

~~SECRET~~  
(When filled in)

MEMORANDUM FOR: Chief, [ ] /OP

FROM: Chief, [ ] /RS/TR

SUBJECT: Completion of External Training

19 JUL 1965

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

COURSE: Records Management Principles and Techniques

INSTITUTION: National Archives Building with GSA

DATE: 7-18 June 1965

GRADE: NONE

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