

**NR\_key\_name:** 9AC32132AA978D768525665600784D91  
**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:** 08/04/1998  
**DisplayDate\_Time:** 5:54:25 PM  
**ComposedDate:** 08/04/1998  
**ComposedDate\_Time:** 5:54:02 PM  
**Subject:** Re: Personnel Forms--Thank you!

You got it. To: Tracy Shycoff/ARRBcc: Laura Denk/ARRBFrom: Michelle Combs/ARRBDate: 08/04/98  
 05:02:08 PMSubject: Re: Personnel Forms--Thank you!Thank you for your efforts. I know you, like the rest  
 of us, have been busy. This form will do nicely though I would still like the confirmation form when it arrives.  
 To: Michelle Combs/ARRBcc: Laura Denk/ARRBFrom: Tracy Shycoff/ARRBDate: 08/03/98 03:53:43  
 PMSubject: Re: Personnel FormsI 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!) [Screened by: NARA RD-F on October 24, 2016  
 according to the John F. Kennedy Records Collection Act of 1992, 44 U.S.C. 2107, Section 10(a)(2)]. 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/ARRBcc: Laura Denk/ARRB From: Michelle Combs/ARRB Date: 07/31/98  
 09:15:35 AMSubject: Re: Personnel FormsTracy, 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/ARRBcc: From: Michelle Combs/ARRBDate: 07/01/98 08:28:35 AMSubject: Re: Personnel  
 FormsAny update on this? Thanks for checking.To: Michelle Combs/ARRBcc: From: Tracy  
 Shycoff/ARRBDate: 06/18/98 03:06:36 PMSubject: Re: Personnel FormsI 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/ARRBcc: From: Michelle  
 Combs/ARRB Date: 06/18/98 10:58:08 AMSubject: Personnel FormsDo you have SF50s (the personnel form  
 that lists titlesand 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:**