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*Per 73*



**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional)

Proposed FBIS Secretarial Positions for Upgrade to IS-03 and IS-04

<b>FROM:</b> [Redacted] Deputy Director, Foreign Broadcast Information Service	EXTENSION	NO. <del>FBIS-0216-88</del> 25X1
		DATE 8 September 1988 25X1

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. ODS&T/Personnel ATTN: [Redacted]				Attached are the completed worksheets and position descriptions for FBIS' secretarial positions for upgrading. <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>
2. Room 6E 40, Hdqs.				
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SECRET

Per-13



FBIS 1492-88

30 AUG 1988

MEMORANDUM FOR: Director of Personnel

FROM: R. W. Manners  
Director, Foreign Broadcast Information Service

SUBJECT: SIS Positions

1. A review of all SIS Positions in the Foreign Broadcast Information Service has been completed. As a result of this review, it has been determined that the following positions are no longer functioning at the SIS level:

None

2. FBIS has also completed a review of the following positions that on the basis of additional responsibility are recommended for SIS status:

- Deputy Chief, Production Group
- Deputy Chief, Engineering Support Group
- Chief, Operations Group, Daily Reporting Division

All of the above have been approved by PCSD at the SIS level.

3. A review of all SIS positions in the Foreign Broadcast Information Service has been completed. With the exception of those positions listed in paragraph one above, all positions in FBIS currently holding SIS status are still functioning at that level.

[Redacted signature box]

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R. W. Manners

25X1

[Redacted box]

SECRET

Original - Addressee

- 1 - D/FBIS
- 1 - RWM corres file
- 1 - PB Chrono
- 1 - FBIS Reg

DDS&T/FBIS/PERS/ [redacted] /30AUG88

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