DDA 83-0893/5

1 3 APR 1983

DD/A REGISTRY
FILE: 30-7

MEMORANDUM FOR: Director of Communications
                  Director of Data Processing
                  Director of Logistics
                  Director of Security

FROM: Harry E. Fitzwater
                  Deputy Director for Administration

SUBJECT: Meeting with Comptroller - 28 April 1983

1.   The first step in presenting our FY 1985 Program will occur on
28 April in the Comptroller's conference room (4E05). While we could devote
the entire day for this meeting, based on last year's session, I think that
the time frame 0900 - 1200 is sufficient. With a morning session we should
generally line up in the following sequence:

0900 - 0945	DDA
0945 - 1030	D/OC
1030 - 1100	D/ODP
1100 - 1130	D/OS
1130 - 1200	D/OL

The above schedule is merely a guide. We should allot time for questions,
comments, and a dialogue if needed in any of our presentations. In the event
that we need more time, we have the option of reconvening in the afternoon.

2.   It is most important that the Comptroller and his staff gain a solid
appreciation for our Program and its importance to the Agency's mission. This
session should not, therefore, be viewed as an adversarial one but rather one
which is educational. Resource displays which are discussed in your presenta-
tions should be outlined in hard-copy handouts for the Comptroller and his
staff. The salient points of your presentation should be included in a handout.
You may use view-graphs.

3.   I intend to open the meeting with a brief overview of our program,
identifying highlights as well as overall goals and objectives. I will then
briefly review our Ongoing Initiatives and their relationship to the total
Program. I will describe the general thrust of the New Initiatives (concen-
trating on the DA Offices not represented at the session). There will be
general discussion of the target requirements our Program will satisfy and
finally, some discussion of our ranking process, relative priorities, and
Agency implications for our request.

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4. You will be expected to present much more detailed information on your individual programs. It is suggested that you discuss any significant changes to your Base program (not only major increases in resources but also any shifts in functions). You should cover, in detail, the changes in funding profiles for your Ongoing Initiatives. In addition, you should provide detailed information on your New Initiatives, the specific existing shortfalls which they address, and their importance in carrying out the Agency's mission.

5. Given the limited size of the conference room, you may be accompanied by one additional officer if you desire.

6. Since the initial Agency ranking stems from the information exchanged at this session, it is in our own best interest to thoroughly educate our audience as to the importance of our Program.

Harry E. Fitzwater

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