

**NR\_key\_name:** 189715A113C60FF385256655006CD72B  
**SendTo:** CN=Michelle Combs/O=ARRB @ ARRB  
**CopyTo:** CN=Laura Denk/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/03/1998  
**DisplayDate\_Time:** 3:53:44 PM  
**ComposedDate:** 08/03/1998  
**ComposedDate\_Time:** 3:48:50 PM  
**Subject:** Re: Personnel Forms

I left a copy of the SF52 (request for personnel action) on your chair in an envelope. This is the form that I send over and then they send back an SF50. I have not received the SF50 back from them but that does not necessarily mean that the change didn't take place. FYI, I have also not received a form back on another title change from September. As you know, I have been periodically checking on it (in between the other six thousand things going on here!) but our contact person is on grand jury duty and is therefore out every Tuesday and Thursday. She is also off every other Monday for her CWS day. Needless to say that her desk and voice mail are probably overflowing and she is trying to get to all the requests. In the meantime, the SF52 should satisfy any prospective employers needs. I will let you know when I get the form from GSA.

**To:** Tracy Shycoff/ARRB  
**Bcc:** Laura Denk/ARRB  
**From:** Michelle Combs/ARRB  
**Date:** 07/31/98 09:15:35 AM  
**Subject:** Re: Personnel Forms

Tracy, I really need this form in its most current version. If you don't have time to check on it, could you please give me the number of the person at GSA that I need to call. I don't mind doing it myself. It has been over three months since my title changed. Surely they would have the form available by now. The last change took only a few weeks to come through.

**To:** Tracy Shycoff/ARRB  
**Bcc:** From: Michelle Combs/ARRB  
**Date:** 07/01/98 08:28:35 AM  
**Subject:** Re: Personnel Forms

Any update on this? Thanks for checking.

**To:** Michelle Combs/ARRB  
**Bcc:** From: Tracy Shycoff/ARRB  
**Date:** 06/18/98 03:06:36 PM  
**Subject:** Re: Personnel Forms

I haven't received a copy back from GSA of your title change. I'll call them and find out why and let you know. I can give you the special assistant one now. Come see me when you get back in the office for it.

**To:** Tracy Shycoff/ARRB  
**Bcc:** From: Michelle Combs/ARRB  
**Date:** 06/18/98 10:58:08 AM  
**Subject:** Personnel Forms

Do you have SF50s (the personnel form that lists titles and salaries) that list my "special assistant" and then "associate director" titles? If you do, can I get copies for my personal records. If you don't, can I request a copy of at least the "associate director" one? I need to be able to "demonstrate" my current title and salary level to future employers both now and in the future. Thanks.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**