

**CONFIDENTIAL**

8 JUL 1980

MEMORANDUM FOR: Director of Logistics

ATTENTION:

FROM:

Chief, Administration Division, OTR

SUBJECT:

[REDACTED]

2. In order to give you the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTR, at least three weeks before the conference begins covering the following information:

- a. Full names of all attendees.
- b. Arrival and departure times [REDACTED]
- c. If any in your group will be driving, list the driver's name, the year and make of car, car license number, and state of registration.
- d. Special requirements such as computer support, projectors, viewgraphs, and logistical support.
- e. For budgetary purposes, your office FAN Account Number and Office Address. [REDACTED]

[REDACTED]

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