

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/Pers		X		
14	D/OLL		X		
15	D/PAO		X		
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
20					
21					
22					

SUSPENSE _____
Date _____

Remarks

INFO TO ALL

3637 (10-61)

STAT

S/S 8435241



United States Department of State **Chrono**

Washington, D.C. 20520

Executive Registry

84- 10427

December 29, 1984

MEMORANDUM FOR: All Department and Agency Executive Secretariats

SUBJECT: New State Department Executive Secretary

Effective January 7, 1985, Nicholas Platt will replace Charles Hill as Special Assistant to the Secretary and Executive Secretary of the Department of State. As of that date, all correspondence previously addressed to Charles Hill should be directed to Mr. Platt.

A handwritten signature in cursive script that reads "Michele M. Bova".

Michele M. Bova
Director
Secretariat Staff