

THE FOLLOWING DOCUMENTS  
ARE ATTACHED:  
(Please do not remove)

ER 2998X 87

PAO 0107, 87

ER 2998/1 87

ER 27188 88

PAO 0265 88

SUBJECT: **GSA**

### ROUTING AND RECORD SHEET

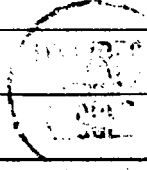
**SUBJECT:** (Optional) Speaking Invitation - General Services Administration Conference  
12-13 September 1988

**FROM:** William M. Baker  
Director, Public Affairs

**EXTENSION**

**NO.** PAO 88-0265

**DATE** 1 Aug 88



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.)
	RECEIVED	FORWARDED		

1. <del>ER</del>				Baker to #2 If you agree forward to DCI
------------------	--	--	--	---

STAT: DDA				
-----------	--	--	--	--

3. ER DCI	16 AUG 1988			
	16 AUG 1988			
	17 Aug 8/88		WA	

4.				
----	--	--	--	--

5. PAO				File ret'd to PAO 8/19/88
--------	--	--	--	------------------------------

6.				
----	--	--	--	--

7.				
----	--	--	--	--

8.				
----	--	--	--	--

9.				
----	--	--	--	--

10.				
-----	--	--	--	--

11.				
-----	--	--	--	--

12.				
-----	--	--	--	--

13.				
-----	--	--	--	--

14.				
15.				



1 August 1988

JUDGE:

RE: Speaking Invitation  
General Services Administration Conference  
BWI Airport Marriott Hotel  
Linthicum, Maryland  
12-13 September 1988

The Acting Administrator of the General Services Administration, John Alderson, has invited you to attend GSA's fifth national Partnership in Administration conference 12-13 September at the BWI Airport Marriott Hotel in Linthicum, Maryland. Each year GSA holds a national conference for executives of the federal departments and agencies which receive GSA support, to discuss common concerns. The theme for this year's conference is "Five Years of Progress."

In view of your heavy schedule in September, I recommend that you decline this invitation. There may be officers from the Directorate of Administration who would be interested in the conference, however, and you might mention this interest in your response. If you agree, a letter of regret is attached for your signature.

STAT



Bill Baker

STAT

DCI/PAO/WMB,

Distribution:

Orig. - Addressee

STAT

1 - DDCI

STAT

1 - ER

1 -

1 - D/PAO

1 - PAO Registry

1 - PAO Ames

1 - MED(Subject)

1 - DDA

1 - D/OL



~~ADMINISTRATIVE INTERNAL USE ONLY~~

D-319

Central Intelligence Agency



Washington, D.C. 20505

17 AUG 1988

Mr. John Alderson  
Acting Administrator  
General Services Administration  
Washington, D.C. 20405

Dear Mr. Alderson:

Thank you for your kind invitation to attend the General Services Administration's fifth national Partnership in Administration conference September 12th and 13th. Unfortunately, my travel schedule is uncertain and I cannot make a commitment at this time.

A copy of your invitation has been forwarded to our Deputy Director for Administration who will contact your staff regarding appropriate officers who may be able to attend.

Best wishes for a very successful conference.

Sincerely yours,

/s/ William H. Webster

William H. Webster  
Director of Central Intelligence



Administrator  
General Services Administration  
Washington, DC 20405



July 6, 1988

The Honorable  
William H. Webster  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Webster:

You are cordially invited to attend the General Services Administration (GSA) fifth national Partnership in Administration conference September 12-13 at the BWI Airport Marriott Hotel in Linthicum, MD. The theme is "Five Years of Progress."

The conferences offer a positive atmosphere for discussing common concerns among agencies which receive support from the GSA in areas such as office space, supplies and communications.

This year's conference will present an active agenda on topics of current interest. Please mark your calendar now and plan to attend this event.

Your administrative manager will receive registration information from our Office of Customer Liaison, and be asked to nominate key officials to attend from your agency. Questions may be directed to Nancy Yde, Deputy Associate Administrator for Customer Liaison on FTS/202 523-1200.

I look forward to seeing you at the conference.

Sincerely,

A handwritten signature in cursive script, reading "John Alderson", is written in black ink.

John Alderson  
Acting Administrator

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO	X			
15	D/PERS				
16	D/Ex-Staff				
17					
18	<b>ER</b>				
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_  
Date

Remarks

STAT

*[Signature]*  
13 Jul '88  
Date

3637 (10-81)



Administrator  
General Services Administration  
Washington, DC 20405



July 6, 1988

The Honorable  
William H. Webster  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Webster:

You are cordially invited to attend the General Services Administration (GSA) fifth national Partnership in Administration conference September 12-13 at the BWI Airport Marriott Hotel in Linthicum, MD. The theme is "Five Years of Progress."

The conferences offer a positive atmosphere for discussing common concerns among agencies which receive support from the GSA in areas such as office space, supplies and communications.

This year's conference will present an active agenda on topics of current interest. Please mark your calendar now and plan to attend this event.

Your administrative manager will receive registration information from our Office of Customer Liaison, and be asked to nominate key officials to attend from your agency. Questions may be directed to Nancy Yde, Deputy Associate Administrator for Customer Liaison on FTS/202 523-1200.

