

CMC

26 August 1988

MEMORANDUM FOR: Deputy Director for Administration

VIA: Senior Training Officer, Career Management Staff/DA

FROM: John M. Ray  
Director of Logistics

SUBJECT: Luncheon Briefings for the Brookings Institution

REFERENCE: Memo for Mtple Addressees, fr DDA, dtd 23 Aug 88,  
Same subject [redacted]

Per referenced memorandum, the following Office of Logistics (OL) representatives will participate as table hosts and discussants at the Brookings luncheon briefings scheduled during 1988-89:

Name	Grade	Office/Address/Extension
[redacted]	GS-15	Chief, Operations Group, Facilities Management Division 3E14 Hqs, [redacted]

Andrew (Andy) serves as an Engineer in the areas of facilities, real estate and construction.

[redacted]	SIS-01	Acting Chief, Agency Contracts Group [redacted]
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Timothy (Tim) provides contracting and general support to OL in the area of procurement.

[redacted]	GS-15	Deputy Chief, Logistics [redacted] SG [redacted]
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Jerome (Jerry), formerly a Printing Specialist and Deputy Chief, Printing and Photography Group, now works in areas [redacted] for OL. [redacted]

0-D/L:JMRay:dbs/[redacted] (26 Aug 88)

John M. Ray

Distribution:

- Orig & 1 - Addressee
- 1 - STO/CMS/DA
- 1 - AC/ACG (w/ref att)
- 1 - [redacted] (w/ref att)
- 1 - C/Ops/FMD (w/ref att)
- ~~1 - OL Files (w/ref att)~~

OL 0100-88 7

CONFIDENTIAL



### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Luncheon Briefings for the Brookings Institution



FROM: R. M. Huffstutler  
Deputy Director for Administration  
7D24, HQS

EXTENSION

NO.

DDA 88-1793

DATE

23 AUG 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.)

RECEIVED      FORWARDED

1. D/OC  
[Redacted]

2. D/OF  
[Redacted]

3. D/OIT  
[Redacted]

4. D/OI. 7  
[Redacted]

5. D/OMS  
1D4061, HQS

6. D/OP  
[Redacted]

7. D/OS  
[Redacted]

8. D/OTE  
1026, C of C

9.

10.

11.

12.

13.

14.

15.

*B/D: Phase paper response - all nominees will be:*

*cc via individuals*



DDA 88-1793

28 AUG 1988

MEMORANDUM FOR: Director of Communications  
 Director of Finance  
 Director of Information Technology  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training and Education

FROM: R. M. Huffstutler  
 Deputy Director of Administration

SUBJECT: Luncheon Briefings for the Brookings Institution

1. I will be acting as host at one or more of the Brookings luncheon briefings scheduled during 1988-89, and ask that you identify key representatives from your offices to participate as table hosts and discussants. These people should be at the GS-14 and up level.

2. The Brookings Institution conducts six-day Public Policy conferences designed to provide senior-level corporate executives with an intensive overview of Washington policy-making and Federal Government operations. Their tours include both Houses of Congress, the Supreme Court, the Departments of Defense, State, and Transportation, and the Central Intelligence Agency.

3. The format will continue as in the past: luncheon at 1200 in the Executive Dining Room followed by a briefing in the DCI Conference Room from 1300 to 1400. The host will conduct a 10-15 minute overview of the Intelligence Community and the Agency followed by a question and answer period in which Agency discussants, selected for their expertise, will participate by answering questions from the assembled group. The cost of the luncheons is borne by the Brookings Institution.

~~Please forward to the Senior Training Officer, no later than 2 September 1988, a list of three officers who could serve as discussants, their titles, regional/functional areas of expertise, office mailing addresses, and telephone numbers. Should you have any questions, please call Richard~~

[Redacted]

[Redacted]

R. M. Huffstutler

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