

~~EXECUTIVE SECRETARIAT~~

ROUTING SLIP

TO:

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

CB

SUSPENSE

Date

Remarks

ER 89-4726

XLS
Executive Secretary

27 Nov 89

Date

2627 (10-81)

ER 89-4726

27 November 1989

MEMORANDUM FOR: Deputy Director for Administration
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Planning and Coordination
 Deputy Director for Science and Technology
 Inspector General
 Director, Intelligence Community Staff
 Comptroller
 Director of Congressional Affairs
 General Counsel
 Chairman, National Intelligence Council
 Director of Public Affairs

FROM:

[Redacted]

Executive Assistant to the DCI

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SUBJECT:

Material for DCI/DDCI Weekly Meetings with
NSC Principals

1. The regular meetings that the DCI and DDCI have with the Secretary of State, Secretary of Defense, and National Security Advisor are important vehicles for the Agency to communicate with senior policymakers. These meetings are used to discuss a wide variety of matters that are of interest both to the Intelligence Community and to State, Defense or the White House. Topics often involve outstanding problems, but can also cover significant new programs or accomplishments.

[Redacted] and I develop agendas for the meetings based in large part on unsolicited items offered by your components. Please keep this need in mind when significant items arise. We would be glad to discuss with you the suitability of any proposed topic before you have talking points prepared.

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2. We also need your cooperation in getting material for these meetings to us in time. The Director wishes to receive a briefing book 24 hours in advance of each meeting, to assure adequate time for review. The meetings with Secretary Baker and General Scowcroft normally are held on Thursday afternoons, and those with Secretary Cheney over breakfast on Fridays.

[Redacted]

DCI
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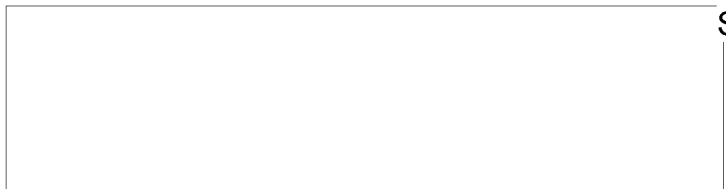
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B-800-IR

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With the added time necessary for compiling the books, this means Joe or I need to receive talking points no later than Wednesday--specifically, by 1000 for the meeting with Baker, by 1300 for Scowcroft, and by 1600 for Cheney. If possible, please also inform either Joe or me by Tuesday about any item that is in preparation, so we can swap agendas with staff at State, NSC, and Defense.

3. We will, of course, have the DCI and DDCI add to their agendas any important late items, but we would like to limit this to matters that truly do not take shape until after the normal deadlines.



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