

Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP87M00539R002604340001-9

ATTACHED: PLEASE TRY NOT TO
REMOVE FROM DOCUMENTS THANKS...

ER 85-2344/1-11

DOCUMENTS CROSS-REFERENCED
ATTACHED:

ER 85-2344/1-11

DDA 85-2601/1

ER 85-2344/8-10

DIPLO 85-2757

DD S+T 85-1640

DDA 85-2520/1

Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP87M00539R002604340001-9

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X	6 JAN 1986	
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC				
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OLL		X		
14	D/PAO		X		
15	D/PERS		X		
16	VC/NIC		X		
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SUSPENSE _____

Date

Remarks

Executive Secretary

31 Dec 85

Date

3637 (10-81)

STAT

MAILGRAM SERVICE CENTER
MIDDLETOWN, VA, 22645
16AM

Western Union Mailgram



4-0139398350 12/16/85 ICS IPMNTZZ COP WH88
2024882087 MGMB TDMT WASHINGTON DC 41 12-16 1209P EST

Executive Registry
85- 2344/11

HONORABLE WILLIAM M CASEY
DIRECTOR
CENTRAL INTELLIGENCE AGENCY
WASHINGTON DC 20505

CONGRATULATIONS ON REACHING 3400,000 AND EXCEEDING YOUR CFC GOAL.
ON BEHALF OF A GRATEFUL COMMUNITY PLEASE EXPRESS OUR THANKS AND
APPRECIATION TO ALL INVOLVED.

ELIZABETH HANFORD DOLE
SECRETARY OF TRANSPORTATION

12107 EST

MGMCOMP

P-120

Central Intelligence Agency
Washington, D.C. 20505

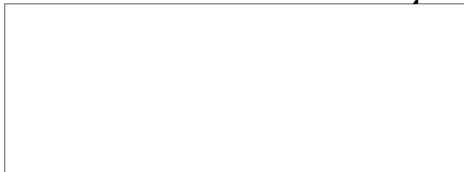
Executive Registry
85- 5002

Executive Director

20 December 1985

Note For: DDS&T

I passed your suggestion for separating the EAF/PSAS fund drive from the CFC campaign on to Harry. For the most part, OP's argument against doing it is weak, but you can't deny the growth in the EAF/PSAS over the past two years.



P-120

STAT

DDS&T-1040-85

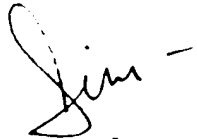
DDA
89-4137

15 November 1985

MEMORANDUM FOR: Executive Director

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Timing of Agency's Educational Aid Fund, Public Service Aid Society Campaigns



1. As we near the end of this year's Combined Federal Campaign (CFC), I would like to bring up the possibility of instituting a separate campaign for the Agency's two assistance programs. I feel the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS) programs might suffer somewhat from being grouped with other programs in the CFC. As a result, I do not believe these Agency programs receive the attention they deserve. I believe a campaign strictly devoted to the Agency assistance programs and separated from the CFC campaign by several months would result in greater publicity and increased participation by Agency employees without detracting from CFC participation.

2. This is the strategy used by the Air Force, Army and Navy in running their respective aid campaigns. The Army Emergency Relief campaign takes place from 1 March to 1 July; the Air Force Aid Society drive begins on 1 February; and the Navy Relief Fund solicits contributions from 4 May through 6 June. As a result, these Armed Service programs are quite successful. I believe EAF and PSAS would enjoy similar success if separated from the CFC.

STAT



R. E. Hineman

85-2520/19

DEC 17 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Combined Federal Campaign (CFC)

1. I am pleased to report to you that the Agency has exceeded its CFC goal of \$396,000, having collected to date \$402,926. Several hundred pledge cards are yet to be tallied, and this amount will thus increase somewhat. We also increased employee participation from 34% last year to 42.5% this year, a 25% increase. Unfortunately, an overall 42.5% participation rate is not satisfactory for an Agency such as CIA. As you will recall, many other Federal agencies' degree of participation has been much higher.

2. We have learned much from this year's campaign, and we intend to implement some changes for next year to increase the overall participation. Among these are a greater degree of management participation, a more aggressive public relations effort, and some form of competitive recognition such as raffles, or the like.

3. Regarding our specific CIA fund drive for the Public Service Aid Society (PSAS) and Educational Aid Fund (EAF), we continued to do well this year. To date, \$59,088 has been donated to the EAF, 18% more than last year, and \$33,809 has been given to PSAS, 10% above a year ago. It is clear that these two Agency campaigns can be counted as successes and are further proof of the commitment of Agency employees to our in-house charitable organizations.



P-120

4. As you know, we were very hopeful that the appeal to the overseas stations to participate in this year's campaign would be well received. Unfortunately, and unexplainably, this did not happen. So far, we have only received \$740 for CFC, plus \$230 for EAF and \$815 for PSAS. I think there are a number of things we can do to increase participation by our overseas employees and intend to put some increased special focus on that area next year.

5. In summary, I look back upon this campaign with mixed emotions. We met the CFC goal, and participation was up significantly over the previous year based in part on a more aggressive kickoff with Trumble and Core and your memorandums to the Deputy Directors encouraging support to the campaign. On the other hand, I am convinced that next year we can exceed this year's accomplishment.

Robert W. Magee

Robert W. Magee

OP/EBS/ESD/PSB



(11 Dec 85)

Distribution:

- Original - Addressee
- 1 - DDCI
- 1 - ExDir
- 1 - Executive Registry
- 1 - DDA
- 1 - D/OP
- 1 - DD/Pers/EBS
- 1 - C/ESD
- 1 - C/PSR

STAT



Deputy Director
for Administration

DDA 85-4137/4

17 DEC
1985

NOTE FOR: Executive Director

SUBJECT: Separate Campaigns for
EAF and PSAS

Jim:

As I reported in my interim response on 9 December, I had asked the Office of Personnel to look into Ev Hineman's recommendation that we run the EAF and PSAS Campaigns separate from the Combined Federal Campaign. Attached is our response. After careful study, we have concluded that we should retain a combined CFC, EAF and PSAS Campaign.

STAT



Harry E. Fitzwater

Attachment



P-120

DDA 4137/3

13 DEC

ATTACHMENT

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Separate Campaigns for the Educational Aid Fund and the Public Service Aid Society

REFERENCE: Memo for ExDir frm DDS&T, dtd 15 Nov 85,
Subj: Timing of Agency's Educational Aid Fund,
Public Service Aid Society Campaigns
(DDS&T-1040-85)

1. With regard to reference idea that we consider the possibility of a separate campaign for the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS) rather than running them simultaneously with the Combined Federal Campaign (CFC), this is not a new idea and, in fact, is one we have considered before. The primary reason for running the campaigns simultaneously is that we can have employees address giving contributions at one time. We receive many comments that indicate our employees will contribute to EAF and PSAS even though they do not choose to give to CFC. Additionally, the concentration of temporary staffing to support the CFC at one time during the year has distinct advantages. In talking with this year's Agency Loaned Executive, he strongly recommends that we retain the existing combined campaign strategy.

2. If this year's campaign had not been successful for the EAF and PSAS, I would probably be more inclined to try separating these two charities from the CFC drive. In fact, the last two years have shown increases in EAF of 11% and 18%. For PSAS these figures have been 19% and 10%. In spite of these successes, I do



SUBJECT: Separate Campaigns for the Educational Aid
Fund and the Public Service Aid Society

agree with the Deputy Director for Science and Technology (DDS&T) that we need to provide greater publicity for these programs during our CFC campaign. By doing this, I am convinced that we can further increase the EAF and PSAS contributions.

3. The DDS&T also notes that Air Force, Army and Navy run their respective ad campaigns separate from the CFC and are quite successful. I know that their efforts are successful, but I would imagine that the military runs its campaigns with a little more pressure than we have wanted to apply to our employees. Better publicity and extra effort by our keyworkers and senior management should provide this same success, even though we run the campaigns simultaneously.

4. In summary, I vote for retaining a combined CFC, EAF and PSAS campaign.

STAT

[Redacted Signature Box]

low Robert W. Magee

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Harry E. Fitzwater
Deputy Director for Administration
7B24 Headquarters

EXTENSION

NO.

DATE

6 December 1985

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 columns after each comment.)

RECEIVED

FORWARDED

1. Executive Registry

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3. Executive Director

20 DEC 1985

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W-FYE

DCI
EXEC
REG

DDA 85-4137/2

9 DEC
1985

NOTE FOR: Executive Director

Jim,

1. This is an interim response to Ev Hineman's recommendation that we run the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS) Campaigns separate from the Combined Federal Campaign. This idea is not new and, in fact, my staff has had some previous discussions on this matter. Rather than provide a final response at this time, we need a few more days to ensure that we have considered all viable options.

