

~~SECRET~~

(b)(3)
(b)(6)

9 July 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : HERLIHY, John F.
Quality Step Increase

The Office of Security Career Service Board has recommended, with the subsequent concurrence of the Director of Security, that Mr. John F. Herlihy be granted a Quality Step Increase which would change his salary from GS-12, step 4, at \$10,970 per annum to GS-12, step 5, at \$11,300 per annum. A copy of the original recommendation from Mr. Herlihy's supervisor is attached for your consideration.



Secretary
OS Career Service Board

Attachment:
As indicated above



15 July 64

APPROVED FOR
RELEASE DATE:
15-Jul-2011

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~~CONFIDENTIAL~~

20 JUL 1964

MEMORANDUM FOR: Director of Security

SUBJECT : Notification of Approval of Quality Step Increase -
Mr. John F. Herlihy

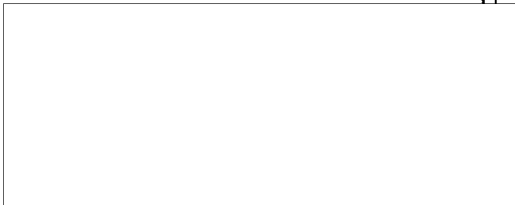
1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. The salary increase accomplished by the award of a Quality Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to earning such recognition.

3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

/s/ Harry W. Little, Jr.

Emmett D. Echols
Director of Personnel



RSWattles (16 Jul 64)

~~CONFIDENTIAL~~

