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ORD-6518-69

11 DEC 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : ^{25X1A9a}
~~Recommendation for Quality Step Increase -~~
[REDACTED]

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1. It is recommended that [REDACTED] of the Radio Physics Division, Office of Research and Development, be granted a Quality Step Increase from GS-05, step 2, to GS-05, step 3.

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2. Although [REDACTED] is a GS-05, she was transferred to a GS-06 slot in RP/ORD approximately one year ago. She has responded very well to the added responsibilities and the increased workload that transfer to this higher category position entailed. In fact, her work performance has steadily progressed to the point that she has now become a responsible member of the division who can be counted on for quick dependable action as required. She has consistently demonstrated initiative beyond her years to solve the secretarial and clerical problems that arise on a regular basis. [REDACTED] capabilities have been acknowledged in her latest fitness report dated 28 April 1969, which characterized her overall performance as "strong."

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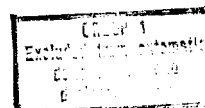
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3. It is recommended that [REDACTED] be granted the Quality Step Increase recommended in paragraph 1.

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[REDACTED]
Robert M. Chapman
Director of Research and Development

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Approved by
CP

SUBJECT: Recommendation for Quality Step Increase -
25X1A9a [REDACTED]

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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- 1 - DD/S&T
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RF/ORD/DD/S&T: [REDACTED] dpc 2700 (29 Sept 69)

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