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**IMMEDIATE  
ATTENTION**

EB/CAM/83/12

April 15, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Assistant to Executive Director - Request for Benefits  
Under Individual Study Program III

The attached memorandum from the Acting Chairman of the Committee deals with a request from Mr. Bruce Barrington, secretarial assistant to Mr. Prowse, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Wednesday, April 20, 1982, Mr. Barrington's request will be deemed approved and will be processed accordingly.

Att: (1)

April 14, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: Mohamed Finaish, Acting Chairman

Subject: Secretarial Assistant to Executive Director - Request for  
Benefits Under Individual Study Program III

Mr. Bruce Barrington, secretarial assistant to Mr. Prowse, has requested benefits under Individual Study Program III for Word Processing Operator Specialist courses at Strayer College. Mr. Prowse supports this request and the Administration Department has indicated that reimbursement would be approved for regular staff.

I believe that approval by the Committee would be in order.