

CONFIDENTIAL

OIT 0436 X-8

OIT/TRA
LOGGED**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Meritorious Unit Citation - Personnel Branch, Administrative Staff/OIT/DDA

FROM: Executive Secretary, HMAB
7E31, HQS**EXTENSION****NO.****DATE** 19 May 1986**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. DDA
7D18, HQS

21 MAY

WSP

This Memorandum is for the Record Only.

2.

3. D/OIT
2D02, HQS

5/22

y/

Personnel Branch, Administrative Staff has been notified of the award and the ceremony date is 3 June 1986. 1:30 p.m., DPA conf. Rn

Thank you

noted on calendar.

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CONFIDENTIAL

S E C R E T

017 0436x-86

OIT/TRIS
LOGGED

19 May 1986

MEMORANDUM FOR: Director of Information Technology

VIA: Deputy Director for Administration

FROM:

Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation - Personnel Branch,
Administrative Staff, Office of Information Technology,
Deputy Director for Administration

1. I am pleased to note that the Meritorious Unit Citation has been approved for the Personnel Branch, Administrative Staff, Office of Information Technology, DDA. A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.

Attachments

UNCLASSIFIED when separated
from SECRET attachment

S E C R E T

19 May 1986

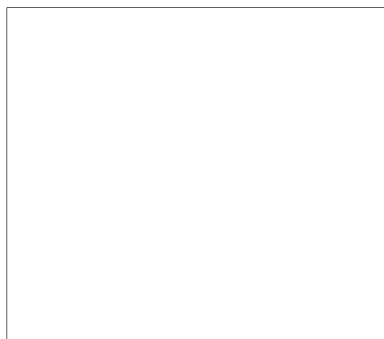
MEMORANDUM FOR THE RECORD

25X1 FROM:

Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation - Personnel Branch, Administrative Staff, Office of Information Technology, Deputy Director for Administration

On 16 April 1986 the Director of Information Technology approved award of the Meritorious Unit Citation for the Personnel Branch, Administrative Staff, Office of Information Technology, DDA, in recognition of the outstanding performance displayed by the following employees from February 1985 through March 1986:



25X1

S E C R E T

