Approved For Release 2005/07/12 : CIA-RDP85-00988R000200020030-6

DDA 79-3337

24 October 1979

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Services Staff, DDA

FROM: Clifford D. May, Jr.
Acting Deputy Director for Administration

SUBJECT: Office Evaluation Conferences

1. This memorandum forwards the schedule and offers guidance in preparing for the Evaluation Conferences to be held in November and December.

2. These Conferences, as those in past years, are held for the purpose of evaluating the effectiveness over the past year of the substantive missions that have been assigned to the Directorate of Administration. This series of Conferences is structured about the activities performed by the division-level components and provides an opportunity for the division chiefs, who bear a heavy responsibility for the effectiveness of the Directorate, to offer their unique and valuable insights. The Evaluation Conferences serve to continue the dialogue between the Deputy Director and the division chiefs that began with the DDA Division Chiefs Conference held last April/May. In addition, the Conferences provide the senior line managers of the Directorate--the Deputy and Associate Deputy Directors, the office directors, and the division chiefs--a forum for reviewing past activities and passing judgment on the effectiveness of those activities.

3. Each Office Conference is limited to 60 minutes. This time limit will not permit a comprehensive and detailed examination of all the missions. It is suggested that the evaluation focus on a few key activities within each division which are representative or indicative of the total effort.

Approved For Release 2005/07/12 : CIA-RDP85-00988R000200020030-6

Approved For Release 2005/07/12 : CIA-RDP85-00988R000200020030-6

SUBJECT: Office Evaluation Conferences

The presentation by the division chiefs should delineate the purpose of the activity, the steps taken to carry out the activity, a value judgment as to effectiveness, and some insight into the reasons for success or failure.

4. The attached schedule lists by offices the dates for the Conferences to be held in the DDA Conference Room. It is suggested that each office allot time blocks that will permit the office director to make a brief introduction, each division chief to make an evaluative presentation, and the DD/A to chair a general question-and-answer session. Attendance at these Conferences will include the office director or staff chief, in the case of ISS, his division chiefs, and the Deputy and Associate Deputy Directors and associated O-DDA staff officers.

5. Please forward to the Management Staff two working days before the Conference the agenda and the list of office attendees identified by position titles.

[redacted] 25X1

Clifford D[redacted] Jr. 25X1

Attachment:
Schedule

Approved For Release 2005/07/12 : CIA-RDP85-00988R000200020030-6