

*follow ODP files*

17 September 1981

MEMORANDUM FOR: See Distribution

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FROM :   
Chief, Management Staff, ODP

SUBJECT : Management by Objectives Conference for  
Fourth Quarter FY-81

1. Following is the schedule for the fourth quarter FY 1981 Management by Objectives Conferences with the Director of Data Processing. They will be held in the ODP conference room, 2D03, Headquarters.

<u>Date Oct. 1981</u>	<u>Component</u>	<u>Time</u>
19	AS	1030-1200 Hours
20	DD/P	1400-1600 Hours
21	Joint DD/A & DD/P & MS	1030-1200 Hours
21	DD/A	1330-1500 Hours
22	Make-up	1030-1200 Hours

2. Attachment A summarizes the ODP MBO's this quarter and the responsible officers. As a reminder, the Narrative Status Report plus the Objective and Action Plan Report should be sent to Management Staff by the last day of this month.



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Att: a/s

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| C/AS   |      |      |
| C/SPS  |      |      |
| C/MS   |      |      |
| C/P&PG |      |      |

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ODP MBO's  
FOURTH QUARTER FY-81

<u>Component</u>	<u>Tab</u>	<u>Objective Title</u>	<u>Responsible Officer</u>	
<u>AS</u>	A	Update of ODP T/O	<input type="text"/>	STAT
	B	ODP Records		
	C	Schedule		
	D	ODP Space Requirements Training		
<u>DD/P</u>	E	Introduction of	<input type="text"/>	STAT
	F	Softcopy Terminal		
	G	Implementation of		
	H	Computer Plan Manual Document Logging System <input type="text"/> Facility		
<u>Joint</u>	I	Office Automation	DD/A DD/P	
<u>DD/A</u>	J	CAMS	<input type="text"/>	STAT
	K	4C		
	L	Message Handling Facility		