I look forward to seeing you at the conference.

Sincerely,

John Alderson  
Acting Administrator



P 209-1 R

22 September 1987

JUDGE:

RE: Invitation to Attend  
General Services Administration's Conference  
"Partnership in Administration"  
Lord Baltimore Hotel  
Baltimore, Maryland  
3-4 November 1987

Administrator of General Services, Terence C. Golden, has invited you to attend the General Services Administration's (GSA's) fourth national "Partnership in Administration" conference to be held on November 3-4 at the Lord Baltimore Hotel in Baltimore. Each year GSA sponsors national and regional conferences for executives of the federal departments and agencies which receive GSA's support in areas such as office space, supplies, and communications. The purpose of the conference is to improve communication with GSA's customer agencies. Awards are given to those who have made outstanding contributions to improving administrative management practices in the Federal Government. Looking at your heavy schedule for this fall, I recommend that you decline this invitation. I do not believe that this event is relevant to your role as Director of Central Intelligence. If you agree, attached is a letter for your signature.

[Redacted Signature]

Bill Baker

DCI/PAO/WME [Redacted]

Distribution:

- Orig. - Addressee [Redacted]
- 1 - DDCI [Redacted]
- 1 - ER [Redacted]
- 1 - D/Ex Staff [Redacted]
- 1 - [Redacted]
- 1 - D/PAO
- 1 - PAO
- 1 - PAO Chron
- 1 - PAO Ames
- 1 - MED (Subject)



*P-209-1R*



Central Intelligence Agency



Washington, D.C. 20505

Executive Registry
87-2998   1

29 SEP 1987

The Honorable Terence C. Golden  
Administrator  
General Services Administration  
Washington, D.C. 20405

Dear Mr. Golden:

Many thanks for your invitation to attend the General Services Administration's fourth national "Partnership in Administration" November 3rd and 4th in Baltimore. Due to my many official duties and a heavy travel schedule, I am unable to accept your hospitality. However, please give my congratulations to the recipients of the "Excellence in Administration" awards. I commend those leaders who are successful in improving our government's efficiency in administrative management practices.

Sincerely yours,

/s/ William H. Webster

William H. Webster  
Director of Central Intelligence



Administrator  
General Services Administration  
Washington, DC 20405

Executive Registry

87-2998X

August 4, 1987

17 AUG 1987

Dear Judge Webster:

You are cordially invited to attend the General Services Administration's (GSA's) fourth national "Partnership in Administration" conference to be held on November 3-4, 1987, at the Lord Baltimore Hotel in Baltimore, Maryland.

Each year GSA sponsors national and regional "Partnership" conferences for executives of the Federal departments and agencies which receive our support in areas such as office space, supplies, and communications. These conferences present a positive approach for sharing information, improving communication and assuring collaboration with our customer agencies.

Together, we face the challenge of making available resources go farther. GSA is embarking on many new initiatives that have a direct and important impact on you and the way the Federal Government conducts its business. This year's conference, "Alliance for Excellence," will present an active agenda on those initiatives.

I again will be presenting the "Excellence in Administration" awards to those who have made outstanding contributions to improving administrative management practices in the Federal Government. Nine persons received the award last year.

Please mark your calendar and plan to attend this year's conference. In August, your administrative managers will receive registration information from our Office of Operations. Questions may be directed to Nancy Yde, Deputy to the Associate Administrator for Operations, on 523-1200.

I look forward to seeing you at the conference.

Sincerely,

A handwritten signature in cursive script that reads "Terence C. Golden".

Terence C. Golden

The Honorable  
William H. Webster  
Director  
Central Intelligence Agency  
Washington, DC 20505

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO	X			
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_

Date

Remarks

STAT \_\_\_\_\_

Executive Secretary

14 Aug '87

Date

3637 (10-81)

Administrator

General Services Administration  
Washington, DC 20405

87-2998X



August 4, 1987

Dear Judge Webster:

You are cordially invited to attend the General Services Administration's (GSA's) fourth national "Partnership in Administration" conference to be held on November 3-4, 1987, at the Lord Baltimore Hotel in Baltimore, Maryland.

Each year GSA sponsors national and regional "Partnership" conferences for executives of the Federal departments and agencies which receive our support in areas such as office space, supplies, and communications. These conferences present a positive approach for sharing information, improving communication and assuring collaboration with our customer agencies.

Together, we face the challenge of making available resources go farther. GSA is embarking on many new initiatives that have a direct and important impact on you and the way the Federal Government conducts its business. This year's conference, "Alliance for Excellence," will present an active agenda on those initiatives.

I again will be presenting the "Excellence in Administration" awards to those who have made outstanding contributions to improving administrative management practices in the Federal Government. Nine persons received the award last year.

Please mark your calendar and plan to attend this year's conference. In August, your administrative managers will receive registration information from our Office of Operations. Questions may be directed to Nancy Yde, Deputy to the Associate Administrator for Operations, on 523-1200.

I look forward to seeing you at the conference.

Sincerely,

A handwritten signature in dark ink that reads "TC Golden".

Terence C. Golden

The Honorable  
William H. Webster  
Director  
Central Intelligence Agency  
Washington, DC 20505

