

~~S-E-C-R-E-T~~
(when filled in)

MEMORANDUM FOR: Chief, [redacted] /OP
FROM: Chief, [redacted] /RS/TR
SUBJECT: Completion of External Training 11 JUL 1967

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

COURSE: Management of Institutional Records
INSTITUTION: American Univeristy
DATE: January - June 1967
GRADE: A

FOR THE DIRECTOR OF TRAINING:

[redacted signature box]

Attachments:

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

[redacted box]

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(when filled in)

APPROVED FOR RELEASE
DATE: 14-Sep-2011