



# Anne Arundel Community College

Arundel Center North 101 Crain Highway N.W. Glen Burnie MD 21061-3060 301 760-8894

Office of Business and Employee Training

August 11, 1994

Susan Spangler  
13100 Croom Road  
Upper Marlboro, MD 20772

Dear Susan:

Your work is superior, and it is good when others take the time to acknowledge your efforts. In your case, we have recently received several letters of recognition!!!

The Award of Excellence presented to you by the National Security Agency and a letter from one of your students speak to the outstanding work you are doing with the Briefing Skills courses. The secretarial course you taught for the Installations and Logistics group on 15 July has also been recognized by a letter directed to Anne Arundel Community College.

I can't tell you how proud we are. You have been such an asset to our operation, and it is a privilege to have you on our teaching staff. Excellence is of high importance for us, and you manage to demonstrate it time and time again.

Thank you for your part in making our services the success they are. The OBET staff share in extending congratulations to you as you are recognized over and over again for by our clients and students.

Yours truly,

A handwritten signature in cursive script that reads "Gloria A. Holland".

GLORIA A. HOLLAND

Director

/ead



# Anne Arundel Community College

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Office of Business and Employee Training

September 22, 1994

Susan Spangler  
13100 Croom Road  
Upper Marlboro, MD 20772


Dear Susan:

I wanted to take a minute to express my appreciation for your support of the **COMMUNICATION SKILLS** contract over the past year.

The National Cryptologic School is pleased with our performance. My thanks go directly to you because it was through your efforts and hard work that our achievements met the Agency's expectation. I know you worked hard and have experienced frustrating moments. On behalf of the staff at the Office of Business and Employee Training and Anne Arundel Community College, please accept our thanks for all you did to make it happen.

You are an essential part of the teaching staff who will help us meet the challenges of this contract once again, and I look forward to working with you over the coming year.

Thank you!

  
GLORIA A. HOLLAND  
Director

GAH/ead

*Hope you are well!*

# Anne Arundel Community College

101 College Parkway Arnold, Maryland 21012-1895 (410) 647-7100



Martha A. Smith, Ph.D.  
President  
410 541-2222  
Fax 410 541-2245

27 October 1994

Susan Lee Spangler  
13100 Croom Road  
Upper Marlboro, MD 20772

Dear Susan:

Without hesitation, I fully endorse your selection as the Office of Business and Employee Training's **Instructor of the Year**. Congratulations!

Special recognition on your performance has been received from clients, students and staff. Your work as lead instructor for Briefing Skills has refined this important contract to the complete satisfaction of the National Cryptologic School. This is no easy task, and I realize how hard you work to select, orient and guide the teaching staff. You are also responsible for revising the course materials and student handouts which have certainly enhanced the instruction.

The **Award of Excellence** presented to you by the National Security Agency, and letters and feedback from your students speak to the outstanding work you do. The secretarial course you taught for the Installations and Logistics group in July has also been acknowledged by a letter of recognition directed to Anne Arundel Community College.

Your dependability, willingness to adjust to client needs, classroom performance, coaching of other instructors, and professional manner are always apparent. You provide excellent representation for our college, and it is my pleasure to recognize you.

Thank you for your significant contribution and outstanding performance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Martha A. Smith', written in dark ink.

Martha A. Smith, Ph.D.  
President

MAS/ead