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Approved For Release 2003/08/13 : CIA-RDP84B00890R000800010062-3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety Training of Component Safety Officers

FROM: William N. Hart  
Chairperson, CIA Safety Committee  
7D 18 Headquarters

EXTENSION

NO.

DATE

JUL 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 column after each comment.)

1. *Co/* Deputy Director for Administration

JUL 1981

*GR*

2.

*Registry*

3.

4.

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12.

13.

14.

15.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety Training of Component Safety Officers

FROM:

EO/DDA  
7D-18 Hqs.

EXTENSION

NO.

DD/A 81-1386

DATE

8 July 1981

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

DATE

OFFICER'S  
INITIALS

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

1. D/Communications  
2A-03 ☐2. D/Data Processing  
2D-00 Hqs.3. D/Finance  
1212 Key Bldg.4. D/Information Services  
1206 Ames Bldg.5. D/Logistics  
2C-02 ☐6. AD/Medical Services  
1D-4061 Hqs.7. DTE  
1026 CofC8. D/Security  
4E-60 Hqs.

9.

10.

11.

12.

13.

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15.

1-7: Please take any necessary  
action as requested in the  
attached memorandum from the  
Chairperson, CIA Safety Committee.

8 - FYI

Distribution:

- ✓ - DDA Subj w/att
- 1 - ea OD w/att
- 1 - EO Chrono w/o att

 EO/DDA/ba(3Jul81)
DD/A REGISTRY  
FILE: *Training*

6 July 1981

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director of Central Intelligence  
Deputy Director for Administration  
Director, National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science & Technology

FROM: Chairperson  
CIA Safety Committee

SUBJECT: Safety Training of Component Safety Officers

1. Executive Order 12196 and Title 29, Code of Federal Regulations, Part 1960, require that component safety officers be provided training commensurate with the scope of their safety responsibilities.

2. To meet these requirements, the Safety Group, Office of Security, will conduct a 3-day course for component safety officers, 26-28 August 1981, in Room GA-13, Headquarters Building.

3. Attached is a list of the safety officers assigned to your Directorate and an indication as to whether or not they have received appropriate safety training. Please schedule those employees for the 3-day course who have not attended a previous safety course. Form 73 for each safety officer should be completed and forwarded to the Security Education Group, Room 4E21, Headquarters Building. (The form should also indicate the student's Social Security Number, Room number and the Code 6.)

4. If additional information is necessary, please contact the Safety Group, extension

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William N. Hart

Attachment

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from Classified Attachment(s)

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Next 2 Page(s) In Document Exempt

6 July 1981

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Executive Registry

81-4617

MEMORANDUM FOR: Deputy Director of Central Intelligence  
Deputy Director for Administration  
Director, National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science & Technology

FROM: Chairperson  
CIA Safety Committee

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