

~~CONFIDENTIAL~~

OTS-550/87

06 NOV 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]
Director of Technical Service

25X1 SUBJECT: Office of Technical Service Secretarial Annual Conference [redacted]

25X1 1. During 7 - 9 October 1987 the Office of Technical Service (OTS)
25X1 secretaries held a conference at one our off-site locations. During this
conference, [redacted] of OTE's Secretarial Training Branch and
[redacted] of OTS designed and conducted a program entitled "The
Intelligence Secretary in the Technical Office." This portion of the
conference was very well received by the attendees and for many was the
highlight of the conference. In fact, many requested a follow-on to this
program for future conferences. Thank you very much for permitting Elaine to
work with OTS's secretaries. She is a true professional and her manner of
25X1 teaching is outstanding. She is a genuine credit to your Office. [redacted]

25X1 2. As discussed with Chief of the Secretarial Training Branch, OTS
25X1 requests that 16 hours elective training credits be granted to the participants
at the conference. The list of the attendees is attached. [redacted]

Orig signed by [redacted]

Attachment

APPROVED:

25X1 [redacted]

Director of Training and Education

6 NOV 1987

Date

Distribution:

- ✓ 0 & 1 - Addressee (Orig to be returned to OTS)
- 1 - OTE/Central Registrations
- 1 - C/OTE/Secretarial Training Branch
- 1 - C/OTS/CCTS/TS
- 2 - D/OTS
- 1 - DS&T/CDO/Secretaries

25X1 DS&T/D/OT: [redacted] hfb (3 Nov 87) [redacted]

~~CONFIDENTIAL~~

Page Denied