

11 April 1988

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MEMORANDUM FOR:

FROM:

SUBJECT: Cullinet course registration

[redacted] in the past there has been many issues surrounding Cullinet courses and registration. I have been working with Mark W. of Cullinet to create procedures to register people against the right site numbers and create reports on classes attended and credits used. This should help me track Cullinet units.

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The procedure we created for registering is as follows:

- Office of Logistics has a site number (15761)
- Two people from OL will be authorized to register OL people for classes using that site number.
- I will get reports from Cullinet showing the credits OL has used and compare that against credits purchased.
- To ensure others do not use your credits (although this is not likely) this number should be confidential.

If this procedure is okay by you we can go ahead. All I would need are the two names. Thanks.

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Distribution:

- addressee

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