

NR_key_name: CE04C01FF5F91B07852561BA006A5F5D
SendTo: CN=Sheryl Walter/O=ARRB @ ARRB
CopyTo: Senior Staff;CN=Anne Buttimer/O=ARRB @ ARRB;CN=Mary McAuliffe/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 05/12/1995
DisplayDate_Time: 3:22:43 PM
ComposedDate: 05/12/1995
ComposedDate_Time: 3:21:52 PM
Subject: Re: Scheduling staff ethics and records training

Monday would be much better for me than Friday. I would prefer that it be first thing in the morning or at the end of the day (for analysts who may be at CIA).To: Senior Staff, Anne Buttimer/ARRB, Mary McAuliffe/ARRBcc: From: Sheryl Walter/ARRB Date: 05/12/95 03:14:22 PMSubject: Scheduling staff ethics and records trainingI'd like to bring the issues of federal records guidance and ethics training to a close before I leave. All federal employees are required to undergo a minimum of one hour of ethics training per year and are also required to receive a briefing on our agency's federal records responsibilities. My proposal is that we set aside a 2 to 2 1/2 period, perhaps on next Friday or Monday morning (May 19 or 22), at which all staff can be briefed/trained at once. Is this feasible? Please let me know if you have any objections or suggestions for alternate times, so that we can get the word out and distribute briefing materials well in advance of the meeting. I'd like to set a date by Monday, so please get back to me with your thoughts soon.

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