2. For your information, the 1985 EAF and PSAS Campaigns have been the most successful in the Agency's history from a total dollar standpoint. In fact, EAF contributions have increased 11% and PSAS increased 6% over 1984 and all contributions have not been counted. With separate campaigns, we also must consider logistical and staffing requirements.

3. We will present our final paper on 12 December 1985.

STAT



Harry E. Fitzwater

DD/A Registry
85-4137/1

DEC 3 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Separate Campaigns for Educational
Aid Fund and Public Service Aid Society

REFERENCE: Memo for ExDir frm DDS&T, dtd 15 Nov 85,
Same Subject

Harry,

1. This memorandum contains an interim response to Evan Hineman's recommendation that we run the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS) Campaigns separate from the Combined Federal Campaign. This idea is not new and, in fact, my staff has had some previous discussions on this matter. Rather than provide a final response at this time, we would like a few more days to ensure that we have considered all viable options.

2. For your information, the 1985 EAF and PSAS Campaigns have been the most successful in the Agency's history from a total dollar standpoint. In fact, EAF contributions have increased 11% and PSAS increased 6% over last year's Campaign, with all contributions not yet counted. With separate campaigns, we also must consider logistical and staffing requirements.

3. I will present a final paper by 11 December 1985.

STAT



Robert W. Magee

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: R. E. Hineman
 DDS&T
 6E60 Hqs

EXTENSION

NO.

DATE

15 November 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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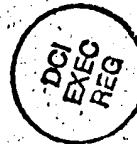
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J.E.

*Bill -
 Seems good
 idea -
 date with
 Harry to
 implement
 unless
 dumb.
 How shall
 we proceed?
 J.T.*

*- OPM rule?
 - 1985 drive just
 ending.*



Note: Bill -- Seems good idea. Let's ask Harry to implement unless dumb. How shall we proceed?

J.T.

82 2520/17

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CONSOLIDATED CHARITIES PROGRESS REPORT

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO. *DDA-2520/17-85*

DATE DEC 2 1985

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. Deputy Director of Administration
7D24 Headquarters

12/3

J

Attached are copies of the Consolidated Charities Progress Reports as of 22 November 1985.

2.

Agency Summary

3. Executive Registry
7E12 Headquarters

3 DEC 1985

Crnj

% Agency Goal Achieved to Date 90

4.

% of Cards Returned to Date 82

5. Executive Director

4

DT

% of Employee Participation of Cards Returned 42

6.

Attached figures are based on audited (Finance validated) reports. As of this day, the unaudited total (reports from CFC key persons) is \$382,091 or 96% of goal.

7. Deputy Director of Central Intelligence

3 DEC 1985

J

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9. Director of Central Intelligence

5 Dec 10 DEC 1985

E

Can this get one more push

10.

11. Director of Personnel

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13. Chief Personal Services Branch

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TRANSMITTAL SLIP		DATE
TO:		
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ROOM NO.	BUILDING	
7E 12	HOS	
REMARKS:		
File copies of Consolidated Charities Progress Reports as of 13 December 1985 attached.		
FROM:		
D/Pers		
		EXTENSION

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**EXECUTIVE SECRETARIAT
ROUTING SLIP**

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4	D/ICS		X		
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9	Chm/NIC		X		
10	GC		X		
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15	D/PERS		X		
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Remarks

ER

Executive Secretary
27 Nov 85
Date

3637 (10-81)

STAT

Executive Registry
85- 2344/90

THE WHITE HOUSE
WASHINGTON

November 25, 1985

Dear Mr. Casey:

Secretary Dole, the Chairman of the Combined Federal Campaign, has given me her interim report on this year's drive. Although it is encouraging, time is running out and one-third of our goal is yet to be met.

I am once again asking for your goodwill in this year's CFC effort. Your personal involvement is critical. Please make sure every employee has the opportunity to "give somebody a chance."

I am optimistic! At this time of Thanksgiving it would warm my heart to learn that we've not only met our goal of \$20.5 million, but surpassed it. I'm counting on you.

Sincerely,

Ronald Reagan

The Honorable William J. Casey
Director of Central Intelligence
Washington, D.C. 20505



P-130

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

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SUSPENSE

ASAP

Date

Remarks

To 6: Please coordinate with
 re telephonic reply.

Executive Secretary

21 Nov 85

Date

3637 (10-81)

STAT
STAT



THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590
NOV 18 1985

Executive Registry
85-2344/9

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Bill:

I cordially invite you to attend the Combined Federal Campaign Victory Luncheon on Tuesday, November 26, 1985, at the Washington Hilton.

There will be a reception at 11:30 a.m., in the International Ballroom East. The luncheon will follow in the International Ballroom. Please confirm your attendance with Vicki Sands on 426-7188.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Elizabeth Hanford Dole'.

Elizabeth Hanford Dole
1986 Campaign Chairperson



P-120

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

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9	Chm/NIC				
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ER

SUSPENSE _____
Date

Remarks
FYI - On 18 NOV 85 distributed to #1-3, 6 & 15

Executive Secretary
19 NOV 85
Date



3637 (10-81)

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**EXECUTIVE SECRETARIAT
ROUTING SLIP**

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Remarks

Executive Secretary
18 NOV 85
Date



3637 (10-81)

STAT

UNITED WAY NATL CAP AREA
2100 M ST NW RM12
WASH DC 20037 14PM

Western Union Mailgram



1-019686A318 11/14/85 ICS IPMWGWC WSH WSHA
00200 MGM MNWASHINGTON DC 150 11-14 517P EST

Executive Registry
85- 2344/8

WILLIAM J CASEY
DIRECTOR
CENTRAL INTELLIGENCE AGENCY
WASHINGTON DC 20505

THERE ARE ONLY 8 WORKING DAYS REMAINING BEFORE THE NOVEMBER 26 CFC VICTORY LUNCHEON. THE CENTRAL INTELLIGENCE AGENCY REPORTED PAISING 67 PERCENT OF GOAL. DUE TO THE LIMITE TIME AVAILABLE TO ACHIEVE YOUR GOAL, PLEASE GIVE YOUR PERSONAL LEADESHIP TO YOUR CAMPAIGN BY :

- DISCUSSING WITH YOUR MANAGEMENT STAFF THE URGENT NEED FOR SUCCESS IN THIS CAMPAIGN;
- REIVIEWING YOUR CAMPAIGN WITH YOUR STAFF TO IDENTIFY WEAK SPOTS AND SET IN ACTION WORKABLE PLANS TO ENSURE IMPROVEMENT, AND
- MAKING IT CLEAR THAT MANAGEMENT HAS A RESPONSIBILITY TO REACH EVERY EMPLOYEE BEFORE THE CAMPAIGN EFFORT IN ANY UNIT IS ENDED.

THANK YOU FOR YOUR SUPPORT ON BEHALF OF THE ADMINISTRATION AND ALL THOSE IN NEED WHO ARE SERVED BY CFC SUPPORTED AGENCIES.

SINCERELY

ELIZABETH HANFORD DOLE
SECRETARY OF TRANSPORTAITON
CFC CHAIRPERSON

19:15 EST

MGMCOMP

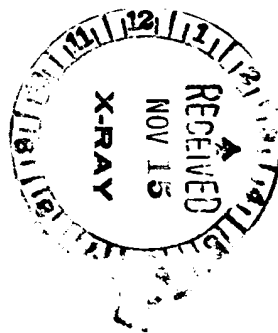
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P-120

Western Union **Mailgram**



THIS MAILGRAM MESSAGE WAS TRANSMITTED ELECTRONICALLY BY WESTERN UNION TO A POST OFFICE NEAR YOU FOR DELIVERY



MAILGRAM
Postal Charges
PAID
Western Union

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CONSOLIDATED CHARITIES PROGRESS REPORT

STAT
STAT

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

D/Pers 85-3074

DATE

NOV 15 1985

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.)

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1. Executive Registry

2. Executive Director

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19 NOV 1985

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Attached are copies of the Consolidated Charities Progress Reports as of 8 November 1985.

Agency Summary

% Pledge Cards Returned - 30.0

% Of Goal Achieved to Date - 35.0

% Of Employee Participation of Pledge Cards Returned - 40.0

Based on audited returns so far, I am concerned that the Agency may not meet its CFC goal of \$396,000. I believe it would be helpful if the enclosed memos could be sent over your signature to encourage additional effort during the balance of the campaign.

Robert W. Magee



P-120

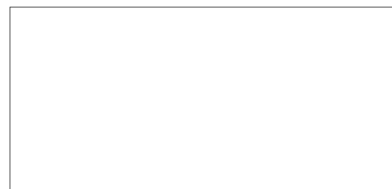
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DET.

