

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

[Handwritten initials]

12 October 1962

MEMORANDUM FOR: Administrative Staff, OCR

THROUGH : Chief, Document Division
 Chief, Dissemination Control Branch

SUBJECT : Employee Status Report

25X1

1. Mrs. [redacted] has been a member of the Distribution Unit of the Control Section in the Dissemination Control Branch since 20 September 1962. Her assigned task has been the distribution of Non-CIA information reports.

2. During the three weeks she has been in the unit all of her work has been reviewed by her Supervisor. She takes direction well and her performance is entirely satisfactory.

25X1

3. Mrs. [redacted] has shown good work habits and has a cooperative attitude toward her fellow employees.

[redacted]

Chief, Control Section

25X1

Distribution:

- Orig & 1 - Addressee
- ✓ 1 - DD
- 1 - DCB (Chrono)

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