

25X1A

26 August 1980

MEMORANDUM FOR: Director of Data Processing

FROM: [REDACTED]  
Career Management Officer, DDA

SUBJECT: Selection of Participants for Annual Awards Ceremony

1. At 1330 hours on Thursday, 18 September 1980, the Annual Awards Ceremony will be held in the Headquarters Auditorium to honor all employees who have served with CIA for 30, 25, 20, 15 and ten years. Attached is one copy of the list of eligible employees from your career sub-group.

2. As indicated on each sheet, please select from each of the lists the allotted number of employees in the Washington area who will attend the ceremony. Tickets will be sent to you at a later date for distribution to these employees. Their certificates will be presented at subsequent office ceremonies.

3. Additionally, please select one employee from the 20 year group to receive his/her certificate on stage from the Director. Also, please note telephone extension and current office mailing address for this employee.

4. If any employee on your list has been reassigned out of your sub-group or has separated from the Agency, please indicate this on the listing. We would also appreciate name corrections where necessary.

5. Please return your list by 2 September to [REDACTED] Room 7D10, Headquarters. If you have any questions, please call on extension 4142.

Attachment

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