

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
STAT Waiver of Regulation [Redacted]
 (Payment for Outside Contractors)

FROM: [Redacted] **EXTENSION** **NO.** ACIS - 644/88
STAT Chairman, II Career Service **DATE** 19 September 1988

TO: (Officer designation, room number, and building) **DATE** **OFFICER'S INITIALS** **COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/MPSS Personnel *19/9/88* *AL* For your information and forwarding to the DDI.

2. *AC/MPSS* *[Signature]*

3. DDI 19 SEP 1988 *[Signature]* For your concurrence and forwarding to the ExDirector.

4. *ER* 20 SEP 1988 *[Signature]* O/DDI REG LOGGED

5. Executive Director 20 SEP 1988 *[Signature]* For your action.

6.

7. *C/MPSS/Personnel*

8.

9.

10.

11.

12.

13.

14.

15.



FORM 1-79 **610** USE PREVIOUS EDITIONS

B-614-15

ACIS - 644/88
19 September 1988

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Intelligence
Chief, MPSS Personnel

FROM: [Redacted]
Chairman, II Career Service

SUBJECT: Waiver of Regulation [Redacted]
(Payment for Outside Contractors)

1. This memorandum requests your action.

2. The II Career Service will be holding its Secretarial Conference at the Days Inn in Lancaster, Pennsylvania, on 29-30 September, 1988. One of our outside speakers, [Redacted] is contracted to speak to the group. He has previously been contracted by the Agency for the Office of Personnel and has spoken in the Auditorium for one of the MAG presentations. I have included a bio on [Redacted] and an agenda for the Conference.

3. The fee for [Redacted] is \$1,500 a day. This fee is above what the regulation stipulates for a one-day payment to a contractor. Overall, our Conference is under budget, as we are having mostly in-house speakers. Therefore, we request that we be allowed to contract [Redacted] at the fee specified. [Redacted] topic is entitled, "Dr. Joe's Prescription for Daily Living." He has been highly recommended, and we feel the group will benefit a great deal from his advice.

4. We request your approval to a waiver of the Regulation. If you have any questions, or would like additional information, please contact me.

CONCUR: [Redacted]
Deputy Director for Intelligence

APPROVE: [Redacted]
Executive Director

[Redacted]

19 SEP 1988

DATE

21 SEP 1988

DATE

ACIS - 644/88
19 September 1988

STAT

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DISTRIBUTION:

- Original - Executive Director
- 1 - DDI
- 1 - C/MPSS
- 1 - Chairman, II Career Service
- 1 - Chairman, II Career Service Secretarial
Conference
- 1 - DI Registry
- 1 - Executive Registry

Page Denied

**II Career
Secretarial Conference**

**Days Inn, Lancaster, PA
September 29/30, 1988**

THURSDAY, SEPTEMBER 29:

- 0800 - Depart Hqs.
- 10:00 - 11:00 - Check In
- 11:00 - 12:30 - Self-Defense/Personal Security
- 12:30 - 1:30 - LUNCH
- 1:30 - 3:00 - Self-Defense/Personal Security (Continued)
- 3:00 - 3:15 - BREAK
- 3:15 - 5:00 - "Creativity on Solving Problems"
- 5:00 - 7:00 - DINNER
- 7:00 - 9:00 - Silva Mind Control

FRIDAY, SEPTEMBER 30:

- 7:30 - 8:30 - BREAKFAST
- 8:30 - 10:00 - EAP: Budget Control and Fitness/Nutrition
- 10:00 - 10:15 - BREAK
- 10:15 - 11:30 - "Performing at Your Peak"
- 11:30 - 12:30 - LUNCH
- 12:30 - 2:00 -
- 2:00 - 2:15 - BREAK
- 2:15 - 3:00 - Certified Professional Secretary
- 3:00 - DEPARTURE

ALL PARTICIPANTS ARE EXPECTED TO ATTEND EACH SESSION

STAT