

O/FSI - Mr. James Byrnes

February 16, 1971

O/FSI/VTC - Ogden Williams

Promotion of Mrs. Helen P. LaRoche

Since my arrival here a year and a half ago I have had many occasions to observe the excellent work of Mrs. Helen LaRoche. Her last performance rating prepared by Miss Koch illustrates her splendid performance.

At the time of Miss Koch's retirement in December, I assigned Mrs. LaRoche the full responsibility for the Program Support and Research Section. She assumed this position willingly and is performing her duties really admirably.

I am convinced that Mrs. LaRoche's performance over the past several years, together with her additional assigned duties, warrant her promotion to the next higher grade.

Accordingly, I urge and request your approval of her promotion to the position of Staff Assistant, GS-301-9. A revised position description is attached.

Attachment
as stated

Title: **Program Support Officer**

18. Description of duties and responsibilities

Under the general supervision of the Administrative Officer, GS-301-13, the incumbent serves as Chief, Program Support and Research Section of the Vietnam Training Center, performing duties incidental to the support and research operations for the four courses of the COMUSMACV Training Program: Basic Course; Special Operations Course; Province Senior Advisor Course; and the National Course.

Supervisory:

1. Supervises Program Assistant, GS-301-7, who performs various administrative and substantive duties incidental to the operation of the Operations Support and Research Division of the Vietnam Training Center.

2. Supervises the control of all classified documents kept in the vault of the Library for the staff and can be made known, and for the students who are assigned research projects.

3. Supervises the acquisition of books, periodicals, manuals, research studies, etc. for the

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