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TRAINING

[Redacted]

6 May 1987

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SUBJECT: SPECIAL COURSE RUNNINGS - "MANAGING IN CIA" AND "LEADING PEOPLE IN CIA", DESIGNED FOR MANAGERS AND SUPERVISORS GS-10 AND BELOW, OR EQUIVALENT WAGE GRADE

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1. The first of several special runnings of the courses "Managing in CIA" and "Leading People in CIA", designed for GS-10 and below (or equivalent wage grade) managers and supervisors, will be held in July and August. A prerequisite that applicants must supervise at least three employees applies.

2. "Managing in CIA" is scheduled for the week of 6 July 1987. "Leading People in CIA" is scheduled for the week of 10 August 1987. Both courses will run three days.

3. The Office of Logistics has been granted a limited number of slots for those courses. Applicants will be approved on a first come basis. Training request (Form 73) should be submitted as soon as possible through the applicant's supervisor to the Logistics Training Officer, Room 2G10 [Redacted] An OTE supplemental form must be attached for all management courses. All Division and Staff Training Representatives have copies available.

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4. Any questions relative to these courses should be directed to [Redacted] Training Officer/OL, on Secure [Redacted]

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[Redacted Signature Box]

John M. Ray  
Director of Logistics

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