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Central Intelligence Agency



Washington, D.C. 20505

May 16, 1989

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[Redacted]

Chairman
DCI Secretarial/Clerical
Management Advisory Group
Room 7C 21, OHB

Dear [Redacted]

STAT

Thanks for your thoughtful note.
It was a pleasure to participate in the
Secretary of the Year Awards Ceremony.
This gives me a good opportunity to
compliment you on the very professional
way in which you conducted the ceremony.
You added just the right tone of personal
warmth, sincerity and appreciation.

With best wishes,

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Webster".

William H. Webster
Director of Central Intelligence

B-64-10
DCI
EXEC
REG

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Secretary of the Year Awards Ceremony - 26 April 1989

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FROM

Chairman, DCI Secretarial/Clerical
Management Advisory Group

EXTENSION

NO.

ER 89-0105/2

DATE

9 May 1989

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1. Director of
Central Intelligence

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B-614-IR

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ER 89-0105/2



Secretarial/Clerical

9 May 1989

MEMORANDUM FOR: Director of Central Intelligence

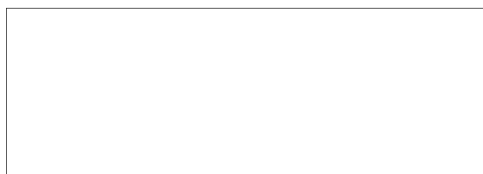
FROM:

Chairman, DCI Secretarial/Clerical Management
Advisory Group

SUBJECT: Secretary of the Year Awards Ceremony - 26 April 1989

On behalf of the Secretarial/Clerical Management Group, I want to thank you for taking the time from your busy schedule to make our Secretary of the Year Awards ceremony a very special one. We were honored that you were able to address the group and present the awards. It meant a great deal to the recipients, their families, and the S/C MAG. Your presence at the reception was also greatly appreciated.

I want to thank you personally for putting me at ease and making the ceremony much more enjoyable. Again, thank you for your interest in this program.



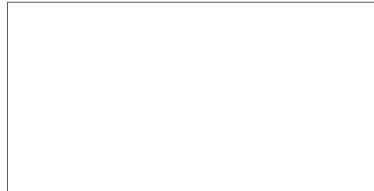
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ADMINISTRATIVE - INTERNAL USE ONLY

19 APR 1989

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MEMORANDUM FOR:



VIA: Deputy Director of Central Intelligence

FROM: John L. Helgerson
Deputy Director for Intelligence

SUBJECT: Secretary of the Year Award Nominations

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1. I would like to congratulate you on being nominated for the Agency's Secretary of the Year Award. Your name was submitted by Dick Kerr and [redacted] and placed in very tough competition with other DI secretaries. In addition, [redacted] added a note of endorsement. As you probably know, the DCI Secretarial MAG selected [redacted] NESA, as the DI Secretary of the Year and [redacted] NIC, as the CIA Secretary of the Year.

2. The fact that you were nominated attests to your professionalism and the high regard in which you are held in this Directorate. Best wishes to you in your new assignment. Keep up the fine work!

3. A copy of this memorandum and the attached nomination will be placed in your official personnel file.

STAT



John L. Helgerson

Attachment

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Next 5 Page(s) In Document Denied

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DCI - Remarks for the Secretary of the Year Awards
20 April 1989

FROM:
William M. Baker *WB*
Director, Public Affairs

EXTENSION
27676

NO.
PAO# 89-0137

DATE
20 April 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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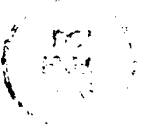
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B-614-IR

PAO 89-0137

20 April 1989

JUDGE:

RE: Your proposed remarks
at the Secretary of the Year
Awards Ceremony
26 April 1989 11:00 a.m.
Headquarters Auditorium

You will be addressing the fifth annual CIA Secretary of the Year Awards Ceremony, and the audience will consist of the award recipients, their families, and Agency secretaries and employees.

You will be introduced by [redacted] Chairman of the DCI Secretarial/Clerical Management Advisory Group, which sponsors this awards program. After your remarks to the group, [redacted] Chief of Protocol, will assist you in making the presentations, while [redacted] reads short biographical highlights of each award recipient.

Your proposed remarks are attached (see opposite for cards). Background information on the award recipients will be included in the package forwarded by Protocol.

[redacted signature box]

Bill Baker

Attachments:
As stated

DCI/PAO/WMB [redacted]

Distribution:

Orig. - DCI

1 - ER

1 - [redacted]

1 - D/PAO

1 - PAO Registry

1 - [redacted]

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1 - [redacted]

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1 - [redacted]

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PROPOSED REMARKS
BY
WILLIAM H. WEBSTER
DIRECTOR OF CENTRAL INTELLIGENCE
AT THE
SECRETARY OF THE YEAR AWARDS CEREMONY
APRIL 26, 1989

GOOD MORNING. I WANT TO WELCOME OUR GUESTS OF HONOR, THEIR FAMILIES, AND ALL OF YOU TO TODAY'S CEREMONY -- THE PRESENTATION OF THE FIFTH ANNUAL SECRETARY OF THE YEAR AWARDS. THIS IS THE THIRD TIME I'VE BEEN A PART OF THIS EVENT. IT IS SOMETHING I WOULD NOT WANT TO MISS, FOR IT GIVES ME THE OPPORTUNITY TO RECOGNIZE COMMITMENT, DEDICATION, AND OUTSTANDING SERVICE. THIS IS WHAT I SEE IN THE PERFORMANCE OF OUR SECRETARIES.

