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DD/A Registry
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12 DEC 1977

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MEMORANDUM FOR: [REDACTED]
Chief, Engineering Division, ODP
FROM: Michael J. Malanick
Acting Deputy Director for Administration
SUBJECT: Appointment to Steering Committee for
DDA Division Chiefs Conference

1. (U) The DDA Division Chiefs Conference held last spring was characterized as generally successful in achieving its goals. In their post-conference critiques, the Division Chiefs indicated that consideration should be given for holding a second conference in the spring of 1978. In his meeting with the Division Chiefs on 31 March 1977, Mr. Blake stated that a Steering Committee would be appointed in the fall of 1977 for the purposes of making a recommendation for a conference; and if affirmative, of developing a theme and agenda for the conference.

2. (C) It will be appreciated if you will accept appointment to the 1978 Steering Committee of the DDA Division Chiefs Conference. The Steering Committee will consist of representatives from each of the eight Offices. Six of the committee members will be serving for the first time; two will be serving for the second time. The representatives named to the 1978 Steering Committee are:

Chairman: [REDACTED] Procurement Division, OL

Members: [REDACTED] Management & Communications
Skills School, OTR

[REDACTED] Audit and Certification
Division, OP

[REDACTED] Engineering Division, ODP

[REDACTED] Recruitment Division, OP

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SUBJECT: Appointment to Steering Committee for DDA Division
Chiefs Conference

25X1A Members: [REDACTED] Clearance Division, OS
(Con't) [REDACTED] Staff Engineering
Division, OC 25X1A

25X1A [REDACTED] Clinical Division, OMS
25X1A [REDACTED]

[REDACTED] Chief, Management and Assessment Staff,
DDA, will again have the responsibility for providing
administrative and secretarial support to the activities
of the Steering Group and to the Conference.

3. (U) The first meeting of the Steering Committee
has been scheduled for 16 December at 1500 in the DDA
Conference Room. I look forward with pleasure to meeting
with you at that time.

/s/ Michael J. Malanick

Michael J. Malanick

cc: D/ODP

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