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ADM-10.7
Proposed Notices
+ Regs.

DD/S&T 641-66

28 January 1966

MEMORANDUM FOR: Chairman, Personnel Advisory Board
SUBJECT : Qualifications Record Inventory

25X1A **This Directorate concurs in the publication of Agency Notice, [REDACTED] Qualifications Record Inventory and Qualifications Record Supplement, without comment.**

25X1A */s/*

[REDACTED]
**Chief, Administrative Staff
Directorate of
Science and Technology**

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20 January 1966

MEMORANDUM FOR: Members of the Personnel Advisory Board

SUBJECT : Qualifications Record Inventory

25X1A

25X1A 1. As discussed at the 20 January 1966 meeting of the PAB, your comments are requested on the proposed [REDACTED] copies of each which are attached.

2. Information shown in Sections I, II, and III of the Supplement represents information presently in the computer for each employee and will be pre-printed on the Form as shown. Employees will be requested to verify this data.

3. Employees will be requested to complete the remaining sections on Marital Status, Dependents, Geographic and Area Knowledge, Typing and Stenographic Skills, Special Qualifications, Military Service and Status, Professional and Societies, and Agency Employment History in accordance with the instructions, inasmuch as this information does not exist at the present time in a form which can be processed into the computer. It is also necessary to bring some of this data up to date.

4. It would be appreciated if your comments could be furnished by 1 February 1966.

25X1A

[REDACTED]

Chairman
Personnel Advisory Board

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Attachments:

1. [REDACTED] Qualifications Record Inventory (TAB A)
2. Qualifications Record Supplement (TAB B)

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