

O/FSI - Mr. James Byrnes

February 16, 1971

O/FSI/VTC - Ogden Williams

1/2/16

Promotion of Mrs. Monica Aguilera

Mrs. Monica Aguilera has been serving in the position of clerk-steno in the Basic Course for slightly over one year. During that time she has proven to be a distinct asset to the staff of the VTC.

I believe that her performance during this period fully merits promotion to the next higher level.

Accordingly, I request you approve her promotion to Secretary-Stenography, GS-301-4. A revised position description is attached.

O/FSI/VTC:DLQuaid,Jr:jj:70707:2/16/71