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SUBJECT:	(Optional) Planning Requiremen	ts				
FROM:	C/IMSS/OL			EXTENSION	NO.	
	0, 2.20, 02				DATE 25 September 1987	
TO: (Officer designation, room number, and building)		Da	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	0 (NDD0 /0)	RECEIVED	FORWARDED	INITIALS	Comment)	
1.	C/NBPO/OL 1J45 Hqs				Reference: OL 4122 87 (OL Planning Calendar and Guide for FY 1988 and Tasking for Fall OL Planning Conference) Please refer to the Planning Calendar attached to referent memorandum. The following items are due on the dates shown: 1. 30 Sep 87 - Updated milestone charts, as of end of 4th Qtr, for each FY 87 Directorate—and Office-level objective. 2. 5 Oct 87 - Proposed add'1 budge initiatives for FY 90 and new budget initiatives for FY 91. 3. 5 Oct 87 - Proposed Directorate and Office-level objectives for FY 88, along with projects for FY 88 and studies for FY 88 4. 9 Oct 87 - Report of FY 87 significant accomplishments (including statistical compariswith FY 87). Please be sure to keep records of statistics for the 4th Qtr FY 87 even though you need not forward them to IMSS. The dates for receipt of these requirements in IMSS are firm since this information is required for biweeklies and for preparation of a briefing paper for the D/L	
2.	C/P&TS/OL					
3.	C/PMS/OL					
4.	C/SS/OL					
5.	C/B&FB					
6.	C/FMD/OL 3E14 Hqs					
7.	C/P&PD/OL 158 P&P Bldg					
8.	C/PD/OL					
9.	C/RECD/OL					
10.	C/SD/OL					
11.	-					
12.	OL/IMSS					
13.						
14.					by IMSS, that is due on 13 October.	
15.						