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26 March 1953

REPORT FOR THE WEEK OF 23 - 27 MARCH

To: The Deputy Director of Training (General)

From: Management Training Division

Accomplishments

Made presentation on Human Resources Program to OCI Career Service Board on Monday. Following up with [] regarding scheduling of meetings next week.

conducted two follow-up meetings with Section Chiefs in OGD
this week. Total attendance: 25.

_____ visited the Clerical Training office of the Veterans Administration on Wednesday and found the experience extremely profitable.

I attended two meetings in the Air Force Commanders Management Course at George Washington University this week.

Plans

TSS wishes to schedule three groups of supervisors for the Human Resources Program to begin about 8 April.

FE wishes to schedule four groups of supervisors for the Human Resources Program to begin about 28 April.

The Records Management Training Program is reaching the concrete schedule stage and should begin about 14 April.

A recommendation for the promotion of [redacted] from GS-4 to GS-5 is being submitted this week for consideration at the next meeting of the Career Service Board.

Chief, Management Training Division

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