

Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

MEMORANDUM

March 1, 1995

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I spoke with Calvin Snowden, GSA, to get guidance on procuring a temp for our receptionist position while we recruit for it. He informed me that there is no problem with having a temp, however no one person may fill that temp slot for more than 40 consecutive days and that the slot itself cannot be filled by any temps for more than 120 consecutive days. He also said that I needed to contact 3 agencies for bids.

I then contacted the following agencies and obtained the following information:

Olsten Temporary Services 296-5066
Contact: Renai
Could provide a receptionist temp for \$11.04/hr. No problem getting one in here tomorrow.

Answer Temps 835-0190
Contact: Carol Dobson
Could provide a receptionist temp for \$9.75/hr. No problem getting one in here tomorrow.

Tac Temps

466-6776

Contact: Kathy

Could provide a receptionist temp for \$10.62/hr. Could probably get one in here tomorrow but would have to check.

Based on the prices and having no familiarity with any of these agencies, I selected Answer Temps. Troy Johnson will report to work here at the ARRB on Thursday, March 2 at 8:30 a.m.

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