOR: All OLC Staffs
VIA: Legislative Counsel *JAA*
FROM: Deputy Legislative Counsel
SUBJECT: 95th Congress/96th Congress

1. Wrap Up 95th Congress - Preparation for 96th Congress.

We have a little over two months before the commencement of the 96th Congress, during which time we should focus our efforts:

a. to put into orderly shape our office records on activities during the 95th Congress (purge unnecessary papers, assure records are complete, coherent, and as simple as possible for the purpose of enhancing our institutional memory potential);

b. to write an agenda for the upcoming 96th Congress to serve as a basis for organizing our resources and developing strategies and plans of action.

2. Cleaning Up From the 95th Congress.

Project assigned to Annette Swider, Marie Eckstein, Susan McMains, Mimi Garver, and Sue Kessler, under the supervision of Joan Donahue.

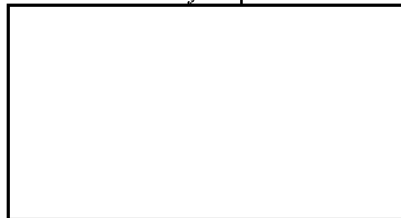
3. Agenda for the 96th Congress.

a. Although somewhat of a crystal ball exercise, it is important that we attempt to identify now for the 96th Congress the key issues affecting the DCI's responsibilities in both his Community and Agency roles. First, what are the key issues to be faced or initiated? Second, what's the most likely vehicle(s) for joining the issue and when? Third, who

are the key pro/con players (in the Congress, Members and Committees; and in the Executive Branch)? A sample matrix is attached. Behind each Committee will be the name of the OLC officer who will have the lead responsibility for its completion. The matrix should be completed in abbreviated outline form.

b. Timetable:

9 November	-	Completing matrix
13-14 November	-	Amalgamation of individual matrixes
15,16,17 November	-	Internal OLC discussion
20,21,22 November	-	Refinement
27 November-1 December	-	Assignment of responsibility for developing appropriate strategy/ game plans



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Attachment
As stated

Distribution:

1 - Each OLC Staff
1 - FPH
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1 - JMD

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(What)
Issues

(How) (When)
Vehicle/Time

(Who) (Where)
Key Pro/Con Players
Chief Cmtes/Exec./Other Cmtes.

SSCI (DFM)

HPSCI (AMP)

HAPC (ELS)

SAPC (ELS)

HASC (PLC)

SASC (RJK)

SFRC (GMC)

HIRC (GMC)

Legislation Across
the Board (Legis.
Staff)

Other Committees (RSG)