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ADMINISTRATIVE - INTERNAL USE ONLY

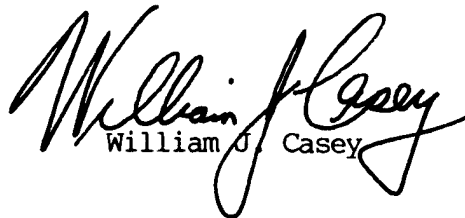
20 NOV 1985

MEMORANDUM FOR: Deputy Director for Administration
FROM: William J. Casey
Director of Central Intelligence
SUBJECT: Combined Federal Campaign

1. I am pleased to report that our CFC campaign got off to a good start this year, but I have a growing concern that there is a possibility we may not meet our overall goal of \$396,000. I am encouraged that employee participation in CFC is up Agency-wide from the 34% of last year to 40% so far this year with some components exceeding the average by substantial amounts. Unfortunately, this modest increase falls far short of our potential as an Agency. To ensure that our full potential is maximized, I ask that you personally encourage supervisors at all levels to fully support your CFC Keyworkers in the final weeks of this year's campaign. I trust that you share in my opinion that it would be a great embarrassment to this Agency if we did not make this year's goal.

2. In reviewing your Directorate's CFC report, I noticed with concern that as of 8 November 1985, the Administration Directorate is behind in total CFC contributions from what would be expected at this point in the campaign. If the present trend continues through the remainder of the campaign, it appears your Directorate will fall short of its goal of [redacted] I believe this situation presents a direct challenge to you and your management team.

STAT


William J. Casey

Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

STAT

OP/EBS/ESD/PS (12 Nov 85)

Distribution:

- Original - Adse
- 1 - ER
- 1 - ExDir
- 1 - D/OP
- 2 - DD/Pers/EBS
- 1 - C/ESD
- 1 - C/PSB

ADMINISTRATIVE - INTERNAL USE ONLY

20 NOV 1985

MEMORANDUM FOR: Director, National Intelligence Emergency Support Office

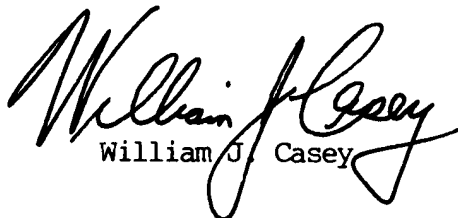
FROM: William J. Casey
Director of Central Intelligence

SUBJECT: Combined Federal Campaign

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2. In reviewing your Office's CFC report, I noticed with concern that as of 8 November 1985, NIESO is behind in total CFC contributions from what would be expected at this point in the campaign. If the present trend continues through the remainder of the campaign, it appears your Office will fall short of its goal of I believe this situation presents a direct challenge to you and your management team.

STAT


William J. Casey

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

OP/EBS/ESD/PSB (12 Nov 85)

Distribution:

- Original - Adse
- 1 - ER
- 1 - ExDir
- 1 - D/OP
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- 1 - C/ESD
- 1 - C/PSB

ADMINISTRATIVE - INTERNAL USE ONLY

20 NOV 1985

MEMORANDUM FOR: Director, Intelligence Community Staff

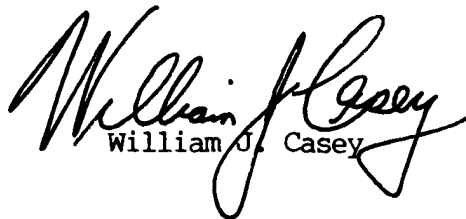
FROM: William J. Casey
Director of Central Intelligence

SUBJECT: Combined Federal Campaign

1. I am pleased to report that our CFC campaign got off to a good start this year, but I have a growing concern that there is a possibility we may not meet our overall goal of \$396,000. I am encouraged that employee participation in CFC is up Agency-wide from the 34% of last year to 40% so far this year with some components exceeding the average by substantial amounts. Unfortunately, this modest increase falls far short of our potential as an Agency. To ensure that our full potential is maximized, I ask that you personally encourage supervisors at all levels to support your CFC Keyworkers in the final weeks of this year's campaign. I trust that you share in my opinion that it would be a great embarrassment to this Agency if we did not achieve this year's goal.

2. Regarding your specific Staff, I note with pleasure that as of 8 November 1985, your Staff is doing well in total CFC contributions. If the present trend continues through the remainder of the Agency's campaign, it appears you will likely meet or possibly exceed your goal of I appreciate your efforts and encourage you to strive for a strong finish.

STAT


William J. Casey

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

OP/EBS/ESD/PSB (12 Nov 85)

Distribution:

- Original - Adse
- 1 - ER
- 1 - ExDir
- 1 - D/OP
- 2 - DD/Pers/EBS
- 1 - C/ESD
- 1 - C/PSB

ADMINISTRATIVE - INTERNAL USE ONLY

20 NOV 1985

MEMORANDUM FOR: Deputy Director for Intelligence

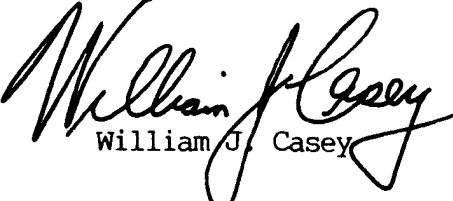
FROM: William J. Casey
Director of Central Intelligence

SUBJECT: Combined Federal Campaign

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2. Regarding your specific Directorate, I note with pleasure that as of 8 November 1985, your Directorate is doing well in total CFC contributions. If the present trend continues through the remainder of the Agency's campaign, it appears you will likely meet or possibly exceed your goal of [redacted] I appreciate your efforts and encourage you to strive for a strong finish.

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OP/EBS/ESD/PSE (12 Nov 85)

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ADMINISTRATIVE - INTERNAL USE ONLY

20 NOV 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

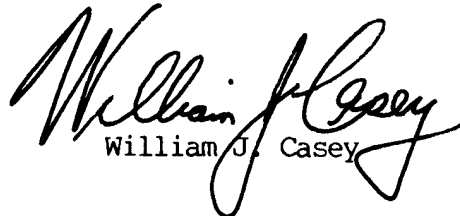
FROM: William J. Casey
Director of Central Intelligence

SUBJECT: Combined Federal Campaign

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2. In reviewing your Directorate's CFC report, I noticed with concern that as of 8 November 1985, the Directorate of Science and Technology is behind in total CFC contributions from what would be expected at this point in the campaign. If the present trend continues through the remainder of the campaign, it appears your Directorate will fall short of its goal of I believe this situation presents a direct challenge to you and your management team.

STAT


William J. Casey

Attachment

STAT

OP/EBS/ESD/PSB



(12 Nov 85)

Distribution:

- Original - Adse
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- 1 - ExDir
- 1 - D/OP
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- 1 - C/ESD
- 1 - C/PSB

ADMINISTRATIVE - INTERNAL USE ONLY

20 NOV 1985

MEMORANDUM FOR: Deputy Director for Operations

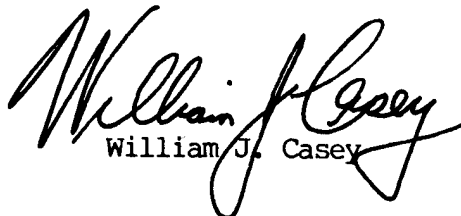
FROM: William J. Casey
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2. In reviewing your Directorate's CFC report, I noticed with concern that as of 8 November 1985, the Operations Directorate is behind in total CFC contributions from what would be expected at this point in the campaign. If the present trend continues through the remainder of the campaign, it appears your Directorate will fall short of its goal of [redacted]. I believe this situation presents a direct challenge to you and your management team.

STAT


William J. Casey

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

OP/EBS/ESD/PSE

[REDACTED]

(12 Nov 85)

Distribution:

- Original - Adse
- 1 - ER
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- 2 - DD/Pers/EBS
- 1 - C/ESD
- 1 - C/PSB

Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP87M00539R002604340001-9

TRANSMITTAL SLIP		DATE
TO: ER		
ROOM NO. 7E12	BUILDING HQ	
REMARKS: File copies of Consolidated Charities Progress Reports as of 8 Nov 85 attached		
FROM: A-D/Pers		
ROOM NO.	BUILDING	

1 FEB 66 241 (47)

Sanitized Copy Approved for Release 2010/07/02 : CIA-RDP87M00539R002604340001-9

STAT

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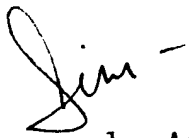
DDS&T-1040-85

15 November 1985

MEMORANDUM FOR: Executive Director

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Timing of Agency's Educational Aid Fund, Public Service Aid Society Campaigns



1. As we near the end of this year's Combined Federal Campaign (CFC), I would like to bring up the possibility of instituting a separate campaign for the Agency's two assistance programs. I feel the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS) programs might suffer somewhat from being grouped with other programs in the CFC. As a result, I do not believe these Agency programs receive the attention they deserve. I believe a campaign strictly devoted to the Agency assistance programs and separated from the CFC campaign by several months would result in greater publicity and increased participation by Agency employees without detracting from CFC participation.

