

~~SECRET~~
(when filled in)

MEMORANDUM FOR: Chief, []/OP

FROM: Chief, []/RS/TR

SUBJECT: Completion of External Training

6 FEB 1967

This is to advise you that John L. Poe training request # [] attended the following external training program:

COURSE: The Management of Institutional Records Systems I

INSTITUTION: American University

DATE: 27 September 1966 - 24 January 1967

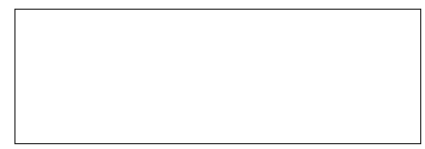
GRADE: B

FOR THE DIRECTOR OF TRAINING:



Attachments:

- Grade Report
- Certificate of Satisfactory/Successful Completion
- Certificate of Completion
- Roster of Participants
- Training Report by Institution
- Training Report by Student
- None
- Other: _____



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(when filled in)

APPROVED FOR RELEASE
DATE: 14-Sep-2011