

31 March 1971

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a

GS-05 to GS-06

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1. In the 14 months that have passed since [REDACTED] was last recommended for meritorious action, she has demonstrated a steady improvement in her professional skills. Her overall performance in that time is deemed more than sufficient to warrant additional recognition.

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2. [REDACTED] has responded well to suggestions and has rapidly learned to anticipate the needs of the project officers. This subtle initiative coupled with her extreme dependability has resulted in smooth office function even during peak workload periods. She works well with her stenographic peers and is equally pleasant whether assisting them or accepting guidance from them. She is equally personable and positive in her interactions with the project officers.

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3. An important attribute of [REDACTED] is her enthusiasm for the job and her attitude toward work. She adapts quickly and well to sudden changes in schedules and priorities. She has a good working knowledge of Agency regulations and is able to expedite work efficiently and correctly without any extraneous or cautious delay. Though her prime responsibility is toward the [REDACTED]

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[REDACTED] Division, [REDACTED] has willingly, and often on her own initiative, provided support to project officers outside the Division. In short, her behavior is that of a person who prefers to work rather than merely have a job.

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4. While there is no question that [REDACTED] is competent and proficient in the basic stenographic skills (dictation, typing, filing, etc.), she is not unique in that regard and that is not the basis for the recommendation for promotion. Rather, the

approved

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basis is more in the domain less easily measured, namely in her attitude toward work, her quiet initiative, her tactful reminders concerning regulations, costs, security, and a generally sense of dedication to the Agency and office. She has clearly, though unobtrusively, been an asset.

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5. It is therefore recommended that positive qualities be acknowledged and positively rewarded by a promotion from GS-05 to GS-06.

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MBSD/ORD

CONCUR:

25X1A9a

Chief/MBSD/ORD

1 APR 1971

Date

RECOMMEND APPROVAL:

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Chairman, Special Panel/ORD

7 APR 1971

Date

APPROVAL:

25X1A9a

Director of Research and Development

9 APR 1971

Date

Distribution:

Original & 1 - Addressee
1 - Special Panel/ORD
1 - AO/ORD
1 - C/MBSD/ORD

C/MBSD/ORD: [REDACTED] dpc 3191

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