2. This is the strategy used by the Air Force, Army and Navy in running their respective aid campaigns. The Army Emergency Relief campaign takes place from 1 March to 1 July; the Air Force Aid Society drive begins on 1 February; and the Navy Relief Fund solicits contributions from 4 May through 6 June. As a result, these Armed Service programs are quite successful. I believe EAF and PSAS would enjoy similar success if separated from the CFC.

STAT



R. E. Hineman

Distribution:

Orig - Addee

1 - ER

1 - DDS&T

1 - DS&T Registry

STAT

EA/DDS&T



P-120

D/Pers 85-2757

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Combined Federal Campaign

FROM: Robert W. Magee
D/Pers

EXTENSION

NO.

DATE

OCT 2 1985

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. DDA
7D18 Hqs

2 Oct

3 OCT 1985

10900-Head Coffee

2.

3. Executive Registry
7E12 Hqs

4.

5. DCI
7E12 Hqs

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.



P-120

OCT 2 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Combined Federal Campaign

1. I was pleased to learn that you will be able to host a brief "coffee" at 0900 on 3 October for the Directorate level Combined Federal Campaign workers and senior Agency officials. For your information, I have attached a copy of the guest list of those who have been invited to attend. Following the coffee, the Agency CFC Kickoff Rally is scheduled to take place in the auditorium and Messrs. Bill Trumbull and Chris Core, prominent local personalities from WMAL Radio, have agreed to participate. At approximately 1000 I will be escorting them to your office for a brief welcome and thanks from you for their willingness to assist in our Kickoff Rally. I have attached biographic information on Messrs. Trumbull and Core for your convenience.

2. Following are a few ideas you may wish to convey to the guests and CFC volunteer workers attending the 0900 Coffee:

- ° The importance of the Campaign in raising needed funds for the hundreds of charitable organizations which fall under the CFC umbrella, and for our own in-house charities, the Educational Aid Fund and the Public Service Aid Society.
- ° The need to have Agency Management involved if the Campaign is to be a success.
- ° The need for the vice-chairpersons and keyworkers to convey this message to their co-workers when soliciting contributions.
- ° The importance of attending the training sessions provided for the keyworkers.

25X1



P-120

CONFIDENTIAL

SUBJECT: Combined Federal Campaign

3. For your information, this year's CFC Chairman is the Honorable Elizabeth H. Dole, Secretary of Transportation. You are the Chairman for the Agency's Campaign and I am your Vice-Chairman. This year's goal is \$396,000, which is a 9.6% increase over last year's achievement of \$361,000. As a primary objective, we are striving to increase dramatically the participation of our employees in reaching our 1986 goal. As you may or may not be aware, last year's unsolicited contributions from [redacted] proved to be the final push we needed to exceed our goal. Therefore, we have prepared correspondence inviting all [redacted] to participate in this year's campaign.

25X1

25X1

Robert W. Magee

Robert W. Magee

CONFIDENTIAL

CONFIDENTIAL

SELECTED AGENCIES
RANKED BY 1985 CFC PARTICIPATION

<u>%</u>	<u>AGENCY</u>	<u>EMPLOYEES</u>	<u>\$/EMPLOYEE</u>	<u>1985 TOTAL</u>
97	U.S. Air Force	15,151	\$ 64.73	\$ 980,680
81	U.S. Postal Service	16,419	\$ 55.21	\$ 906,488
71	Department of Justice	16,726	\$ 34.82	\$ 582,452
71	Dept. of Agriculture	11,701	\$ 64.08	\$ 749,790
67	Dept. of Treasury	18,964	\$ 48.84	\$ 926,239
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25X1

34 Central Intelligence Agency

25X1

CIA employees did not participate

CONFIDENTIAL

Guest List - DCI Coffee

Deputy Director for Administration

Deputy Director for Intelligence

Deputy Director for Science and Technology

Deputy Director for Operations

Director, Intelligence Community Staff

Director, National Intelligence Emergency Support Office

Robert Magee

Director of Personnel

Deputy Director of Personnel

Acting Deputy Director for

Employee Benefits & Services

Chief, Employee Services Division

Directorate CFC Vice-Chairpersons and Alternates

DCI

DDA

DDO

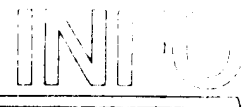
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4400 Jenifer Street, NW
Washington, DC 20015

Telephone
(202) 686-3050

Represented Nationally by
McGavren Guild, Inc.



TRUMBULL & CORE

Washington's afternoon rush hours haven't been quite the same since Trumbull & Core took over WMAL's 3:00-7:00 pm weekday program. Trumbull and Core's entertaining blend of information, music and an unique comic style make theirs the most popular afternoon radio show in Washington, D.C. WMAL listeners have learned of everything from snow sharks to naugas. Comedian Jackie Bill and advice columnist Abby Chris---provide more than a touch of wackiness. Chris Core is also known for his intriguing interviews with offbeat personalities, and Bill Trumbull for his seemingly endless stream of "boring" facts.

Trumbull & Core often take their show on the road to exotic (and some not so exotic) places. In 1978, they traveled to Munich, Germany, to broadcast live from the beer gardens of the Oktoberfest. In 1985, they were in Dublin on St. Patrick's Day. Other remote broadcast sites have included the Woodrow Wilson Bridge (Washington's biggest commuter sore spot), the Goodyear Blimp, in a van touring Washington's Beltway during rush hour, and a lemonade stand on the route to Maryland's eastern shore resorts.

Trumbull & Core are an active team off the air as well, emceeding various community events, and lending their talents as auctioneers and performers to a variety of public service organizations.

Bill Trumbull came to WMAL in 1960, after beginning his career as an announcer at WREB in Holyoke, Massachusetts in 1954. During a 3½-year stint with the U.S. Army Band at Ft. Meyer, Virginia, he worked part time as newscaster for the Voice of America in the 1960's. Bill's outside activities have included introducing the U.S. Army Band at the White House, Carnegie Hall, and the Hollywood Bowl, and serving on the Board of Directors of the Easter Seal

TRUMBULL & CORE, con't.

Society of Washington, and St. John's High School. Bill is a Massachusetts native who also enjoys cooking and movies on his VCR. He and his family live in Darnestown, Maryland.

Chris Core is a native of Clinton, Iowa who originally joined WMAL in 1974 as a news and sports reporter before teaming up with Bill Trumbull. Chris has also worked as a reporter and editor for the Voice of America. He is a graduate of the University of Wisconsin, where majored in Political Science and Theater.

Chris Core's extra-curricular broadcasting activities have included contributing features to locally-produced segments of the nationally syndicated television program, "PM Magazine." He is single, lives in Chevy Chase, Maryland, and enjoys theater, movies, golf and baseball as hobbies.

#

CONTACT PAT RYAN
686-3051

OCT 2 1985

MEMORANDUM FOR: Director of Central Intelligence
FROM: Robert W. Magee
Director of Personnel
SUBJECT: Combined Federal Campaign

1. I was pleased to learn that you will be able to host a brief "coffee" at 0900 on 3 October for the Directorate level Combined Federal Campaign workers and senior Agency officials. For your information, I have attached a copy of the guest list of those who have been invited to attend. Following the coffee, the Agency CFC Kickoff Rally is scheduled to take place in the auditorium and Messrs. Bill Trumbull and Chris Core, prominent local personalities from WMAL Radio, have agreed to participate. At approximately 1000 I will be escorting them to your office for a brief welcome and thanks from you for their willingness to assist in our Kickoff Rally. I have attached biographic information on Messrs. Trumbull and Core for your convenience.

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- ° The need to have Agency Management involved if the Campaign is to be a success.
- ° The need for the vice-chairpersons and keyworkers to convey this message to their co-workers when soliciting contributions.
- ° The importance of attending the training sessions provided for the keyworkers.



CONFIDENTIAL

SUBJECT: Combined Federal Campaign

3. For your information, this year's CFC Chairman is the Honorable Elizabeth H. Dole, Secretary of Transportation. You are the Chairman for the Agency's Campaign and I am your Vice-Chairman. This year's goal is \$396,000, which is a 9.6% increase over last year's achievement of \$361,000. As a primary objective, we are striving to increase dramatically the participation of our employees in reaching our 1986 goal. As you may or may not be aware, last year's unsolicited contributions from [redacted] proved to be the final push we needed to exceed our goal. Therefore, we have prepared correspondence inviting all to participate in this year's campaign.

