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OTE 87-3502

22 APR 1987

MEMORANDUM FOR: Director of Security

25X1 FROM: [redacted]
Director of Training and Education

25X1 SUBJECT: Appreciation [redacted]
25X1 [redacted]

25X1 1. Instructors from OTE's Secretarial Training Branch
25X1 presented two runnings of the Professional Development Course for
25X1 secretaries and administrative assistants [redacted] from
25X1 8 to 21 February 1987. Three employees of the Office of
25X1 Security -- [redacted]

[redacted] were especially
helpful. These officers arranged accommodations for the
instructors and students, they mailed teaching materials to and
[redacted] and they arranged for conference rooms and
rental equipment. They were thoroughly professional and extremely
competent.

25X1 2. [redacted] are to be
commended for taking on these added responsibilities with an
obvious "can-do" spirit. Please extend our appreciation to these
officers.

25X1 [redacted]

[redacted]

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