

ADMINISTRATIVE - INTERNAL USE ONLY

86-1318X

2 JUL 1986

MEMORANDUM FOR: Director of Training and Education

THROUGH: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Full-Time Academic Sponsorship [REDACTED]

1. Action: Approval of one semester of full-time academic sponsorship for [REDACTED], GS-10 Personnel Officer.

2. Background: After receiving an Associate Degree in Business from the University of Dayton in 1978, [REDACTED] entered on duty with the Agency and the Office of Personnel as a GS-05 clerk-stenographer. She was initially assigned [REDACTED]. Based on her strong performance and demonstrated ability to assume greater responsibilities, she was assigned to a Personnel Processing Assistant position in the Clerical Staffing Branch where she progressed to the GS-08 level. In October 1982, [REDACTED] was reassigned to a Personnel Assistant position in the Directorate of Operations, Africa Division, where she served in an excellent manner for two and a half years. Since February 1985 she has been serving as a GS-10 Personnel Officer in the Office of SIGINT Operations, Human Resources Division. Her outstanding performance in her present position was recognized by a Quality Step Increase in November 1985.

3. [REDACTED] has been eager to increase her personnel related knowledge and expertise through both on-the-job training and formal education. She has attended George Mason University on a part-time basis since August 1979 and has a 2.9 grade point average. She presently has a total of 92 credits in Management with an emphasis on personnel/industrial relations. Approximately one-third of the courses she has taken have been Agency-sponsored. The Office of Personnel considers this proposed semester of academic sponsorship important to [REDACTED] continued development while enhancing her value to this Office and to the Agency. In addition to [REDACTED] salary, the estimated cost to the Agency is approximately \$1,000 for tuition and books. A training request, list of proposed courses, biographic profile, and [REDACTED] two latest performance appraisal reports are attached.

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STAT SUBJECT: Full-Time Academic Sponsorship -

STAT 4. Recommendation: It is recommended that be approved for full-time academic sponsorship for the Fall 1986 semester at George Mason University.

Robert W. Magee

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Attachments:

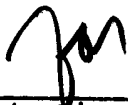
Form 136

List of proposed courses

Biographic Profile

PARs (2)

CONCUR:



/s/ Henry P. Mahoney

Deputy Director for Administration

131 JUL 1986

Date

APPROVED:

STAT

Director of Training and Education

12 AUG 1986

Date

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COURSES

Organizational Behavior and Administration (311)

Review and application of major theoretical issues in organization behavior. Analysis and critique of research methods used in the field. Particular emphasis on micro factors and their application to development of effective managerial styles.

Personnel Administration (321)

An examination of the principles and procedures related to the recruitment and selection of labor force, grievance and disciplinary procedures, problems involved in collective bargaining, pay policies, merit rating, promotion, training. Emphasis is on their relationship to management.

Intermediate Macroeconomics (311)

The study of aggregate economic accounts, including the measurement of national income; determinants of levels of income and output; and causes and solutions for problems of unemployment, inflation and economic growth.

Business Communications (341)

Intro to theory and practice of effective business communication. Including inquiry into principles of communication, communicating through correspondence and reports, and business research methods.

Law, Business and Society (401)

Interrelationships between for-profit and not-for-profit organizations and their external political, social, economic, international, and ethical environments along with consideration of the public policy process and issues that arise out of the business environments.