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Executive Registry
64-6303

CONFIDENTIAL
(CLASSIFICATION)

OFFICE OF THE DIRECTOR

Action Memorandum No. A-425

Date 14 September 1964

ACTION MEMORANDUM

TO : Director of Training

VIA : Deputy Director/Support

SUBJECT : [redacted] Course on Briefing Techniques

25X1

REFERENCE:

We have had just one running of [redacted] course for senior officials on briefing techniques. The general consensus was that this was a useful expenditure of time, and the critiques indicated approval on the part of the participants. I believe the Office of Training should assume the initiative for setting up additional briefing courses until all of the senior officials of the Agency have completed it.

25X1

(signed) Lyman B. Kirkpatrick

[redacted]
Executive Director

25X1

LBK:drm
Distribution:
O & 1 - Addressee
1 - ER
1 - ExDir

SUSPENSE DATE:

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GROUP 1
Excluded from automatic downgrading and declassification

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