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ADMINISTRATIVE OFFICER, [REDACTED]
CHIEF, [REDACTED]

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Class. Changed to: TS (C)

Next Review Date: _____

Auth.: HR 78-3

Date: 100779

24 December 1947

By: 01093

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On 24 December 1947 I conferred with [REDACTED] and [REDACTED] of the Classification Section and we agreed on the following points:

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1. The CAF-5 Administrative Assistant position, which was requested by [REDACTED] in memorandum dated 18 December 1947 to the Personnel Branch, would be approved as a Clerk, CAF-4, so long as the engineering staff was separate from the monitoring staff. It was also agreed that if the [REDACTED] was finally established as set up in the T/O, this position could probably be raised to CAF-6.

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2. The Technical Information Unit of the Editorial Division would be set up as follows:

1	Chief of Section	P-2
1	Assistant	P-1
1	Clerk Typist	CAF-3

The P-3 position presently authorized will be eliminated. It was also agreed that I might submit recommendations for promotion on the basis which I recommended in my memorandum of 19 December 1947 to Chief, Personnel Branch, and that this recommendation had been approved.

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In a later conference with [REDACTED] Chief of the Personnel Branch, it was agreed that [REDACTED] could fill the position of Chief of the Technical Information Unit, Editorial Division, at grade P-2. [REDACTED] was hesitant to promote her directly from CAF-4 to P-2, but I persuaded him to withhold action on this for a few more days until I could determine whether or not promotion to CAF-5 or P-1 would give [REDACTED] the proper increase in salary. If it does not, I believe I can persuade [REDACTED] to place [REDACTED] in this position at P-2.

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3. It was agreed that I should personally talk to [REDACTED] relative to her downgrading and determine specifically and exactly what her desires were in this matter. (Promotion of [REDACTED] to CAF-5 also enters into this picture and final action should be withheld until [REDACTED] case is held up.

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4. It was agreed that [REDACTED] might be transferred to the [REDACTED] in order to construct the new station on [REDACTED] and that he would not be required to execute the two-year contract agreement, and that I might bring him home at any time

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I saw fit.

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It was further agreed that an additional position of Assistant to the Chief Engineer of the [REDACTED] should be set up at F-4 and that if I chose to assign [REDACTED] to this position [REDACTED] also would not be required to execute the two-year contract agreement and might be returned at my discretion.

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[REDACTED]
Chief, [REDACTED]

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