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376

## Memorandum



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 Off. of Public & Cong. Affs. \_\_\_\_\_  
 Director's Office \_\_\_\_\_

To : Mr. Coyle Date 8/16/95

From : William E. Baugh, Jr. *web/alk*

Subject : JOHN F. KENNEDY TASK FORCE (JFKTF)

**PURPOSE:** To propose personnel staffing action which will enable the temporary promotions of four employees who have been detailed to the JFKTF.

**DETAILS:** The following employees have been performing at the GS-11 Paralegal Specialist (PLS) 0950-11-91-04-212 and GS-12 PLS 0950-12-94-04-212. Each of the below listed employees has been performing their duties in a manner fully successful or higher and should be promoted to the GS-11 or GS-12 position as set forth below.

Name	Present Grade	Promote To	SSN
Brenda J. Reid	GS-9	GS-11	408-92-5877
Pearline Wells	GS-9	GS-11	219-64-8390
Joseph T. Tazzetta	GS-11	GS-12	526-94-5981
Joyce A. Visniesky	GS-11	GS-12	169-38-0073

**RECOMMENDATION:** That temporary promotions be approved for the employees identified above.

**APPROVED:**

Crim. Inv. \_\_\_\_\_ Info. Res. *web/alk* Training \_\_\_\_\_  
 Crim. Jus. Info. \_\_\_\_\_ Inspection \_\_\_\_\_ Office of EEO \_\_\_\_\_  
 Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_ Affairs \_\_\_\_\_  
 Director \_\_\_\_\_ Finance \_\_\_\_\_ National Sec. \_\_\_\_\_ Office of Public & \_\_\_\_\_  
 Deputy Director \_\_\_\_\_ Gen. Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Cong. Affairs \_\_\_\_\_

62-HQ-1029205

1 - Mr. Coyle, Room 6012  
 1 - Mr. Leary, Room 6050  
 1 - IRD Front Office, Room 5829  
 1 - Mr. Hartingh,  
 Attention: ~~Mrs. Richards~~, Room 4654  
 1 - Mr. DeSarno, Room 5338  
 1 - Mr. O'Brien, Room 6296  
 1 - Personnel File of \_\_\_\_\_  
 JAH:vld (8)

62C-HQ-1029205-810

3/62