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OC-0735-87  
25 November 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[redacted]  
Director of Communications

SUBJECT: Weekly Report

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1. The Office of Communications (OC) is presently updating its Succession Planning program with a goal of providing this information to the Deputy Director for Administration during December. To assist in background preparation, OC invited [redacted] Deputy Director of Logistics, and [redacted] Special Assistant to the Director of Development and Engineering, to share their Office Succession Planning experiences with selected OC personnel on 18 November. In addition, OC also arranged for a Succession Planning briefing given by Mr. Fran Hartzell of the Martin Marietta Corporation to DA Deputy Office Directors on 19 November.

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