

UNCLASSIFIED  
EYES ONLY

ORD-321-79  
8 JUN 1979

MEMORANDUM FOR: Director of Personnel  
THROUGH : Deputy Director for Science and Technology  
SUBJECT : Recommendation for Quality Step Increase -  
25X1 [redacted]

25X1

1. It is highly recommended that a Quality Step Increase be given to [redacted] in recognition of her continuing outstanding performance during the period 3 December 1978 to the present.

25X1

2. [redacted] has developed into the epitome of what a skilled senior secretary should be. She manages the Physical Sciences Research Division's oppressive workload which consists of typing a considerable amount of correspondence and contract actions; acting as receptionist; making appointments; handling travel accounting; and performing other varied tasks as needed. Additionally, [redacted] has continually helped in meeting various submission deadlines by working overtime on numerous occasions.

25X1

25X1

3. In the management arena, [redacted] has demonstrated her ability to supervise two PSR junior secretaries in an exemplary manner, which has resulted in a high overall performance from each of the individuals.

4. There has been a substantial increase in the secretarial workload in PSR due to the merging of the Operations Technology Research Division's management functions into PSR. The contributions of the capable [redacted] have helped immeasurably in meeting the secretarial/ clerical needs of this additional function.

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5. [redacted] has a very pleasing personality. She remains calm throughout the numerous crises that occur in getting the work done, and she most effectively makes the office "work." [redacted] is a definite asset to this office and to the CIA at large.

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[Redacted]

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6. Because [Redacted] has shown such tremendous growth in her technical skills, has assumed a great deal of responsibility and handled it well, has performed efficiently under the numerous daily pressures, and has become such an effective manager, it is highly recommended that she be awarded a QSI at this time.

25X1

[Redacted Signature]

Director  
of  
Research and Development

CONCUR:

*[Handwritten Signature]*

Deputy Director for Science and Technology

Date

APPROVED:

*[Handwritten Signature]*

Distribution:

Original <sup>Adse</sup> Director of Personnel

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- 1 - Special Panel

*27 June 79*  
Date

25X1

PSR/ORD/[Redacted] kbs/2637

(8 June 1979)

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