

16 April 1987

MEMORANDUM FOR: Director of Office Information Technology

25X1 FROM: [redacted]
Director, Office of Training and Education

25X1 SUBJECT: Rotational Assignment [redacted]

25X1 1. [redacted] is a GS-12 computer systems analyst who will complete a one year rotational assignment to the Office of Training and Education (OTE) on 16 June 1987. Her duties and responsibilities as an "Instructor-Ops" in the Personal Security Branch (PSB) of this Office are reflected in the attachment. A recent PAR, dated 3 April 1987, reflects her good to excellent performance, and areas in which she has made meaning contributions. [redacted]

25X1 2. Agency tasking for personal security training has increased dramatically during the last year. A small Branch of Personal Security Instructors are required to respond to this intense requirement, domestic and foreign. [redacted]

25X1 3. It is requested that the Office of Information Technology, and [redacted] extend the rotational assignment, which is scheduled to expire on 16 June 1987, for two months, with a new expiration date of 16 August 1987. This extension would facilitate Branch recruitment efforts and enhance the Office of Training and Education's ability to respond to the Agency's need for this vital training. [redacted]

25X1 25X1 APPROVED:

[redacted signature box]

Director, Office of Information Technology

DATE:

Attachments:

- A. Rotational Assignment Agreement
- B. Copy of 16 June 1986 - 31 March 1987 PAR

[redacted box]

CONFIDENTIAL