

MEMORANDUM TO: MIS Committee

FROM: Assistant Director for Research and Reports

SUBJECT: Recommendation for MIS Commendation

1. Personal Data

Name of Person Recommended: [REDACTED] 25X1A9a

Grade or Rank: GS-12

Position Title: Deputy Chief, Coordination Staff,
Geography Division

Department or Agency: Central Intelligence Agency

Office: Office of Research and Reports

2. Basis of Recommendation:

25X1A9a [REDACTED] Geographer, Coordination Staff, has worked exclusively on the MIS program since July 1954, when the Staff was created and she was assigned to her present position. From 1951 to 1954, she was a member of the Editing Staff of the Geography Division, where her duties included editing of MIS Chapters IX as well as other Geography Division reports.

As a producing member of the Coordination Staff, she has direct responsibility for coordinating, editing, and reviewing assigned MIS Chapters IX and Sections 19. This involves the resolving of coordination problems through liaison with the several government agencies that contribute to Chapter IX, and the shaping of the several contributions into a homogeneous whole in accordance with standards of substantive content, format, and editorial accuracy. In addition [REDACTED] serves as Deputy Chief of the Coordination Staff, in which capacity she assists in planning and directing the work of the Staff.

25X1A9a

~~CONFIDENTIAL~~

SUBJECT: Recommendation for NIS Commendation

25X1A9a

██████████ has exhibited consistently excellent quality of work in her reviewing, liaison, and editing responsibilities. She has been diligently devoted to her duties, with an acute awareness of established deadlines. Of special significance has been the perception and originality that she brings to bear upon her duties, as evidenced by her suggestions for the improvement of editorial practices and methods of presentation.

/s/
OTTO E. GURNE

Enclosure:

Proposed letter of commendation

Distribution:

0&4 -- Addressee

2 -- AD/RR

1 -- St/A

✓2 -- Ch/G

ORR:Ch/G:JSS:RJV/jmc(X535) (25 June 1959)

CONFIDENTIAL

Proposed Letter of Commendation

25X1A9a
[REDACTED]

is hereby awarded the
NIS COMMENDATION

for excellent performance as Deputy Chief, Coordination Staff, Geography Division, Office of Research and Reports in the production of the Map and Chart Appraisal Chapter of the NIS. Serving in this capacity since 1954, she has exhibited a consistently excellent quality of work in her reviewing, liaison, and editing responsibilities.

25X1A9a

[REDACTED] accomplishments have contributed greatly to the substantive excellence of the Map and Chart Appraisal Chapter of the National Intelligence Surveys.

CONFIDENTIAL