

81-1964

5 August 1981

MEMORANDUM FOR: Deputy Director for Administration
Director of Personnel
Administrative Officer, DCI

FROM : Director, Office of Policy and Planning

SUBJECT : Selection of Administrative Officer/OPP

STAT After consulting with [redacted] and in order to provide one point of
STAT contact for the Office of Policy and Planning with respect to administrative
STAT and personnel matters, I have asked [redacted] to serve as administrative
STAT officer for this Office. While we will continue to receive support from DCI
STAT Admin, [redacted] will provide a single point of contact on these matters
STAT and thereby simplify administrative support to this Office across the board.

[redacted]

Robert M. Gates

cc: Chief, External Affairs Staff/OPP
Chief, Planning Staff/OPP
Chief, Policy Review Staff/OPP
Chief, Interdepartmental Affairs Staff/OPP

Distribution:

- 1 - each addressee and cc addressee
- ✓ 1 - D/OPP
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