

MEMORANDUM

October 11, 1995

To: Badger Russell, GSA Personnel

From: Tracy Shycoff, Associate Director for Administration

Subject: Corrections to ARRB Staff Info

All of the ARRB employees listed below are awaiting a change in their SCD, restoration of Sick Leave, and/or recalculated Annual Leave balances due to a change in SCD. If you need further information on any of this please let me know.

- o **Anne Buttimer** started at the ARRB on 4/3/95. She was previously at the FBI from 7/10/83 to 1/30/86 and the US Attorney, District of Vermont from 5/91 to 8/16/91.
- o **Joseph Freeman** started at the ARRB on 5/15/95. He was previously employed by Congressman Dick Swett from 1/20/91 to 1/2/95.
- o **Douglas Horne** started at the ARRB on 8/7/95. His SCD has been changed and he is earning the correct amount of leave. However, he is still waiting for his unused Sick Leave from his prior service to be transferred over to his leave balance.
- o **Mary McAuliffe** started at the ARRB on 4/3/95. She was previously employed by the CIA from 1986 to 1994. She also worked for Council on Environmental Quality for approximately 11 months in 1970-1971.
- o **David Montague** started at the ARRB on 9/5/95. He was previously employed by the Drug Enforcement Administration (DEA) of the Department of Justice from August 1991 to December 1994. He will need any Sick Leave restored as well as a change in his SCD.
- o **Eric Scheinkopf** started at the ARRB on 1/9/95. His SCD has been changed to 1/15/92 which seems to reflect some of his prior service, although not all of it. His prior service includes Dept. of Commerce from 1985 to 1986 and 1987 to 1989. He also work for Senator Daniel Inouye from 1989-1994.

I have also included for your information a copy of a memo that I sent to Payroll. I wasn't sure if any of the information needed to be changed in your records as well as theirs.