

OTE 87-3508

16 NOV 1987

MEMORANDUM FOR: Associate Deputy Director for Intelligence

FROM: [redacted]
Director of Training and Education

SUBJECT: Letter of Appreciation

1. [redacted] participated in the Secretarial Training Branch's Correspondence Workshop on 22 October and 5 November 1987. This workshop is designed for newly hired secretarial personnel of all Directorates.

2. [redacted] discussed four very important processes: pride, reference materials, communication, and review. She further identified the part each secretary plays in helping the Agency perform its mission. Her comments were very well organized and meaningful for the students. She elicited many questions and answered them carefully and precisely.

3. Please extend our appreciation to [redacted] for taking time from her busy day to share her information and to add so much to the success of the course.

[redacted]

OTE/SACTD/[redacted] 9 November 87

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