

~~SECRET~~

EYES ONLY

12 October 1967

MEMORANDUM FOR: Director of Research and Development, 25X1A9a

SUBJECT: Recommendation for Promotion: [REDACTED]

25X1A9a

1. It is strongly recommended that [REDACTED] be promoted from GS-5, step 2, to GS-6. She is currently assigned to a GS-6 slot in this Division.

25X1A9a

2. [REDACTED] entered on duty with the Agency on 24 March 1963 as a GS-4. She was promoted to GS-5 on 12 April 1964 in the DDP. From 15 March 1965 to 17 April 1966, she had resigned to have a baby. She was assigned to the Radio Physics Division 19 May 1966.

3. She is highly competent in the technical skills of typing and taking dictation from the dictating machines. She is very conscientious in the preparation of memoranda and reports, particularly those which go outside the Division. She responds promptly and well to the variety of diversified requests placed on her. She has a very pleasant demeanor and an excellent attitude toward work in the Division and is a definite asset to the efficiency and smooth running of the office. She has considerable potential for increased responsibilities for the future. She works under the supervision of [REDACTED] as a part of the three-member secretarial force in RP. She is well liked by her co-workers and works well with them.

25X1A9a

25X1A9 SIGNED

[REDACTED]
C/RP/ORD/DD/S&T

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel, CSP [REDACTED]

Oct 30, 1967

Date

APPROVAL:

SIGNED

Director of Research and Development

November 3, 1967

Date

Distribution:

- Orig. & 1 - Addressee
- ✓ 1 - Special Panel, CSP
- 1 - C/RP/ORD

GROUP 1
Excluded from automatic
downgrading and
declassification

RP/ORD/DD/S&T [REDACTED] :nnp:2700

25X1A9a