

**OF CALL**

TO: \_\_\_\_\_

YOU WERE CALLED BY \_\_\_\_\_  YOU WERE VISITED BY—

\_\_\_\_\_

OF (Organization) \_\_\_\_\_

PLEASE CALL → PHONE NO. CODE/EXT. \_\_\_\_\_  FTS

WILL CALL AGAIN  IS WAITING TO SEE YOU

RETURNED YOUR CALL  WISHES AN APPOINTMENT

\_\_\_\_\_ will report  
on improvements to  
the Executive Dining  
Room

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

STAT  
STAT  
STAT

Bi-weekly / MIB's conference

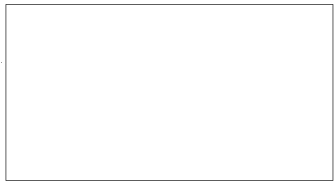
SLO	18th	9:00
P+PLO	- 5th	9:30
PLO	- 6th	9:00
PMS	- 6th	10:00
RECLO	- 11th	9:00
P+PS	- 13th	9:00
LSD	- 12th	9:30

8/27/73

{ 19 July 10:30  
 { 22 July 10:30 →

25 July ODP  
Conference

Day Room



STAT

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

**Recommended Objectives for the DDA Quarterly Conference (Third Quarter)**

FROM:

EXTENSION

NO.

DATE

STAT

OL/P&PS

21 June 1983

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 columns after each comment.)

RECEIVED

FORWARDED

1.

C/P&PS/OL

22 JUN 1983

DM

Attached is proposed agenda for Quarterly Objective Review with the DDA, scheduled for 22 July 1983.

2.

Director of Logistics

JK

25 June 83

DM

3.

OL/P&P

4.

AEO

6/22

DM

5.

EO

4/22

DM

6.

~~DDI~~

7.

C/P&PS

DM

8.

9.

10.

11.

12.

13.

14.

15.

STAT

STAT

STAT

STAT

STAT

STAT

*Do we need  
No work with  
on a daily  
basis  
you & DDA  
I agree*

*I guess causal  
if you  
can  
Done*

**SECRET**

RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCE

22 July 1983

Objectives Recommended

Develop Policy and Resolve Key Issues Affecting Acquisition

Conduct a Pilot Quality Circle Program

Provide Management Information on the Upgrade

Consolidate Agency Metropolitan Washington Area Activities

Automation of Vehicle Dispatching

Construct 50,000 Net Square Feet of Space

Improve the Physical Environment and Quality of Food and Service in the EDR

	25X1
	25X1
	25X1

Objectives Not Included

Conduct a Comprehensive Review of Personnel Management Functions\*

25X1

✓ Provide a System for More Timely and Efficient Response to Space Requirements (CADDs)\*

— Implement the Digital Prepress System\*

Continue to Work with GSA for Improved Service\*

— Provide Support to SAFE, Phase II\*

Improve Responsiveness to Politically Sensitive Requirements for Goods and Services\*

\_\_\_\_\_  
\*Reported Second Quarter

**SECRET**