

FBIS-2031/88  
5 August 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

THROUGH: Acting Chief, Operations Group

FROM: [redacted]  
Chief, Daily Reporting Division

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SUBJECT: Recommendation for Quality Step Increase -  
[redacted]

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1. I recommend [redacted] be awarded a Quality Step Increase for sustained superior performance of her duties as book chief for the Soviet Daily Report since January 1988. [redacted] joined the Agency in June 1979 and has not previously been awarded a QSI.

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2. [redacted] GS-12 step 4, is responsible for all editorial matters related to the publication of the Soviet Daily Report, including final approval for the selection, organization and presentation of all published material. As book chief she is also responsible for all issues relating to quality control and editorial treatment. In addition, her duties include the day-to-day supervision and development of five junior editors. [redacted] performance of these responsibilities has consistently exceeded the normal standards of the position. The level of dedication and commitment she has brought to her work has won her the admiration and respect of her supervisors and subordinates alike.

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3. In a position where there are few quantifiable measurements of performance, she has excelled in the one area that is probably most conspicuous to and appreciated by FBIS consumers. [redacted] has managed to boost the level of production of the Soviet Daily Report to an average 80 pages a day during her tenure as book chief. This production level is 20 percent more than the next most productive book on the Daily Report. What is even more noteworthy about her success is that she has accomplished this with no discernible deterioration in the quality of the book. Her ability to sustain this high level of production while maintaining the quality of the product is owed largely to the 10-hour days she routinely spends on the Daily Report. She quite literally fits the description "first to arrive, last to leave." In terms of the volume of items received, the difficulty of the material and the high level of consumer interaction required there is no more challenging position on the Daily Report. That she has met these challenges by consistently producing the largest and most competently assembled book on the Daily Report is simply the result of the energy, effort and dedication she has brought to the job.

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4. Several examples of her distinguished performance include the handling of the recent U.S.-Soviet Summit and the 19th All-Union Party Conference. In both instances she assumed responsibility for the publication of not only the regular edition of the Soviet Daily Report but also the publication of a series of supplements on the two events. On one occasion she oversaw the publication of the largest single Daily Report volume ever published, consisting of 150 pages, while still producing the regular edition of the book.

5. That [Redacted] has been able to maintain such a high level of production and quality in spite of the pressure and demands of her position, that she has been able to motivate her subordinates to raise their level of performance, and that she has been able to earn the respect of her colleagues in the process suggests a singular level of accomplishment and dedication.

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[Redacted]

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CONCUR:

[Redacted]

Acting Chief, Operations Group

8 AUG 1988

Date

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APPROVED:

[Redacted]

Director, Foreign Broadcast Information Service

11 AUG 1988

Date

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Distribution:

Orig - D/FBIS (fwd to C/OP/TRB)

1 - D/FBIS

1 - C/PB for 201 -

1 - AC/Ops

1 - FBIS Registry

1 - C/DRD

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C/DRD/FBIS  (5 Aug 88)

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