

10 May 1957

Mr. Gerald K. Hughes, Jr.
9100 Providence Avenue
Silver Spring, Maryland

Dear Mr. Hughes:

We are pleased to inform you that your application for employment with this Agency has been initiated for a part-time position on the 7:30 p.m. to 11:30 p.m. shift. The position is a Grade GS-3, and your salary will be computed at the rate of \$3175.00 per year for full-time employment, plus a ten percent night differential.

We will require approximately thirty days to complete preliminary processing. At the successful completion of that processing, we will get in touch with you and invite you to enter on duty at the earliest possible date. If you choose to enter on duty based on this preliminary processing, your regular appointment will depend on the successful completion of the full processing procedures, which include character and reference investigations, qualifications evaluation, etc. This normally requires an additional sixty to ninety days, barring unforeseen complications. The conversion to full appointment is automatic as soon as the full processing is accomplished.

During this period please notify us of any changes in your present status such as change in address, employment, marital status, etc. If it should develop that you cannot accept the position, please let us know immediately. If you have any questions concerning your application, please do not hesitate to get in touch with us. Your future correspondence or inquiries should be directed to the attention of Miss Mary Lohnes.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

APPROVED FOR
RELEASE DATE:
17-Mar-2010

Very truly yours,

G. M. Stewart
Director of Personnel

