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MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting at Dept. of State

I met with Mr. Don Woodward, Chief of the Office of Career Transition, Dept of State on 7 September 1988. Mr. Woodward described in detail how the Career Transition Program operates and what it is designed to accomplish. He also provided for me a tour of the Program's facilities and pertinent documents regarding the program (attached).

Incls:

1. Foreign Affairs Manual 3 FAM 690, Personnel Services and Benefits.
2. Extract, PL 96-465, Sec 607
3. Retirement Planning Services (schedule)
4. Job Search Program Schedule
5. Skills Bank Registration