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JMS

Approved For Release 2002/01/08 : CIA-RDP83T00573R000600070018-3

ODP #2046-77

DDA 77-5516

18 OCT 1977

*Action:
Develop
Agenda*

*Due 22 Nov.
1 Dec.*

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

STATINTL

FROM: [REDACTED]
Chief, Management & Assessment Staff, DDA

SUBJECT: Office Evaluation Conferences

REFERENCE: Mult Adse Memo fm A/DDA dtd 8 Aug 77,
Subj: Directorate MBO Program for FY 1977
and FY 1978 (DDA 77-4457)

1. The referent memorandum in paragraph 9 requests preparation by each Office of an evaluation of its missions and functions, preferably by use of the positive indicators that have been developed during FY 1977. Attached is the schedule of meetings with the A/DDA.

2. You will note that the schedule provides for an hour and a half for this meeting with the A/DDA. Mr. Malanick stated that he would like to have each Office give him a briefing, lasting half an hour to 45 minutes, and reserve the balance of the time for general discussion. He has requested that the Office be represented by the Office Director and the Division Chiefs and has suggested that the Office Director arrange this session so that each of the Division Chiefs will have an opportunity to participate in the briefing and/or general discussion sessions.

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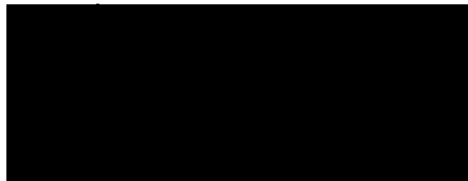
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3. Please forward to the Management and Assessment Staff, DDA, 5 working days before your meeting with Mr. Malanick (a) a copy of the agenda and (b) a list of attendees and their titles.

STATINTL



Att

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DDA OFFICE EVALUATION CONFERENCES

| <u>OFFICE</u> | | <u>DATE</u> | <u>TIME</u> |
|---------------|---------------|-----------------------------|-------------|
| OC | | 28 November 1977 | 2:00 - 3:30 |
| → ODP | <i>8 Dec.</i> | 29 November 1977 | 2:00 - 3:30 |
| OF | | 30 November 1977 | 2:00 - 3:30 |
| OL | | 1 December 1977 | 2:00 - 3:30 |
| OMS | | 2 December 1977 | 2:00 - 3:30 |
| OP | | 5 December 1977 | 2:00 - 3:30 |
| OS | | 6 December 1977 | 2:00 - 3:30 |
| OTR | | 7 December 1977 | 2:00 - 3:30 |