



LOGNOTE -- Chief, Operations Group, 2 July 1985

1. (Schreiner) To make the most of the designated time and to ensure that pertinent operational and administrative components are visited, I coordinated with C/DRD today on an SOP for arranging schedules for Ops Group officers on TDY in Headquarters. C/DRD will draft schedules for all editors on TDY between assignments and route them through C/Ops for approval and issuance. For bureau chiefs and deputy chiefs on TDY here between assignments, SA/Ops will draft the schedules, coordinating as necessary with all other FBIS components, for C/Ops approval. Similar procedures should be followed for the relatively fewer TDYing cruisers and engineers, with the appropriate division chiefs responsible for drafting schedules for C/Ops approval.

(cc: D/FBIS, C/AS, C/ED, C/DRD, C/MOD)