THE CENTRAL INTELLIGENCE AGENCY IS A DIVERSE AND CHANGING PLACE. HERE WE MUST DEPEND UPON MANY PEOPLE WITH MANY DIFFERENT TALENTS. WHAT REMAINS CONSTANT IS OUR NEED FOR A PROFESSIONAL SECRETARIAL CADRE -- A GROUP THAT IS AN INTEGRAL PART OF ALL THAT WE ARE ABLE TO ACCOMPLISH, ONE THAT SHARES THE RESPONSIBILITIES AND THE OBLIGATIONS OF OUR WORK.

THE SECRETARIES WE RECOGNIZE TODAY REPRESENT EACH OF OUR DIRECTORATES. ALTHOUGH THEIR DUTIES ARE DIFFERENT, THEY ARE ALL DEDICATED TO ONE MISSION. THESE AWARDS, WHICH RECOGNIZE THAT DEDICATION, ARE SPONSORED BY THE CIA'S SECRETARIAL AND

CLERICAL MANAGEMENT ADVISORY GROUP AND EXPRESS THE AGENCY'S APPRECIATION FOR THE OUTSTANDING PERFORMANCE OF OUR SECRETARIES, BOTH HERE AND IN THE FIELD.

TODAY'S RECIPIENTS HAVE EARNED THEIR RECOGNITION. I'D LIKE TO TELL YOU ABOUT SOME OF THE THINGS THAT HAVE BEEN SAID ABOUT THESE INDIVIDUALS. ONE SUPERVISOR CAPTURED ONE OF THE IMPORTANT QUALITIES OF HIS SECRETARY BY SAYING, "HER INFLUENCE AND HER ABILITY TO MOTIVATE...ARE AN INSPIRATION TO FELLOW EMPLOYEES." ANOTHER SUPERVISOR PRAISED HIS SECRETARY FOR "SEEING CHANGE AS AN OPPORTUNITY AND GLADLY TAKING CHARGE OF CHANGE." ANOTHER SUMMED UP HIS CANDIDATE THIS WAY: "SHE IS VIRTUALLY UNFLAPPABLE...EVEN AFTER THE FOURTH DRAFT."

IT'S EASY TO SEE WHY THESE SECRETARIES WERE SELECTED.

I WAS A PART OF THIS SELECTION PROCESS, AND I CAN ASSURE YOU THAT IT WAS QUITE RIGOROUS. OUR AWARD RECIPIENTS WERE CHOSEN FROM A WIDE RANGE OF FULL- AND PART-TIME SECRETARIES WHO SERVE THE AGENCY AT ALL PROFESSIONAL LEVELS -- FROM THE BRANCH

TO THE EXECUTIVE LEVEL. THE NOMINEES WERE EVALUATED ON THEIR SECRETARIAL SKILLS, INTERPERSONAL AND COMMUNICATION SKILLS, LEADERSHIP AND PERSONAL MOTIVATION, AND PERFORMANCE UNDER PRESSURE. CLOSE TO A HUNDRED NOMINATIONS WERE RECEIVED THIS YEAR. THE RECIPIENT OF THE CIA SECRETARY OF THE YEAR AWARD RECEIVES A CERTIFICATE AND 5,000 DOLLARS. THE RECIPIENTS FROM EACH DIRECTORATE AND THE DCI AREA SECRETARY OF THE YEAR RECEIVE A CERTIFICATE AND 2,000 DOLLARS.

WE ARE VERY FORTUNATE TO HAVE, AT THE AGENCY, A GROUP OF SECRETARIES WHO TAKE THEIR RESPONSIBILITIES AND PERFORMANCE VERY SERIOUSLY AND NEVER FAIL TO GET THE JOB DONE. SO, I AM ESPECIALLY PLEASED THAT, DURING NATIONAL SECRETARY'S WEEK, WE HAVE HAD THE OPPORTUNITY TO ACKNOWLEDGE THEIR ROLE AS INDISPENSABLE PARTNERS IN OUR WORK.

AND NOW, IF OUR CHIEF OF PROTOCOL, WILL JOIN ME, WE WILL PRESENT THE AWARDS.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Secretary of the Year - 1989

FROM: [Redacted]
Chairman, DCI Secretarial/Clerical
Management Advisory Group
7C21 HQS

EXTENSION NO. *ER 89-0105*

DATE
10 January 1989

TO: (Officer designation, room number, and building)

DATE
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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director, Public Affairs Office
11 Jan 11 Jan ELS

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WB

4. *ER*
13 JAN 1989 *W*

5. Deputy Director of Central Intelligence
✓

6.

7. Director of Central Intelligence
11/17/89 1/18 [initials]

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9. Director, Public Affairs Office

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11. Deputy Director, Public Affairs Office

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13. [Redacted]
O/Compt, 7C36 HQS

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[Handwritten signature]



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DCI
MAG
Secretarial/Clerical

10 January 1989

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM:
Chairman, DCI Secretarial/Clerical Management
Advisory Group

SUBJECT: Secretary of the Year

1. The DCI Secretarial/Clerical Management Advisory Group (DCI S/C MAG) would like to invite you to present the annual Secretary of the Year Awards. There will be one \$5,000 award for the Agency Secretary of the Year, and five \$2,000 awards for each Directorate Secretary of the Year and the DCI Area Secretary of the Year. Plans are being formulated for the ceremony to be held on 26 April 1989 (National Secretary's Day) at 1100 in the Headquarters Auditorium. We would expect approximately people to attend this ceremony.

2. The DCI S/C MAG and the recipients were greatly appreciative that you were able to present the awards at last year's ceremony. We hope that this date (26 April) will fit into your very busy schedule and that you will be able to present the awards.

3. Any questions concerning the ceremony may be directed to the undersigned on extension

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