

**NR\_key\_name:** 17574EAF80C9A5F78525662F0040005C  
CN=Bob Skwirot/O=ARRB @ ARRB;CN=Jessica DiFrisco/O=ARRB @ ARRB;CN=Michelle Combs/O=ARRB @  
**SendTo:** ARRB  
**CopyTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 06/26/1998  
**DisplayDate\_Time:** 8:17:47 AM  
**ComposedDate:** 06/26/1998  
**ComposedDate\_Time:** 7:39:04 AM  
**Subject:** Who's on First?

**Body:** In order to dispell all possible confusion about leave slips and other slip-ups, let me first apologize for any lack of clarity (which is completely my fault) and try to set the record straight.Staff Reg. 27-35-42(b). The operating presumption is that Jessica will be working directly with Michelle and will obtain her assignments from her. When Bob finds that the CIA records have reached a critical mass, and that he needs Jessica's help in preparation for a Board meeting or to reduce a backlog, he will talk to Michelle and they will jointly reach an accommodation about the best way to handle the situation. Staff Reg. 27-35-42(c). Bob will, however, be responsible for signing Jessica's leave form -- though she should make sure that Michelle is fully apprised of absences.For all other questions, refer to sections 25, 42, and 68 of the Staff Manual as well as OPM advisory 99.8.P.S. Jessica -- how does it feel to be so valuable and appreciated?

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