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18 October 1984

OLL

MEMORANDUM FOR: All OLL Employees

FROM: Charles A. Briggs
Director, Office of Legislative Liaison

SUBJECT: Organizational Changes

1. The close of the 98th Congress provides an appropriate time to express my appreciation to all of you for the fine work you have done during this session. It also is a time to put in place some organizational changes designed to strengthen our capabilities to meet the challenges of the 99th Congress.

2. The changes, which are expressed in detail in the attachment to this paper, deal principally with Liaison Division, and are intended to (a) strengthen our basic House-Senate orientation, (b) provide a greater integration of the knowledge and talents of personnel on rotation who have come to OLL with a wealth of information about some function or organization of the Agency, and (c) provide for maximum flexibility and coverage of functional duties in a period of growing requirements.

3. The principal changes involve the creation of an Administrative Staff which combines the work of the Administrative Officer and the Registry functions, and the creation of a Deputy Chief of the Liaison Division. Other changes involve the assignment of officers who have focal point responsibilities for administration matters, finished intelligence, operations and for constituent mail to fixed positions within the House and Senate Branches. This last move is not intended to dilute the responsibilities of these officers for their expertise or to lessen in any way their responsibilities for serving as points of liaison with assigned Agency components. What it is intended to do is assure that the Chiefs of the House and Senate Branches have

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under their commands individuals who have the necessary functional expertise to be able to represent this Agency to the Congress and the Congress to the Agency in the most effective way possible. We are also creating an Executive Officer/Liaison position in Liaison Division to facilitate the management of information and clerical support.

4. These organizational changes are effective immediately. They will be the basis for an OLL position classification and management review to be conducted by a team from the Office of Personnel beginning in mid-November. The organizational changes do involve the change of some position titles and requests for some grade changes, and these things will be subject to the upcoming review.

5. A time of change is often frightening for those involved in it. Let me assure each of you that these changes are only intended to strengthen this organization by giving everyone the opportunity to expand the use of their individual talents. And we will continually fine tune the system to insure that it does, just that.



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Charles A. Briggs
Director, Office of Legislative Liaison

Attachment

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