

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: Edward L. Sherman Director of Finance 1212 Key Building		EXTENSION	NO.	
			DATE 15 April 1981	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/DDA	15 APR 1981	16 APR 1981	<i>WJC</i>	
2. A/DDA	4-16		<i>H</i>	
3. DDA	<hr/>			
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15 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: DDA Speech at Finance Conference, 30 April 1981,  
1600

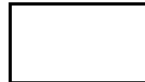
1. Your speech to the Finance Conference will be before two to three hundred people, the vast majority of whom will be finance careerists. There will be a mix of professionals and clericals with grades running from GS-15's to GS-05's. Most of these people have never worked for anyone but CIA.

2. They have already heard bits about you from your appearances before other groups and from the general Agency grapevine. They want to know what you are like, what you want from them, and what you hope to accomplish as DDA.

3. They would be interested in your view of the following:

- Support functions and how they relate to the other Agency functions.
- What condition you have found Agency support functions in, and what you hope to do to improve things.
- A description of your style of management - what you expect from your Office Directors - what you don't expect.
- Your relationships with the DCI, DDCI, other Deputy Directors.
- What you think of the Government process after three months.

4. Your speech will be followed by the cocktail hour so the end of your talk is bound to be greeted with wild enthusiasm and lots of applause. We are hoping you will stay for drinks and dinner with our gang.



Edward L. Sherman

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