25X1

25X1

Robert W. Magee

SELECTED AGENCIES
RANKED BY 1985 CFC PARTICIPATION

<u>Rank</u>	<u>AGENCY</u>	<u>EMPLOYEES</u>	<u>\$/EMPLOYEE</u>	<u>1985 TOTAL</u>
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25X1 34 Central Intelligence Agency

25X1 CIA employees did not participate

CONFIDENTIAL

Central Intelligence Agency



Washington, D.C. 20505

24 September 1985

MEMORANDUM FOR ALL EMPLOYEES

1. The theme for this year's Combined Federal Campaign (CFC) is "Give Somebody a Chance." As we work with this theme, I ask that you reflect on the standard of life we enjoy in this country and on this Agency's goal of excellence. Professionally we have all caught the spirit and our contributions to the safety and strength of this nation are beyond count. Our efforts, however, quite properly go unnoticed and unheralded. Through the CFC we have the opportunity to help the many people in our community who are not able to help themselves. Again, we will get no personal recognition, but we will gain the pride and confidence that comes with knowing we have given of our own means for the benefit of others.

2. Last year we combined to contribute an all time high of over \$361,000 and I commend you for that outstanding effort. As we go into this year's campaign, we cannot look back and say, "That is enough." We must look at the needs of those who need help, and do more. In this spirit, the goal for this year has been set at \$396,000 or slightly more than 9.6% above last year's achievement. The past efforts of contributing employees have been outstanding but we now need the efforts of all. To this end, I ask that each of you listen to the CFC story as it is explained to you by your Keyworker and contribute what you can. Contributions can be made by payroll deduction and I urge you to use this method to make your donations.

3. During the campaign you will also have an opportunity to contribute to two Agency-sponsored programs which directly benefit our own employees and their families--the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). EAF is a voluntary association that provides financial assistance in the form of scholarship awards to qualified dependents of current, retired, and deceased employees. PSAS renders financial aid to eligible individuals who are in urgent need of such assistance and have exhausted all means of self-help. Contributions to both PSAS and EAF may also be made by payroll deductions.

4. I personally support CFC with my contributions and ask that you do the same. Our continued support is urgently needed as we "Give Somebody a Chance" by giving in this year's campaign and working to achieve our goal.

A handwritten signature in cursive script that reads "William J. Casey".
William J. Casey
Director of Central Intelligence

ADMINISTRATIVE-INTERNAL USE ONLY

85-0520/7

SEP 16 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: 1985-1986 Combined Federal Campaign

1. This year the Agency's Combined Federal Campaign (CFC) will run from ~~October~~ through 15 November with a goal of \$396,000, which is 9.6% above last year's achievement and is in harmony with the increases set for the National Capital Area. Administratively, you are the Chairman for the Agency and I serve as the Vice Chairman. Once again the Office of Personnel will coordinate the campaign. The success of the campaign, however, is dependent on two major factors: (1) the support given by Agency managers at all levels; and (2) proper training of the volunteer workers. I have attached for your signature two memoranda which will officially put this year's campaign in motion, establish your support, and ensure the proper training of the keyworkers.

2. I believe the most effective pattern for manager involvement would be set by your hosting a coffee as you did last year, for the Deputy Directors and approximately 20 key campaign workers. The coffee should last for no more than half an hour, only the last half of which would be attended by you. The first half would be used by the guests to become acquainted with one another. Those to be invited would be the Agency's Campaign Coordinator and his staff, the Executive Director, the Deputy Directors, and myself plus the directorate vice-chairpersons. At this meeting you would express your personal support of CFC, encourage their best efforts and offer your thanks for the work they will do during the campaign. Following your lead the Deputy Directors should be asked to hold similar sessions with their office/division key representatives.

3. The Agency's Campaign Coordinator is [redacted] and your staff can reach him on extensior [redacted] will coordinate the coffee according to your busy schedule.

/ Robert W. Magee /

Attachments: a/s

Guest List - DCI Coffee

Deputy Director for Administration

Deputy Director for Intelligence

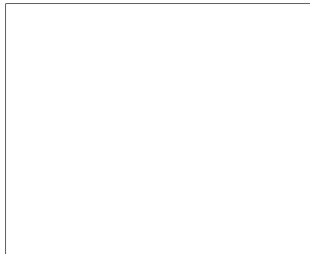
Deputy Director for Science and Technology

Deputy Director for Operations

Director, Intelligence Community Staff

Director, National Intelligence Emergency Support Office

Robert Magee



Director of Personnel

Deputy Director of Personnel

Acting Deputy Director for

Employee Benefits & Services

Chief, Employee Services Division

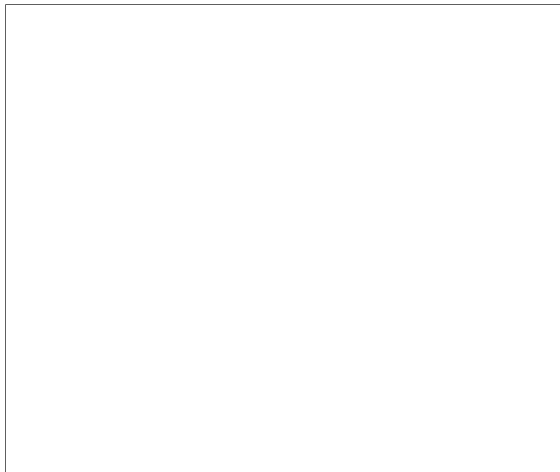
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Directorate CFC Vice-Chairpersons and Alternates

DCI

DDA

DDO



STAT

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4400 Jenifer Street, NW
Washington, DC 20015

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INFO

TRUMBULL & CORE

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#

CONTACT PAT RYAN
686-3051

85-2419

SEP 16 1985 85-2520/7

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: 1985-1986 Combined Federal Campaign

1. This year the Agency's Combined Federal Campaign (CFC) will run from 2 October through 15 November with a goal of \$396,000, which is 9.6% above last year's achievement and is in harmony with the increases set for the National Capital Area. Administratively, you are the Chairman for the Agency and I serve as the Vice Chairman. Once again the Office of Personnel will coordinate the campaign. The success of the campaign, however, is dependent on two major factors: (1) the support given by Agency managers at all levels; and (2) proper training of the volunteer workers. I have attached for your signature two memoranda which will officially put this year's campaign in motion, establish your support, and ensure the proper training of the keyworkers.

2. I believe the most effective pattern for manager involvement would be set by your hosting a coffee as you did last year, for the Deputy Directors and approximately 20 key campaign workers. The coffee should last for no more than half an hour, only the last half of which would be attended by you. The first half would be used by the guests to become acquainted with one another. Those to be invited would be the Agency's Campaign Coordinator and his staff, the Executive Director, the Deputy Directors, and myself plus the directorate vice-chairpersons. At this meeting you would express your personal support of CFC, encourage their best efforts and offer your thanks for the work they will do during the campaign. Following your lead the Deputy Directors should be asked to hold similar sessions with their office/division key representatives.

3. The Agency's Campaign Coordinator is [redacted] and your staff can reach him on extension [redacted] will coordinate the coffee according to your busy schedule.

Robert W. Magee

Robert W. Magee



Attachments: a/s

P-120

STAT
STAT

ADMINISTRATIVE-INTERNAL USE ONLY

85-2321/8

24 SEP 1985

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

1. For last year's Combined Federal Campaign (CFC) we achieved our set goal of \$361,000. This year's CFC Chairman is Secretary Dole, of the United States Department of Transportation, and I have joined her in setting this year's CFC goal at 9.6% above last year's achievement, which, for this Agency, translates to \$396,000. This is an achievable goal but does require our full support.

2. Approximately 60% of our employees did not participate in last year's achievement effort. I believe there are two main reasons they did not participate: first, they did not understand the CFC program; and, secondly, they were not personally invited to participate. The key to overcoming these shortcomings rests with the Keyworkers. They must be individually confident, properly trained, and fully supported by their supervisors at all levels. I sense that in years past junior secretaries have carried the brunt of the load and that they have not been fully supported by their supervisors in either obtaining the necessary training or in their efforts in talking to the employees about CFC. I ask that this not be the case this year. CFC and our own Educational Aid Fund and Public Service Aid Society deserve full support.

