

11 January 1974

JKJ Chevrolet
2000 Chain Bridge Road
Vienna, Virginia 22180

Attention: [redacted]

Dear [redacted]

RE: John L. Poe

Mr. John L. Poe was employed by the Central Intelligence Agency from 3 May 1954 to 29 February 1972 when he retired as a GS-12 Records Administrative Officer.

Throughout his career Mr. Poe was rated by his supervisors as an above average performer. In his last assignment he served as an Administrative Officer responsible for performing all facets of administrative support [redacted] overseas [redacted] for [redacted] permanently assigned employees and a continuous stream of TDY employees. He also was responsible for insuring proper maintenance and repair of vehicles, for requisitioning administrative supplies, for management of a Petty Cash Fund and for cost-consciousness in the use of funds and equipment. Mr. Poe has a natural flair for administrative work and the ability to quickly establish rapport with people. He developed excellent liaison relationships with personnel in other agencies and constantly used his talents, skill, experience and liaison equities to the best advantage of all personnel where he was assigned.

Mr. Poe routinely worked long and hard hours without mention of extra compensation and invariably brought to his work a cheerful and positive attitude. His personal conduct both on and off the job was exemplary.

Mr. Poe was a highly respected, diligent employee whom I do not hesitate to recommend for your consideration.

Sincerely,

[redacted] (II) Personnel Officer

*Note: [redacted] w/ telephonic request
[redacted] being considered for machine clerk position*

APPROVED FOR RELEASE
DATE: 14-Sep-2011