

ADMINISTRATIVE INTERNAL USE ONLY

D/FBIS Chrono

1 July 1985

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MEMORANDUM FOR: [redacted]
Director, Foreign Broadcast Information Service

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FROM: [redacted]
Chief, Administrative Staff/FBIS

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SUBJECT: Request for Thirteen Days Leave Without Pay -
[redacted]

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Your approval is requested for [redacted] to take 13 days Leave Without Pay. [redacted] requests LWOP in order to round out her vacation to a full month; her days on LWOP will be 31 July through 13 August 1985. The circumstances surrounding this request are set forth in a memorandum from her supervisor, attached. I recommend approval of her request.

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[redacted]

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APPROVED:

[redacted signature box]

D/FBIS

2 JUL 1985

Date

1 attachment
as stated

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26 June 1985

MEMORANDUM FOR: Personnel and Training Branch, FBIS

THROUGH: Chief, Europe/Latin America/Africa Division
Chief, Production Group

FROM: [redacted]
Chief, East Europe Branch

SUBJECT: Request for Thirteen Days Leave Without Pay -
[redacted]

[redacted] GS-11, assigned to Europe/Latin America/Africa Division, East Europe Branch, requests 13 days leave without pay. Before entering on duty, [redacted] had informed us that she had already made plans to visit her family [redacted] this summer. After a comprehensive review of her travel request, Office of Security has authorized her trip. However, [redacted] has had to agree to an Office of Security stipulation that she not return [redacted] for at least another four years after this summer. Her vacation is scheduled for 12 July 1985 - 13 August 1985. [redacted] needs the 13 days leave without pay in combination with the 10 days of annual leave she will have accrued this leave year to make up the full complement of one month's vacation time [redacted] as she had planned.

In light of the above considerations and particularly her willingness to agree with the Office of Security restriction on future travel to visit her family for another four years, I recommend that [redacted] request be granted.

[redacted]

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