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CONFIDENTIAL

31 August 1965

MEMORANDUM FOR: [redacted] 25X1

THROUGH : Director of Communications

SUBJECT : [redacted] 25X1  
Career Trainees (CTs)

1. Beginning in late October 1965, the Office of Training will present the second running of the Support Services Course for CTs. It is desirable that certain phases of the course be given at [redacted]. The group will consist of approximately 30 persons including instructors. It is requested that facilities of [redacted] be made available as follows:

a. From 1600 Sunday, 31 October through 1400, Friday, 5 November.

Meals and quarters will be required for this period. The classroom space normally used for management training in the Administration Building will be required. The trainees will be receiving training in the Managerial Grid.

b. From 1830, 7 December through 1700, 8 December.

The CTs will be in two groups and will receive instruction in safe repairs on one day and be given a tour of the Communications facilities and the Records Center on the alternate day. A reception for support officers will be held on the evening of 7 December and the use of [redacted] is requested. Meals and quarters will be required for this period. Transportation will be required on both days to take the group to [redacted] for the Communications briefing.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. The above has been informally discussed with the  Administrative Officer.  will arrange for the Communications briefing and I will arrange with  for the Records Center briefing. Names of students and instructors will be forwarded as soon as they are available. For further information, please contact the Chief Instructor of the Support Services Course,  extension 2141.

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Chief Instructor

APPROVED:

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\_\_\_\_\_  
Date

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