

ADMINISTRATIVE - INTERNAL USE ONLY

15 September 1986

MEMORANDUM FOR: OIT Front Office Secretaries
OIT Group Secretaries

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FROM:

[Redacted]

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SUBJECT:

Briefing

[Redacted]

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[Redacted] Special Assistant to the DCI, will give a briefing about "Life on the 7th Floor" on Thursday, 2 October 1986, from 3:30 - 5:00 p.m. in [Redacted] This briefing is keyed to Level 03 and Level 04 secretaries; however, Level 02 secretaries might also wish to attend. This is a secretarial briefing which will go into the DCI's style, work atmosphere, experience, expectations, etc., which are required of secretarial positions on the 7th floor. It will be an interesting briefing.

Please poll your secretaries and let me know by 25 September how many will attend from your group.

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[Redacted]

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