

**IMMEDIATE  
ATTENTION**

EB/CAM/83/19

June 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 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 Monday, June 20, 1983, Mr. Barrington's request will be deemed approved and will be processed accordingly.

Att: (1)



# Office Memorandum

June 15, 1983

To: Members of the Committee on  
Executive Board Administrative Matters

From: Zhang Zicun

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 a course in Planning for Office Automation at University of Maryland University 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.