

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DTE

1026 C of C

EXTENSION

NO.

OTE 81-1090

DATE

9 September 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1. EXO/DDA
7D-18 Hqs

10/9

JW

2.

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ADDA

9-14

H

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DDA

10 SEP 1981

J

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15.

Meeting

OTE 81-1090

9 September 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Training and Education

SUBJECT: OTE Management Conference, 15 - 16 September 1981

The Office of Training and Education is going to conduct a
Management Conference at [REDACTED] on 15 and 16 September 1981.

Attendees at the conference will be the senior management team of
the Office. I have designated [REDACTED] as the senior OTE officer

remaining at the Chamber of Commerce Building, and [REDACTED] can serve

as a point of contact for your Office should the need arise. [REDACTED]

extension [REDACTED]

cc: [REDACTED]