

OFFICE OF TRAINING

NOTICE
No. 10-66

10 October 1966

SUBJECT: Memorandum Requesting Senior Guest Lecturers

1. When requesting senior Agency officials at the Deputy Director level and above to appear as guest lecturers in OTR-conducted courses, it is appropriate to include in the requesting memorandum (a) items to be covered by the speaker and (b) background summary of the students in the class.

2. Initial arrangements for such speakers are normally made by telephone. These will be followed-up, however, with a formal invitation over the signature of the Director of Training giving details of the subject to be covered and a general picture of the composition of the class. The latter will include such information as GS grades, e.g., four GS-14s, six GS-13s, etc., breakdown by Directorate, and a general statement of any pertinent characteristics of the group.

3. It will be the responsibility of the School Chiefs to identify other senior officials (e.g., Special Assistants, returning [REDACTED] [REDACTED] for whom this type of information should be provided.

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[REDACTED]
John Richardson
Director of Training

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