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28 July 1987

MEMORANDUM FOR: Chief, Management and Liaison Staff, OC

25X1 FROM:

[Redacted]

Chief, Management and Plans Branch, OC-MLS

SUBJECT:

Weekly Staff Notes, 19 - 25 July 1987

1. General:

25X1 a. [Redacted] attended a meeting held at
25X1 Headquarters [Redacted]

25X1 [Redacted] on 21 July. [Redacted] IMS/Records Systems
25X1 Group, gave a presentation on ALLSTAR, and provided an
25X1 updated section to the DOLPHIN action plan for review and
25X1 possible inclusion in the original action plan [Redacted]

25X1 b. On 21 July, [Redacted] attended the Directorate of
25X1 Administration (DA) ADP Users Group meeting where
discussions centered on methods for developing an ADP
Strategic Plan for the DA.

25X1 c. [Redacted] was asked by the Director of
Personnel to address the 1987 CIA Graduate Studies Program
participants on 23 July at Headquarters. The briefing
covered the mission, functions, and capabilities of the
Office of Communications.

d. C/MPB attended the Compensation Task Force briefing
held in the Headquarters auditorium on 23 July.

25X1 e. [Redacted] summer hiree detailed to the
Management and Liaison Staff, compiled several copies of the
OC/OIT 1989-1993 New Communications Services program manual;
xeroxed a "mountain" of papers for Contracts Branch (CB) and
the Management and Plans Branch (MPB); and picked up and
delivered inter-office mail for CB and MPB throughout the

25X1 [Redacted]

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SUBJECT: OC-MPB Weekly Staff Notes, 19 July - 25 July 1987

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week. also typed contracts and made untold amounts of trips to the supply room.

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