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15 June 1984

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TO: Dick  
VIA: Bill  
Ron  
FROM: Claude

SUBJECT: DI Secretarial Seminar on Office Automation

1. With your concurrence we will hold an afternoon seminar on office automation for DI secretaries on 1 August, from 1330 to 1530, in Room 1A07 Headquarters. A three-person panel has been invited:

- [ ] a word-processing instructor in OTE who will speak on the changing role of the secretary;
- [ ] an OMS medical doctor who will speak on health and stress associated with using the CRT;
- [ ] from ASG who will speak on equipment and technological advances coming to the DI secretary in the next several years.

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2. Will you please begin the program, introduce the panel and say a few words?

CONCUR:  
[ ]

STAT

Associate Deputy Director for Intelligence

16 JUN 1984  
Date

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