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**IMMEDIATE  
ATTENTION**

EB/CAM/84/42

December 12, 1984

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Secretarial 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 Miss Sabi, Secretarial Assistant to Mr. Finaish, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Friday, December 14, 1984, that this be considered in Committee, the matter will be deemed approved and processed accordingly.

Att: (1)



# Office Memorandum

December 7, 1984

To: Members of the Committee on  
Executive Board Administrative Matters

From: Abderrahmane Alfidja, Chairman

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

A request has been received from Miss Amal Sabi, Secretarial Assistant to Mr. Finaish, for approval of benefits under Individual Study Program III, for a course in Algebra at Northern Virginia Community College. Mr. Finaish 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.