

18 September 1987

MEMORANDUM FOR: Office of Training and Education Employees

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FROM:

[Redacted]

Director of Training and Education

SUBJECT: Family Visitation Day, 26 September 1987

1. Family Visitation Day for Agency employees will be on Saturday, 26 September 1987. The Chamber of Commerce Building will be open for family visits from 10 a.m. to 1 p.m. on that day. An Employee Bulletin provides further information on the program.

2. I invite you to attend and escort your family to your office and throughout our building. For your convenience there will be open parking that day on the ground level. (Parking arms will be raised.) The ramp entrance to the ground floor will be open; the first floor entrance will be closed.

3. If you are under cover, you should consider the impact of such a visit on your cover. You are responsible for determining if your cover would be jeopardized by exposure to families of other employees.

4. The following activities will be available in the building:

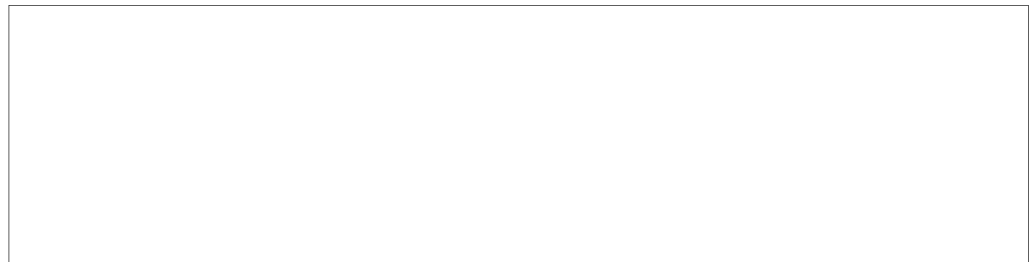
- a. Ground Floor. Sign Family Visitation Guest Book and pick up agenda.
- b. Room 214, OTE Library.
- c. Room 224--
  - o EXITO - Interactive Spanish Video Program.
  - o Name Game - Interactive video.
  - o PC-Based Computer Based Training: Typing/Tutorial.
- d. Room 341, the "Apple Orchard." Work on the microcomputers using foreign language software.
- e. Room 426, Xerox Star multilingual word processor. See a demonstration of this interesting machine.
- f. Room 436, Language Conference Room. View a display of multimedia materials used in foreign language instruction.

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- g. Room 616. PC graphics and games.
- h. Room 806, Visual Aids Section. Observe an artist at work or see demonstration of Genigraphics machine.
- i. Room 832, Television Studio. See yourself on TV on the closed circuit television.
- j. Room 1001, Executive Development Conference Classroom.
  - Watch 12-minute videotape "CIA and Its People" that will be shown on the hour and half hour.
  - Available handouts will be:
    - o "Training for Intelligence" brochure
    - o Unclassified version of Bicentennial Issue of STUDIES IN INTELLIGENCE
    - o The Agency's recruiting brochure -- "Intelligence-ACME of Skill"
    - o Photo of Headquarters Building signed by DCI
    - o Snoopy Calendar
- k. Stop by Room 1001 Lounge for light refreshments and continuous showing of "OTE Family Album" (candid shots of OTE personnel).
- l. D/OTE will be in his office in Room 1026 if you would like to stop by.

5. I hope that you and your family enjoy the day.



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