3. Your directorates have already been asked by the Office of Personnel to provide a primary and alternate chairperson and office keypersons to work in this year's campaign. They have been invited to attend a CFC kickoff rally to be held downtown on 24 September and our own rally on 2 October. I ask that you ensure their being able to attend these events.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Support of the 1985-86 Combined Federal Campaign (CFC)

4. I expect your personal involvement in this year's campaign and ask that you send a memorandum to each person in your directorate encouraging their participation. You should also meet with your chairpersons and office keypersons to give them much needed support. Lastly, I encourage your involvement by making your own financial contribution and encouraging your office heads to do the same.

/s/ William J. Casey

William J. Casey

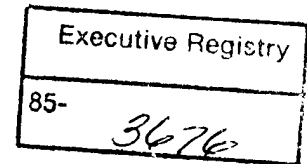
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Central Intelligence Agency



Washington, D. C. 20505



24 SEP 1985

MEMORANDUM FOR ALL EMPLOYEES

1. The theme for this year's Combined Federal Campaign (CFC) is "Give Somebody a Chance." As we work with this theme, I ask that you reflect on the standard of life we enjoy in this country and on this Agency's goal of excellence. Professionally we have all caught the spirit and our contributions to the safety and strength of this nation are beyond count. Our efforts, however, quite properly go unnoticed and unheralded. Through the CFC we have the opportunity to help the many people in our community who are not able to help themselves. Again, we will get no personal recognition, but we will gain the pride and confidence that comes with knowing we have given of our own means for the benefit of others.

2. Last year we combined to contribute an all time high of over \$361,000 and I commend you for that outstanding effort. As we go into this year's campaign, we cannot look back and say, "That is enough." We must look at the needs of those who need help, and do more. In this spirit, the goal for this year has been set at \$396,000 or slightly more than 9.6% above last year's achievement. The past efforts of contributing employees have been outstanding but we now need the efforts of all. To this end, I ask that each of you listen to the CFC story as it is explained to you by your Keyworker and contribute what you can. Contributions can be made by payroll deduction and I urge you to use this method to make your donations.

3. During the campaign you will also have an opportunity to contribute to two Agency-sponsored programs which directly benefit our own employees and their families--the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). EAF is a voluntary association that provides financial assistance in the form of scholarship awards to qualified dependents of current, retired, and deceased employees. PSAS renders financial aid to eligible individuals who are in urgent need of such assistance and have exhausted all means of self-help. Contributions to both PSAS and EAF may also be made by payroll deductions.

4. I personally support CFC with my contributions and ask that you do the same. Our continued support is urgently needed as we "Give Somebody a Chance" by giving in this year's campaign and working to achieve our goal.

/s/ William J. Casey

William J. Casey
Director of Central Intelligence

STAT

OP/EBS/ESD/PSE (10 Sep 85)

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EXECUTIVE SECRETARIAT
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Remarks

Executive Secretary

16 Sept 85
 Date

STAT

2344/7

COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA

Francis W. Marchand, Jr.
Director

Carollee A. Harman
Deputy Director

Kristin J. Oliver
Assistant Director

TO: 1986 Combined Federal Campaign Leaders
FROM: Frank Marchand *F.M.*
SUBJECT: PLANS FOR THE 1986 COMBINED FEDERAL CAMPAIGN
DATE: September 9, 1985

The 1986 Combined Federal Campaign has begun! President Reagan announced his appointment of the Honorable Elizabeth Hanford Dole, Secretary of Transportation to be this year's General Campaign Chairperson for the CFC of the National Capital Area. Secretary Dole has recruited the Vice Chairpersons for the campaign, and the Loaned Executives, recruited by Secretary of the Army John O. Marsh, Jr., have been trained and are ready to take on their assignments.

This memo's purpose is to share with you information which is important in the planning of your own campaign.

- STAT
1. Your Loaned Executive, is available now to help with campaign planning. You may reach your Loaned Executive at 488-2087.

SUMMARY OF ACTION ITEMS AND KEY DATES

CFC Kickoff, 10 - 11 a.m., Tuesday, September 24
Tickets are available now from your Loaned Executive. Call 488-2087 for information.

All campaign supplies will be available the last week of September. Your Loaned Executive will arrange the quickest possible delivery. If you have a special need for specific campaign items, call Jay Pearson at CFC Headquarters, 488-2087.



2100 M STREET, N.W., SUITE LL-14, WASHINGTON, D.C. 20037 • (202) 488-2087

P-120

Campaign Planners' Workshops have been scheduled for Sept. 17 through 20. Special "in-house" workshops for large departments and agencies will be arranged. Sign up for a workshop by calling your Loaned Executive.

Weekly verbal report dates: EVERY WEDNESDAY BY NOON, from October 2 through November 20. These reports should reflect verbal reports from all keyworkers not just reports received via report envelopes turned in. Reports should be given by phone to your Loaned Executive. A final pre-Victory Luncheon report is due Friday, November 22.

Victory Luncheon, Tuesday, November 26, International Ballroom of the Washington Hilton Hotel.

2. Your reporting number(s) is: 5/300
It is essential that your reporting number be written on every pledge card, reporting form and envelope to insure an accurate accounting and audit of your campaign.
3. Campaign report envelopes (including report form 140; pledge card audit copies, copy #3; cash, checks and confidential gift envelopes) may be turned in at two locations:

95 M Street, S.W., the United Way of the National Capital Area. There is free parking in a lot directly in front of the building. We ask that you turn in your reports here if at all possible, because this is the CFC Central Receipt Point and is best able to process your reports quickly. Hours are 9:00 a.m. to 4:00 p.m. Arrive by 3:00 p.m. please, if you have a large report.

Pentagon Concourse Branch of the Sovran Bank. Hours are 9:00 a.m. to 3:00 p.m.

Please turn in reports promptly throughout the campaign. We receive many complaints each year from persons whose checks are not processed until weeks after they are written. We process all checks within 48 hours after we receive report envelopes. Do not wait until your campaign is completed before turning in report envelopes.

Make certain you receive and retain an official CFC receipt for every report envelope turned in. It is your only proof of funds turned in. Your receipts may be invaluable to you and us, if for example, a report envelope is credited to another organization due to a computer key punch error.

4. 1986 CFC goal - \$20.5

Acting on Secretary Dole's recommendation, the Federal Fund Raising Coordinating Committee has set the 1986 CFC goal at \$20.5 million. The goal represents an increase of 9.6 percent over the achievement of last fall's CFC and reflects both the need for voluntary dollar support and the realistic potential for success in this fall's campaign.

Each department and agency will again this year be asked to set its own goal based on its own potential for achievement. Your Loaned Executive will present you with information regarding your organization's campaign experience and potential to aid in the goal setting process.

5. Campaign Planner's Workshops

These are two hour nuts-and-bolts sessions on techniques for planning and managing unit-wide campaigns. We limit attendance to 30 at each workshop to insure an opportunity for discussion of individual problems and needs.

We will conduct general workshops for Vice Chairmen and Administrators from various agencies on these dates:

Tuesday,	Sept. 17	-	2:00	-	4:00 p.m.
Wednesday,	Sept. 18	-	9:30	-	11:30 a.m.
Thursday,	Sept. 19	-	9:30	-	11:30 a.m.
Thursday,	Sept. 19	-	1:30	-	3:30 p.m.
Friday,	Sept. 20	-	9:30	-	11:30 a.m.

Call your Loaned Executive at 488-2087 to sign up for a general workshop. "In-house" workshops may be scheduled for Administrators of units within single departments and larger agencies. Plan these workshops with your Loaned Executive.

6. CFC Headquarters and Staff

CFC Headquarters is at 2100 M Street, N.W., Room 14, Lower Level. To reach our office, enter the building lobby on the 21st Street side, take the

-4-

elevator down to the lower level and follow the signs. CFC staff and many Loaned Executives will be working from this location. CFC staff members are:

Director, Frank Marchand
Deputy Director, Carollee Harman
Assistant Director & Director of Communications,
Kristin Oliver
Campaign Associate, Jay Pearson
Administrative Assistant, Edith Parrish

The central telephone for all Loaned Executives and staff is 488-2087.

7. General Campaign Film - "Give Somebody a Chance"

Those who have seen this year's campaign film are saying it is the best ever made. This nine-minute film, narrated by Sugar Ray Leonard is a deeply moving film which will make a great difference in your campaign results IF you make arrangements to show it to all employees.

It is available in 16mm and Super 8mm Fairchild cartridge prints. Fairchild Super 8mm projectors are also available. To obtain prints and projectors call your Loaned Executive.

8. Tours of CFC Agencies

Nothing is more motivational for campaign leaders and keyworkers than seeing CFC dollars at work in CFC supported agencies. To arrange tours of CFC supported agencies, call Kirstin Oliver.

