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DDA 83-0435/2

7 MAR 1983

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Office Directors Conference 25X1

1. As you have been advised, we will be having a brief conference 25X1
 on 23 and 24 March. The agenda for the conference is shaping 25X1
up as follows:

- 23 March - 1200-1400 Arrive lunch, settle-in 25X1
- 1400-1415 Opening Remarks - ADDA
- 1415-1530 Review funding profiles of Ongoing Initiatives
- 1530-1730 Review New Initiatives (Office Directors have 15 minutes each to discuss their Initiatives)
- 1730-1830 Cocktails
- 1830-1930 Dinner
- 1930-2100 Ranking of Ongoing and New Initiatives
- 24 March - 0900-1030 Discussion of FY-83 strategy options (surplus and unfunded requirements)
- 1030-1130 Positions/FTE for remainder of FY-83
- 1130-1200 Closing Remarks - DDA
- 1200- Lunch and depart

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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The above schedule is set forth merely to provide some general guidelines regarding our limited time; time segments are, for the most part, adjustable depending on need as we proceed. [redacted]

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2. Prior to convening [redacted] each Office Director will be requested to submit an anonymous preliminary ranking of New and Ongoing Initiatives. You will also be asked to categorize the Initiatives as being "critical," "necessary," "nice to have," or "luxurious." More specific details on this aspect of the exercise will be provided to you as soon as feasible. [redacted]

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3. You will be lodged [redacted] and meals will be held there. If you would like to ride [redacted] with someone and leave your vehicle at Headquarters, please let us know. We have invited the Director, [redacted] and his Administrative Assistant to join us for the cocktail session. A cash bar will be available as usual; wine will be served with dinner (we will divide the tab). [redacted]

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4. If you need any assistance or additional information, please contact [redacted], extension [redacted] [redacted]

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Harry E. Fitzwater

Harry E. Fitzwater

cc: [redacted]
Admin Asst [redacted]

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Distribution:

- 0 - D/OC
- 1 - Ea Add'l adse
- 1 - [redacted]
- 1 - Admin Asst, [redacted]
- 1 - DDA Subject
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- 1 - HEF Chrono
- 1 - EO Chrono

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EO/DDA/[redacted] 7Mar83)

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