

OL Planning Conference  
Sheraton-Fredericksburg  
7-8 October 1986

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|---|----|
| Map of Sheraton-Fredericksburg Resort & Conference Center   | 1  |
| Use of Non-Agency Conference Centers (instructions)   | 2  |
| 8 Apr 86 Memo for Record re telephone call to Sheraton  | 3  |
| 9 Apr 86 Letter from Jeanne S. Vice, Sheraton   | 4  |
| 21 & 28 Apr 86 Notes on Form 610 to D/L re prices for reservations  | 5  |
| 1 May 86 Form 2420 to OL/PD/GPB requesting contract with Sheraton   | 6  |
| 11 Jun 86 Copy of Receiving Report of Order/Contract 86-D-780002-950  | 7  |
| 18 Jun 86 Memo to OS requesting Security Approval of Non-Agency Conf. Facil.<br>(and signed original received from OS)  | 8  |
| 17 Sep 86 Requisition for delivery of filing cabinet on 7 Oct and<br>pick up on 8 Oct.  | 9  |
| 11 Sep 86 Memo to Div/Stf chiefs, C/NBPO, C/B&FB requesting MBO suggestions<br>and budget initiatives for OL Planning Conference and forwarding<br>the Agenda for the Planning Conference | 10 |
| 29 Sep 86 Administrative Instructions & letter from Sheraton  | 11 |
| 14 Oct 86 Notes for future conferences  | 12 |

MEMOandum  
OF CALL

Previous editions usable

TO:

YOU WERE CALLED BY-  YOU WERE VISITED BY-

OF (Organization)

PLEASE PHONE ►  FTS  AUTOVON

WILL CALL AGAIN  IS WAITING TO SEE YOU

RETURNED YOUR CALL  WISHES AN APPOINTMENT

MESSAGE

JEANNE S. VICE  
703-786-8321  
GROUP SALES COORD.

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

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