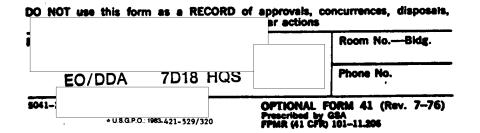
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ROUTING AND TRANSMITTAL SLIP 17 JAN 86 TO: (Name, office symbol, room number, building, Agency/Post) Initials DIRECTOR OF LOGISTICS File Note and Return **lction** Approval For Clearance Per Conversation For Correction Prepare Reply As Requested See Me For Your Information Circulate Investigate Signature Comment Justify Coordination REMARKS

#1 - ACTION

PLEASE PREPARE DIRECT RESPONSE WITH DROP COPY TO EXO/DDA.

SUSPENSE: 31 JANUARY 1986



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Mr. Harry E. Fitzwater Deputy Director for Administration Central Intelligence Agency Washington, DC 20505

Dear Mr. Fitzwater:

Attached for your review and comment is the National Capital Region's (NCR) Energy Emergencies and Contingency Plan.

This plan is designed to identify the actions to be taken by the NCR, with the assistance of their client agencies, in the event of an energy emergency.

It is requested that particular attention be given to the client agency coordination section. This section contains the procedures and a listing of the client agencies' Energy Coordinators. If this listing is incorrect or your agency is not listed, it is requested that you provide the correct data.

It would be appreciated if you could provide any comments to Mr. S. R. Cook, Jr., Chief, Energy Management Section (WPBO-E) by February 18, 1986. Any questions may also be directed to Mr. Cook by calling 755-1547.

Your cooperation in this extremely important program is appreciated.

Sincerely,

WILLIAM F. MADISON

Regional Administrator

Enclosure