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MEMORANDUM

January 13, 1969

TO: Those in Attendance at the Job Corps Skill Center  
Meeting on January 7, 1969, at Atlanta Area Technical School

FROM: Mr. John F. Standridge, Executive Director,  
Vocational-Technical and Adult Education

As you recall, I indicated to the group that we would send copies of the job description of the different key positions for the Job Corps Skill Center Staff. We have not been able to complete these job descriptions as of this date. I thought I would let you know that we had not forgotten to do this.

As soon as the job descriptions have been completed, we will at that time send you copies. If you know of any individual that you would like to recommend for different positions, you might submit resumes to me for later consideration.

As soon as any additional word is known about the funding of this program, we will let you know.

JFS:pf