

3 March 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

VIA: Special Assistant/Career Development

FROM: [redacted] Chief, Administrative Staff, FBIS

25X1

SUBJECT: Recommendation for Promotion - [redacted]

25X1

1. This memorandum is a recommendation for promotion for [redacted] from GS-06 to GS-07 to be effective at the earliest possible convenience. 25X1

2. [redacted] an FBIS careerist, was detailed to Budget and Finance Branch in January 1987 to assist with routine clerical and financial related tasks. He has a strong desire to enter the finance career service and is currently pursuing a Bachelor of Arts degree in Business Administration. Since his assignment to B&F, [redacted] has been solely responsible for processing all FBIS foreign PCS and TDY travel accountings, and for monitoring FBIS's advance account subsidiary. Recently, his duties have been expanded to include processing of Contract Health Insurance (CHI) and overseas COLA payments and responsibility for all FBIS headquarters obligation accounts. 25X1

3. Since his last performance evaluation, [redacted] has demonstrated growth in all aspects of his assigned tasks, and in my opinion, is currently performing at a higher level than his current grade. Through his efforts, FBIS's delinquent advance accounts have been reduced from 109 in March 1987 to five as of 31 January 1988, and he has been able to maintain delinquent advance totals at a level at or below the directorate average since October 1987. 25X1

4. [redacted] success in reducing delinquent advances is a direct result of his efforts to maintain PCS travel accountings on a current basis. He is making rapid progress in developing a sound working knowledge of travel regulations and policies and has kept pace with a heavy volume of travel accountings. As a result, travel accounting processing time for FBIS travelers has been significantly reduced. 25X1

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5. Therefore, in view of [redacted] sustained excellent performance during the past six months, I strongly urge that he be considered for promotion to GS-07 at the earliest possible time.

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[redacted]

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CONCUR:

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Special Assistant/Career Development

*3-7-88*

Date

APPROVED:

[redacted]

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Director, Foreign Broadcast Information Service

*MAR 1988*

Date

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C/B&F/AS/FBIS/DS&T, [redacted]

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