

OTE 87-4010

21 APR 1987

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administration Officer, DCI

STAT FROM: [redacted]
Director of Training and Education

STAT SUBJECT: Request for Approval to Incur Expenses Under
[redacted]

STAT REFERENCE: DTE Memo of 2 April (OTE 87-4007) Requesting
Approval to Incur Expenses [redacted]

STAT 1. This requests approval to expend funds under the provisions of [redacted] to underwrite the cost of a luncheon to be tendered on 27 April to approximately 30 academic participants in a conference on US Intelligence: The Organization and the Profession--in lieu of a cocktail party/reception that was to have been held at the Headquarters Building on the evening of the same day.

2. Reference memorandum sought and received approval to expend funds to defray the cost of that reception and of a dinner to be held in the Executive Dining Room the night of 28 April. The arrangements set in place by the Deputy Director for Administration to avert untoward incidents that might endanger the life and safety of Agency employees or visitors in the course of the demonstration planned at the Headquarters on 27 April (EB No. 1517) have forced the removal of the first day of the aforementioned conference from Headquarters to the Chamber of Commerce Building in Arlington and have caused the cancellation of the cocktail party that evening. (The dinner party scheduled for the evening of 28 April has been cancelled, as well; a cocktail party/reception similar to that originally planned for Monday evening will be held in its stead in the Executive Dining Room.)

SUBJECT: Request for Approval to Incur Expenses Under HR 7-4

3. The conference schedule for 27 April has been telescoped to allow for the logistics problems resulting from moving to Chamber of Commerce, where there will be an estimated [redacted] as well on the 27th. The proposed luncheon is an effective way of accommodating our academic conferees and of providing them sustenance in an area virtually devoid of restaurants. The luncheon will be hosted by the Director of Training and Education in the name of senior Agency management. It is in the Director's interest and meets the requirements [redacted]

CONCUR:

[redacted signature box]

Deputy Director for Administration

Date

I certify the availability of funds.

[redacted signature box]

Budget and Fiscal Officer, DCI

4/27/87
Date

APPROVED:

[redacted signature box]

for Executive Director

21 APR 1987
Date

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STAT DDA/OTE/CSI 21Apr87)

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