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18 March 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

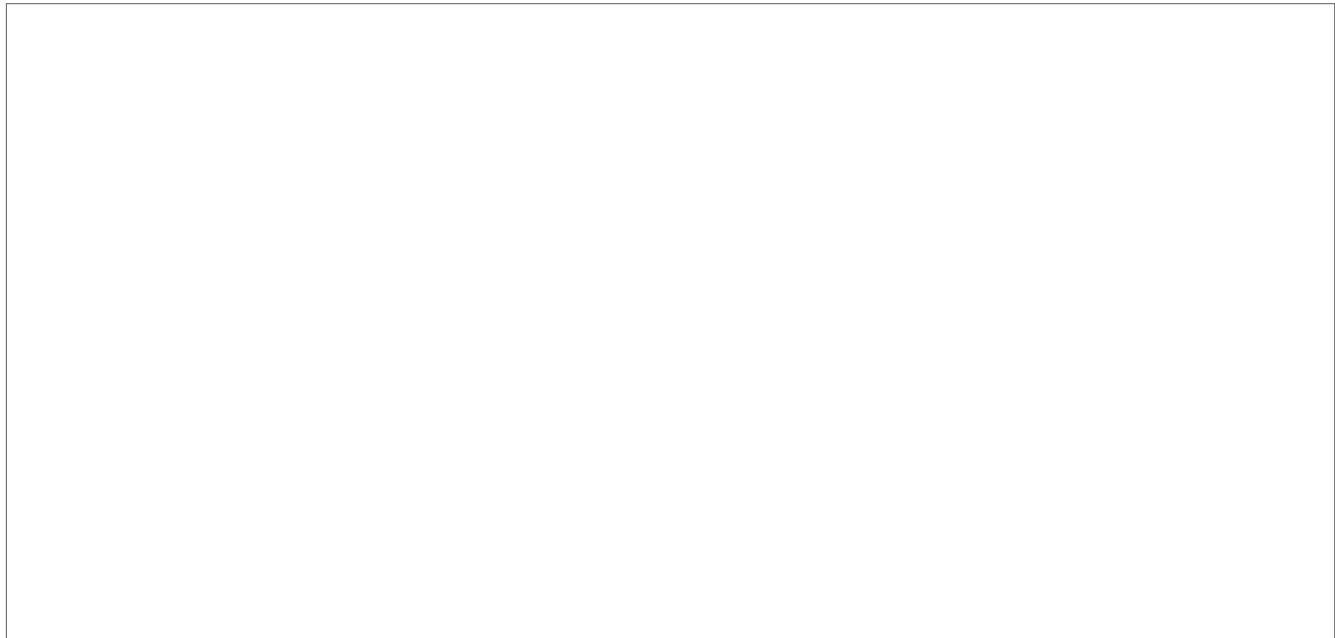
FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 18 March 1983

DD/A REGISTRY
FILE: 100-15

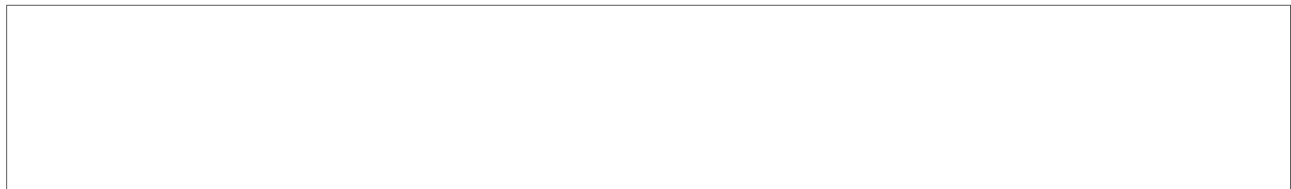
1. Progress reports on tasks assigned by DCI/DDCI:
All action on tasks assigned by the DCI/DDCI has been completed.
2. Items/events of interest:

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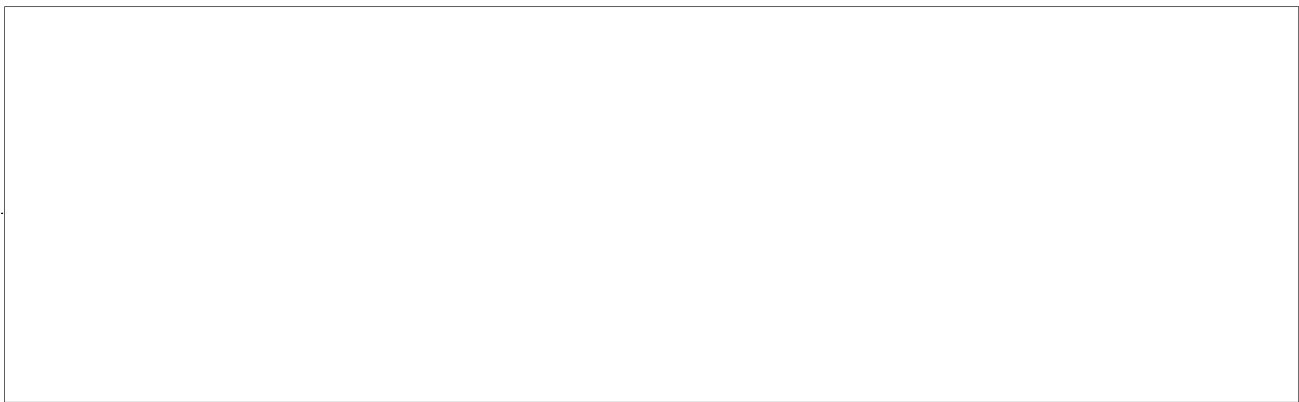
d. The General Services Administration (GSA) has advised that the contractor will begin erection of the new cooling tower at the power plant this week. The contract completion date is now 23 April; but GSA has indicated that the contractor will probably not complete all work before the end of May.

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g. On 11 March, 27 members of the Agency's Interdirectorate Seminar met [redacted] for a capsule running of the EEO-sponsored seminar on Women in the Managerial Environment given by [redacted]. The program proved to be very successful with discussions lasting well beyond formal presentations.

h. A luncheon for the Brookings Institution was held on 11 March at Headquarters. The Inspector General hosted the luncheon; a total of 28 business executives and 11 Agency officials attended.

3. Significant activities anticipated during the coming week:

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a. The Deputy Director for Administration (DDA), the ADDA, and Office Directors will participate in a Directorate planning session [redacted] at 1200 hours, 23 March through 1200 hours, 24 March. The Deputy Director of Security will serve as Acting DDA during that period.

b. A three-day International Narcotics Familiarization Course will be held 23 - 25 March at Headquarters. Forty-six students are scheduled to attend (one from the National Security Agency and one from the Federal Bureau of Investigation).

c. A special running of the USAF's Nuclear Weapons Orientation Advanced Course is scheduled to be held at Headquarters 5 - 7 April. To date, 30 training requests have been received from the Agency, 25 from the Defense Intelligence Agency, and 35 from the Department of the Navy.

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EO/DDA [redacted] cn (18 March 1983)



Harry E. Fitzwater

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