

~~ADMINISTRATIVE~~  
~~INTERNAL USE ONLY~~

23 JAN 1970

MEMORANDUM FOR: Chief, [redacted]

SUBJECT : John F. Herlihy - Recommendation for  
Quality Step Increase

1. Mr. Herlihy has received an outstanding efficiency rating for the last three rating periods. These ratings were a result of the continuous excellent liaison, production and knowledge he has shown in his specialized field over the past three years.

2. In the last year the Safety Staff has grown [redacted]  
[redacted]. In addition, five Office of Communications recent EOD technicians were assigned to the Safety Staff for a three month tour to assist in the inventory of fire fighting equipment and fire alarm systems. Mr. Herlihy was required to train and handle the administrative detail for briefings and various types of clearances required for entry into all areas of the Agency.

3. It is the opinion of the undersigned that recognition should be given Mr. Herlihy for his excellent performance in the past which will surely continue in the future. Therefore, it is requested that a Quality Step Increase be granted to show appreciation of a job well done in a specialized field over a long period.

[redacted signature box]

Acting Chief,

[redacted name box]

APPROVED FOR  
RELEASE DATE:  
15-Jul-2011

~~ADMINISTRATIVE~~  
~~INTERNAL USE ONLY~~

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~  
~~INTERNAL USE ONLY~~

SUBJECT: John F. Herlihy - Recommendation for  
Quality Step Increase

CONCURRENCE:

\_\_\_\_\_  
[Redacted]  
[Redacted] Deputy Director of Security [Redacted]  
[Redacted]

23 Jan 1969  
Date

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~  
~~INTERNAL USE ONLY~~