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DIRECTORATE OF SCIENCE AND TECHNOLOGY

DD/S&T NOTICE NO. 2011

29 September 1964

TRAINING

RE-ORIENTATION AND SUPERVISORY RESPONSIBILITIES

1. A half-day program has been designed to make clear the Agency's interest in better supervision of personnel, to point out current weaknesses, and to acquaint all supervisors with those areas of support available to them in their day-to-day managerial duties.

2. This Directorate will join with other Directorates in presenting this program for the benefit of its supervisory personnel. The Re-orientation and Supervisory Responsibilities Session will be attended by all staff employees who:

- a. are in grade GS-14 or above, or
- b. are in grade GS-13 or below and who customarily prepare Fitness Reports on two or more subordinate employees.

3. The program for the Directorate of Science and Technology is scheduled for Tuesday, 6 October 1964. Presentations will be made by senior CIA officials, including the Director of Central Intelligence. The Program will run from 0830-1200. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.



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ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

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REORIENTATION IN SUPERVISORY RESPONSIBILITIES  
for DDS&T Supervisors

0830-0850 Mr. John A. McCone  
Director of Central Intelligence

0850-0915 Dr. Albert D. Wheelon  
Deputy Director for Science and Technology

0915-0945 Mr. Emmett D. Echols  
Director of Personnel

0945-1000 Break

1000-1030 Mr. Howard J. Osborn  
Director of Security

1030-1100 Dr. John R. Tietjen  
Chief, Medical Staff

1100-1200 Mr. Lyman B. Kirkpatrick  
Executive Director-Comptroller

Please fill out the registration card and hand it to an usher  
as you leave the auditorium.

The blank card given you is for questions on topics you may  
wish to have discussed by Mr. Kirkpatrick. Please hand  
question cards to the ushers at any time before 11 o'clock.

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