

DATE: SG1J August 93

FROM: [REDACTED]

SUBJ: MONTHLY ACTIVITIES REPORT FOR AUGUST 1993

TO: [REDACTED], Chief, PAG-TA

1. Attended Sybase training (Introduction to SQL) held at Bethesda, MD on 2-3 August. SG1J

2. Attended a meeting with [REDACTED] from the ADP Department at DIA. The purpose of this meeting was to discuss the logistics of installing a Local Area Network (LAN), Safe access, and Higgins capability in our new facility on Ft. Meade. I will continue to follow-up on this project.

3. Published two more reports pertaining to PAG-TA's on-going operations project. Publications completed were: Special Activity Report; Project No. 93-202-5 and Special Activity Report; Project No. 93-202-6.

4. Typed several letters and background papers addressed to Congressional Staffers. Also, typed routine office messages, memorandums, and other on-going correspondence.

5. Had one-on-one with [REDACTED] to receive the latest guidelines used in preparing DIA correspondence. Put together a reference manual for office personnel to use when preparing correspondence.

6. Coordinated with DIA physical security in Clarendon, and Mr. [REDACTED] in the DIAC, concerning the removal and destruction of classified and nonpulpable material from our building.

7. Typed PAG-TA's travel plan for FY94.

SG1J

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