FWM:llt

EXECUTIVE SECRETARIAT
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Remarks

16 Sept 85
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STAT



THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

LETTER TO THE SECRETARY
85- 2344/6

SEP 10 1985

The Honorable William J. Casey
Director of Central Intelligence Agency
Washington, D.C. 20505

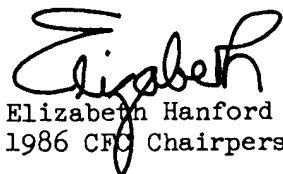
Dear Bill:

I will be hosting a gathering of key campaign leaders in order to share some special initiatives relating to the 1986 Combined Federal Campaign of The National Capital Area. It is scheduled for Wednesday, September 18, 1985, 5:00 p.m. to 6:00 p.m. in the Secretary's Dining Room.

Please ask your CFC Coordinator/Administrator or the person most responsible for the conduct of the campaign in your Department/Agency to join me that afternoon. We have a challenging campaign ahead and the presence of your leadership at this session is important to me and will help us all get off to a solid start.

Please contact Vicki Sands at 426-7188 to let her know who will represent your Department/Agency.

Sincerely,


Elizabeth Hanford Dole
1986 CFC Chairperson

A-120

**EXECUTIVE SECRETARIAT
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Remarks

Executive Secretary
30 Aug 85
Date



SECRETARY OF THE ARMY
WASHINGTON

Executive Registry
85- 2344/5

22 August 1985

The Honorable William J. Casey
Director of Central Intelligence
Washington, D. C. 20505

Dear Bill:

STAT [redacted] Thank you for your response confirming that [redacted] has been selected to serve as a Loaned Executive in the 1986 Combined Federal Campaign of the National Capital Area.

STAT I hope you will find, as have most participating organizations, that the career development aspects of the Loaned Executive Program will be of great value both to your Loaned Executive, [redacted] and to the Central Intelligence Agency.

Sincerely,

John O. Marsh, Jr.
Chairman
1986 Loaned Executive Program
Combined Federal Campaign of
the National Capital Area

L-120

**EXECUTIVE SECRETARIAT
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Remarks

22 Aug 85
Date



THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

Executive Registry
85- 2344/4

AUG 15 1985

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Bill:

It pleases me to know that you will be serving as Chairman for the Fall 1985 Combined Federal Campaign at The Central Intelligence Agency and that Robert W. Magee will be serving as your Campaign Vice-Chairman.

President Reagan is counting on us this year to show our personal interest, visible support and active participation in the Combined Federal Campaign.

We are in the process of recruiting the finest team of Loaned Executives ever, under the leadership of the Secretary of the Army, John O. Marsh, Jr., Chairman of this year's Loaned Executives Program. As soon as possible after their training has been completed in late August, I will let you know who has been selected to work with your organization.

The General Campaign Kickoff is scheduled to take place at the Departmental Auditorium at 10:00 a.m., Tuesday, September 24, 1985. I hope that you will encourage all your campaign leaders to attend. We have planned an exciting program, featuring our new campaign film, which is narrated by World Boxing Champion Sugar Ray Leonard.

If there is any way I can be of help to you in this vitally important effort, please let me know.

Thanks for your commitment and support.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth".

Elizabeth Hanford Dole
1986 Campaign Chairperson



P-120



Washington D.C. 20505

Executive Registry

85-
2344/3

AUG 7 1985

Mr. Francis W. Marchand
Director, Combined Federal Campaign
Room 14, Lower Lobby
2100 M Street, N.W.
Washington, D.C. 20037

Dear Mr. Marchand:

This letter is in response to a letter sent to Mr. William J. Casey, Director of Central Intelligence, by Mr. John A. Marsh, Jr., Chairman of the 1986 Loaned Executive Program, Combined Federal Campaign of the National Capital Area. In his letter, Mr. Marsh requested that the Central Intelligence Agency select one of its employees to serve as a Loaned Executive to the Combined Federal Campaign for the 1986 Campaign.

I am happy to advise that [redacted] has been selected and will be made available to serve as a Loaned Executive during the period 20 August - 6 December 1985. His office telephone number is [redacted]

As you are aware, [redacted] the person initially designated as a Loaned Executive, will be unable to serve due to reasons of health.

Sincerely,

[Redacted signature box]

Robert W. Magee
Director of Personnel
Central Intelligence Agency

cc: Mr. John A. Marsh, Jr.
EO/DDA
ES/DCI
COMO/PERS
PSB



P-120

Central Intelligence Agency

85-2601/1



Washington, D.C. 20505

01 AUG 1985

The Honorable Elizabeth H. Dole
Secretary of Transportation
400 Seventh Street SW
Washington, D.C. 20590

Dear Mrs. Dole:

The President has asked me to serve this fall as the Chairman of the Combined Federal Campaign for the Central Intelligence Agency. It will be my pleasure to do so and I have chosen Mr. Robert W. Magee, Director of Personnel, to serve as my Vice Chairman. Both he and I look forward to working with you to make the 1985 Combined Federal Campaign a success.

Sincerely,

WJ William J. Casey

William J. Casey
Director of Central Intelligence

STAT

C/PSB/ESD/OP [redacted] (29 July 85)

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A-120

**EXECUTIVE SECRETARIAT
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g.p.

Remarks To # 6: Please prepare memo for DCI signature to Secretary Dole advising of our nominee as Vice Chairman.

Executive Secretary
04 Jul 85
Date

Executive Registry
- 2344/1

THE WHITE HOUSE
WASHINGTON

July 22, 1985

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Helping people to help themselves through private sector initiatives is a commitment of this Administration, and we are extremely proud of our record in this regard. As leaders in the Federal government, we participate side by side with individuals, groups, voluntary organizations, and corporations to provide opportunities for others less fortunate. We do our part through our leadership of the Combined Federal Campaign in our respective agencies.

It gives me great pleasure to announce that Secretary of Transportation Elizabeth Hanford Dole has agreed to serve as Chairperson of the fall 1985 Combined Federal Campaign of the National Capital Area. I am asking that you support Secretary Dole by personally serving as Chairman of the campaign in your organization and appointing a top official as your Vice Chairman. Please advise Secretary Dole of the person you designate.

Your personal interest, visible support, and active participation are vital to the success of the campaign. Make a special effort to encourage your employees in the Washington area, and in all CFC locations worldwide, to support the Combined Federal Campaign at greater levels than ever before.

Ronald Reagan



P-120

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REGISTRATION FORM FOR COMBINED FEDERAL CAMPAIGN EDITORS WORKSHOP

August 15, 1985
Program and Lunch - 8:30 AM to 1:00 PM
U. S. Department of Transportation
Room 2230 - 400 7th Street, S.W.
Washington, D.C. 20590

This workshop is for editors of Government house publications in the National Capital Area, including newsletters that reach entire Department or Agencies, or their major organizational units. If you have any questions contact the CFC at 488-2087. Please complete this form and return it to:

CFC Editors Workshop
U. S. Department of Transportation
Office of Media and Special Programs
Room 10415
Washington, D.C. 20590

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

STAT

NAME

PUBLICATION EAA UPDATE

DEPARTMENT OR AGENCY CIA

ADDRESS Washington, DC 20505

STAT TELEPHONE NEWSLETTER FORMAT Newsletter

PUBLICATION SCHEDULE Monthly CIRCULATION _____

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

NAME _____

PUBLICATION _____

DEPARTMENT OR AGENCY _____

ADDRESS _____

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PUBLICATION SCHEDULE _____ CIRCULATION _____

DUPLICATE ADDITIONAL NOMINATION FORMS AS NECESSARY

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Remarks

To 6: Please note, attached registration to be returned by 5 August.

DDA: Your 2601/1 - Mr. Magee is



Chr.

4 Aug 85
Date

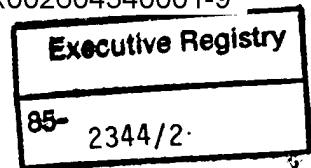
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STAT



THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

JUL 31 1985



The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Bill:

When the President asked me to chair this fall's Combined Federal Campaign of the National Capital Area, I enthusiastically accepted the position. I am delighted about what we can do together to help people here in our community and across the country through the CFC. In order to do that successfully, I need your help in making sure that the CFC is publicized in your Department or Agency more effectively than ever before.

I am convinced that one excellent way to get the CFC story out to Federal employees is through employee newsletters and house publications. Therefore, I am hosting a workshop here at the Department of Transportation on Thursday, August 15th from 8:30 AM to 1:00 PM for editors of the internal newsletters of your Department or Agency. At the workshop, we will announce a new CFC Communications Contest.

We want the CFC message to reach as many employees in the National Capital Area as possible. Therefore, I am asking you to send the newsletter editors from your Department to this workshop -- whether they write for the entire Department or one of its major organizational units. If you have a person responsible for internal communications, please extend an invitation to that person too.

