

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-0875

FBIS Bureau Chiefs Conference

FROM:

EXTENSION

NO.

FBIS-121/83

DATE

30 March 1983

Director, Foreign Broadcast Information Service

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. DDS&T
6E45 - Headquarters

30 Mar

[Handwritten initials]

The attached invites the DDA to speak to FBIS officers, during the Bureau Chiefs Conference, on 21 April.

2.

3. DDA
7D18 - Headquarters

31 MAR 1983

31 MAR 1983

[Handwritten initials]

4.

5.

DDA

31 MAR 1983

[Handwritten initials]

6.

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10.

11.

12.

13.

14.

15.

*Karen,
note to J.C.
pleased to accept,
[Signature]*

25X1

25X1

83-0875

CONFIDENTIAL

DD/A Registry
83-0875

FBIS-121/83
30 March 1983

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Deputy Director for Science and Technology *RAB*

FROM:
Director, Foreign Broadcast Information Service

SUBJECT: FBIS Bureau Chiefs Conference

1. This memorandum extends an invitation to you to speak to FBIS officers during the annual Bureau Chiefs Conference.

2. FBIS will hold its Bureau Chiefs Conference in Rosslyn during the week of 18-22 April this year. The purpose of the conference is to bring the managers of FBIS' bureaus, 14 of which are overseas, up to date on plans and developments within FBIS and the Agency and to allow them to consult with Headquarters officers. As an important part of the conference, we have traditionally included Headquarters briefings by senior Agency officials.

3. I would like to invite you to address a group of about 40 bureau chiefs and senior FBIS Headquarters officers in the IG Conference Room (6E13) on Thursday, 21 April, from 1500 to 1550. The bureau chiefs would be particularly interested in hearing your observations on Agency administrative management and on policies relating to support for overseas activities.

4. You are also cordially invited to join FBIS officers in the Executive Dining Room for a cocktail reception the same date, 1700 to 1900 hours.



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