

MEMORANDUM FOR THE RECORD

SUBJECT: Skill Bank

1. This note updates information on the "Skill Bank" proposed by Mr. [ ] in the attached memo of 25 April 1966.

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2. Shortly before the end of FY 1966 the "Skill Bank" was approved and necessary equipment for its operation ordered. The latter consists of several cabinets costing about \$2500. As yet no date for their delivery has been set. The "Skill Bank" will be established on the fifth floor in space now occupied by Personnel. Security has been asked to install a vault door to the "bank" but has given no date when this can be done.

3. In response to a question from Mr. Bannerman at the 16 August Staff Meeting, Mr. Echols indicated that as soon as space for the "Skill Bank" is ready-- i.e., the vault door installed and the equipment in place--the "bank" will go into operation. Meanwhile, it has been tested in a specific recruitment situation and functions admirably, he reported.

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Assistant Executive Officer to the  
Deputy Director for Support

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