TRANSMITTAL SLIP	DATE

TO:

ROOM NO.	BUILDING

REMARKS:

Please file this original in place of EP copy P-3.2

Thanks,

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

EXECUTIVE SECRETARIAT
Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		✓	(orig package)	
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA	✓			
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
	SUSPENSE				

Date

Remarks:

To 15: [redacted] will provide copies of the completed forms to you.

[redacted]
Executive Secretary
6/7/82
Date

3637 (10-81)

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THE SMITHSONIAN INSTITUTION WASHINGTON, D.C. 20560 (202) 357-3030

Executive Registry
82-1508

WJC/B
16 July 1982

RESIDENT ASSOCIATE PROGRAM

June 3, 1982

Mr. William J. Casey,
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

On behalf of the Resident Associate Program, I would like you to know how pleased we are that you are participating in our program.

Enclosed are: two copies of your agreement (contract), audio-visual equipment form, a faculty information sheet, a 3 x 5 instructor registration card, a map, and a copy of the student questionnaire. Please sign and return one copy of the contract as soon as possible. The equipment form must be returned at least four weeks prior to the beginning of the term. It costs the program approximately $60 per class session to provide audio-visual support (equipment and technician). If the service is ordered, but not used, the program is still charged. Please be sure to request what you need, but use what you request.

A copy of the Associate newsletter announcing the course will be sent to you as soon as it is available. In addition, the meeting location will be confirmed two weeks prior to the beginning of the term.

Again, I thank you for your contribution to the program. If you have any questions, call me at (202) 357-3137.

Sincerely,

Paul J. Edelson, Ph.D.
Program Coordinator
Adult Courses

Enclosures

P.S. If you are lecturing as part of a multi-speaker series, please feel free to attend the other sessions in the series, as our guest.

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