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**IMMEDIATE
ATTENTION**

EB/CAM/84/21

August 6, 1984

To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Secretarial Assistant to Executive Director - Request for
Salary Advance for Buying a First Home in the Washington Area

The attached memorandum from the Chairman of the Committee deals with a request from a secretarial assistant to Executive Director for a salary advance to assist with the purchase of a first home in the Washington area.

In the absence of objection to the Committee Secretary by the close of business on Thursday, August 9, 1984, the recommendation of the Chairman will be deemed approved by the Committee and will be processed accordingly.

Att: (1)



Office Memorandum

August 3, 1984

To: Members of the Committee on
Executive Board Administrative Matters

From: R. K. Joyce, Chairman

Subject: Assistant to Executive Director - Request for Salary
Advance for Buying a First Home in the Washington Area

A request has been received from a secretarial assistant to Executive Director for a salary advance to assist with the purchase of a first home in the Washington area. The request is for an advance of one year's salary repayable within twelve years.

The secretarial assistant concerned has been employed in an Executive Director's office since April 1983 (and with the Fund since October 1982). Should the appointment be terminated by the Executive Director, the secretarial assistant would be entitled to a regular staff appointment at Range B.

The request has the support of the Executive Director concerned and the Administration Department confirms that this benefit would be approved for a regular staff member under GAO 22, Section 5.04.

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

R. K. Joyce