This workshop will be an opportunity for these communications professionals to develop new ideas on how to explain the work of the CFC. All attendees are cordially invited for lunch following the workshop. Please have the appropriate individuals return the enclosed registration forms by August 5th. If you have any questions, please contact the CFC at 488-2087 or Jackelyn Viera, DOT Public Affairs, at 426-4321. Thank you for your support.

Sincerely,

Elizabeth Hanford Dole
1986 Campaign Chairman
Combined Federal Campaign
of the National Capital Area

Enclosure

REGISTRATION FORM FOR COMBINED FEDERAL CAMPAIGN EDITORS WORKSHOP

August 15, 1985
Program and Lunch - 8:30 AM to 1:00 PM
U.S. Department of Transportation
Room 2230 - 400 7th Street, S.W.
Washington, D.C. 20590

This workshop is for editors of Government house publications in the National Capital Area, including newsletters that reach entire Department or Agencies, or their major organizational units. If you have any questions contact the CFC at 488-2087. Please complete this form and return it to:

CFC Editors Workshop
U.S. Department of Transportation
Office of Media and Special Programs
Room 10415
Washington, D.C. 20590

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

NAME _____
PUBLICATION _____
DEPARTMENT OR AGENCY _____
ADDRESS _____
TELEPHONE _____ NEWSLETTER FORMAT _____
PUBLICATION SCHEDULE _____ CIRCULATION _____

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

NAME _____
PUBLICATION _____
DEPARTMENT OR AGENCY _____
ADDRESS _____
TELEPHONE _____ NEWSLETTER FORMAT _____
PUBLICATION SCHEDULE _____ CIRCULATION _____

DUPLICATE ADDITIONAL NOMINATION FORMS AS NECESSARY

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Remarks To # 6: For direct response please, with info cy to ES.

Date



SECRETARY OF THE ARMY
WASHINGTON

2344

July 16, 1985

The Honorable William J. Casey
Director of Central Intelligence
Washington, D. C. 20505

Dear Bill:

The purpose of my writing is to ask for your Agency's participation in the 1986 Combined Federal Campaign Loaned Executive Program which begins Tuesday, August 20, 1985.

Your Agency's provision of a Loaned Executive last year helped make the 1985 campaign the most successful in the history of the Combined Federal Campaign. This level of success was achieved in large part due to the significant leadership and support roles performed by the Loaned Executives.

Based on an examination of the value of this program for the participants, I am pleased to advise you that the Office of Personnel Management has endorsed the Combined Federal Campaign Program as "a means of providing a useful developmental experience for promising and potential managers. It would be particularly valuable for individuals who need to expand their competency in the executive qualifications areas of organizational representation and liaison, or direction and guidance of programs or projects."

In the ten years that Loaned Executives have participated in the Combined Federal Campaign, it has become increasingly evident to those of us involved with them that campaign production has improved markedly because of the Loaned Executive Program. After a brief, intensive training period, Loaned Executives begin to work immediately with high level officials in each Federal organization throughout the National Capital Area. The Loaned Executives' prime responsibility and challenge are to get the commitment of department and agency leadership to the objectives of the Combined Federal Campaign and then to consult with and motivate campaign leadership toward well-planned and executed campaigns.



-2-

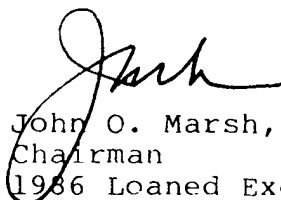
It is my hope that you will assist us in the program by loaning one of your mid-management staff who is a promising or potential manager. The enclosed Loaned Executive Job Description describes the kind of individuals sought. In order to provide this development opportunity to more individuals and to gain fresh insights and ideas, it is requested that the designated executive be one who has not participated in this program previously.

The first phase of the training takes place at the United States Postal Management Academy and we must complete our registration with them by 1 August. Therefore, I am asking you to advise us of the appointment of your Loaned Executive by no later than Friday, July 26, 1985. The assignment will begin on Tuesday, August 20 and end on Friday, December 6.

As soon as you have made your appointment, please send the person's name, office address, and telephone number to Mr. Francis W. Marchand, Director, Combined Federal Campaign, Room 14, Lower Lobby, 2100 M Street, N. W., Washington, D. C. 20037, with a copy to me. His telephone number is 488-2087. Please ensure that the executive you designate is made aware of the appointment to the program so that contact by the Director or his staff will be anticipated.

Thank you for your help in providing leadership support to the Combined Federal Campaign this year.

Sincerely,



John O. Marsh, Jr.
Chairman
1986 Loaned Executive Program
Combined Federal Campaign of
the National Capital Area

Enclosure

Combined Federal Campaign

Loaned Executive Job Description

The Loaned Executive Program was authorized in a Presidential Memorandum to departments and agencies dated March 3, 1971.

The Office of Personnel Management has recognized the Loaned Executive program as a useful developmental experience for promising and potential managers, especially in the executive competency areas of organizational representation and liaison and direction and guidance of programs or projects.

A Loaned Executive is a person from mid-management who has the ability to work effectively with volunteer leadership in an administrative and operational capacity; a dynamic individual who is a self-starter and motivator. The individual selected should be capable of assuming a high degree of independent responsibility. He or she is the type of person an agency would wish to have as its representative to other government organizations.

The Loaned Executive is loaned by his or her employer to the Combined Federal Campaign for a full time campaign assignment for approximately 16 weeks (mid August - early December). Following an initial intensive period of orientation to the CFC and training in effective campaign techniques, each Loaned Executive is assigned responsibility for campaigns in several agencies. Within these agencies, the Loaned Executive's aim is to achieve whatever changes are necessary to make each agency's campaign more effective. The Loaned Executive's duties include the following:

1. Review and analyze each assigned agency's previous campaigns: determine strengths, weaknesses and areas for potential improvement.
2. Develop effective working relationships with each agency's campaign leadership. This relationship should enable the Loaned Executive to motivate and guide campaign leadership to develop and implement an effective campaign plan using recommended campaign techniques.
3. Assist in the establishment of each assigned agency's goal.
4. Participate in keyworker training, employee rallies, group solicitation, meetings, etc.
5. Maintain contact with each agency's Vice Chairman and/or coordinator throughout the campaign in order to monitor progress and to recognize and react positively to problem situations.

6. Follow through with all assigned agencies to completion of their campaigns to:
 - a. ensure that all reports and contributions are turned into the CFC Headquarters.
 - b. see that all reusable campaign supplies of value are returned to CFC Headquarters.
 - c. determine award status.
7. Keep notes for agency files including a thorough evaluation of each assigned agency's campaign as well as suggestions for next year's campaign.
8. Submit evaluation of the following aspects of the overall campaign:
 - a. Loaned Executive orientation and training
 - b. the role of the Loaned Executive
 - c. the overall CFC campaign plan
 - d. performance and support of the CFC staff

All Loaned Executives will receive continuing on-the-job training and supervision from the CFC professional staff. Out of pocket transportation and other approved expenses incurred will be paid by the Loaned Executives' employers. The CFC can assist in covering expenses in special situations.

The performance of all Loaned Executives will be assessed by the Combined Federal Campaign staff leadership and reports of each Loaned Executive's experience will be shared with his or her agency.

August, 1985

Central Intelligence Agency



Washington, D.C. 20505

85-3282

20 DEC 1985

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[Redacted]

CIA Loaned Executive to the Combined Federal Campaign

STAT

Dear [Redacted]

It is with a great deal of pleasure that I commend you for the outstanding work you did this year as the CIA Loaned Executive to the Combined Federal Campaign (CFC). The fact that the results achieved in this year's campaign are by far the best in the Agency's history is due in large part to the advice, guidance, and hands-on help that you provided to management, the CFC Support Staff and the Keyworker network. I see that this year's CFC goal of \$396,000 was exceeded by a comfortable margin, significantly surpassing last year's total of \$361,000. In addition, the amounts collected for the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS) are the largest annual campaign collections for these funds achieved to date.

I have been pleased, also, by how well you have represented CIA to the CFC Loaned Executive Program. The Agency and your parent office, the Office of Communications, can be proud of the standard of excellence you set in working with executives from all parts of the Federal Government.

Your efforts have resulted in significant benefits to the community in which we live and to our own in-house charitable organizations. Aside from the financial accomplishments of the campaign, however, I wish to commend you for your part in demonstrating that this Agency is responsive to the needs of people who need help.

Sincerely,

/s/ William J. Casey

William J. Casey
Director of Central Intelligence

STAT

OP/EBS/ESD/PS

[Redacted]

met (6 Dec 85)

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