

MEMORANDUM FOR:

C/

WOULD APPRECIATE EARLY
ACTION ON THE ATTACHED QSI.
WE WOULD LIKE TO HAVE IT
AVAILABLE FOR PRESENTATION
NLT 25 JUNE.

THANKS

Date 6/11/80

FORM 101 USE PREVIOUS EDITIONS
5-75

APPROVED FOR RELEASE
DATE: 19-Jul-2011

UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
HERLIHY, John F. - Quality Step Increase

FROM: [] Chief, [] OS
[] Hqs.

EXTENSION NO.

DATE 10 JUN 1980

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.)

1. Chief, []
[] Hqs.

2.

3.

4. Chief, []
[] Ames Bldg.

5.

6. D/OPPP&M
[] Hqs.

7.

8.

9.

10.

11.

12.

13.

14.

15.

30 JUN 1980

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MEMORANDUM FOR: Director of Personnel Policy,
Planning, and Management

FROM: [redacted]
Chief, [redacted] OS

ATTENTION: Chief, Staff Personnel Division

SUBJECT: HERLIHY, John F.
Quality Step Increase (C)

The Security Professional Sub-Group Panel has recommended, with the subsequent concurrence of the Director of Security, that Mr. John F. Herlihy be granted a Quality Step Increase from GS-14, step 7 to GS-14, step 8. The original recommendation from Mr. Herlihy's supervisor is attached for your consideration. (C)

[redacted]

Attachment

APPROVED: [redacted]

[redacted]

Director of Personnel Policy,
Planning, and Management

[redacted]

[Signature]
Date

[redacted]

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

29 MAY 1980

MEMORANDUM FOR: Director of Personnel Policy, Planning
and Management

THROUGH: Director of Security

FROM:
Director of Technical Service

SUBJECT: Recommendation for Quality Step Increase for
Mr. John F. Herlihy ~~(S)~~

1. I would like to recommend Mr. John F. Herlihy for a Quality Step Increase as a result of his sustained superior performance over the entire period of his assignment to this office, July 1978 through May 1980. ~~(S)~~

2. Mr. Herlihy's performance during the 21 months he has been assigned to the Office of Technical Service (OTS) has been consistently superior both as OTS' Security Officer and as Deputy Chief of Support. He enjoys the complete respect and confidence of OTS management and of OTS' employees. As a result, employees consult with John before undertaking actions with possible security implications. While it is difficult to gauge the resultant savings in effort and money, it is considerable. ~~(S)~~

3. Mr. Herlihy's most recent Performance Appraisal Report cites several examples where he brought about significant changes through his own initiative, sound judgement and common sense. In two of those instances, Mr. Herlihy initiated contact with other government agencies---the Department of Energy and the Bureau of Engraving and Printing. He worked with them in establishing mutually acceptable procedures which benefited this office. Working closely with OD&E, DDS&T security, concerned DDO elements and OTS personnel, Mr. Herlihy pulled together the various needs and requirements to develop the necessary security procedures. His success flows in large part from the ability to establish and maintain mutually satisfactory relationships with everyone he comes in contact with---peers, counterparts, subordinates and superiors. ~~(S)~~


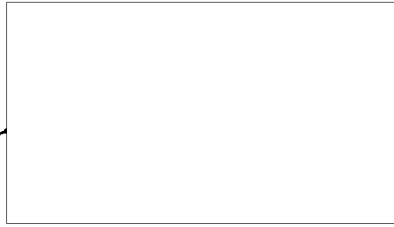
7/24/80

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~~CONFIDENTIAL~~

SUBJECT: Recommendation for Quality Step Increase for
Mr. John F. Herlihy (C)

4. As the reviewing officer on his PAR commented, "John is an outstanding support officer who brings credit to OTS, to the DDA, and to the Agency." He is a most deserving candidate for the recommended Quality Step Increase. Your approval is requested.

CONCUR:



 /s/

Director of Security

9 June 1980

Date

APPROVED: 

 
Director of Personnel Policy, Planning
and Management


Date

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