

OFFICER CANDIDATE SCHOOL  
APO 923

29 May, 1945.

TO WHOM IT MAY CONCERN:

For the past seven months Miss Pauleen Badke has been under my direct observation in performing her duties in the Operations Office at the Officer Candidate School for the U.S. Army. During this time I have had occasion to see the direct results of her work and her manner of performing them.

The nature of Miss Badke's work has been in typing, filing, preparing reports, documents, schedules and in other duties of secretarial work. This work has required an ability to understand the functions of an office directing training for several hundred men, to be able to do a great deal of work in a short time, and to adapt one's self to varying types of assignments.

Miss Badke has always performed this work with an interest in her work, with painstaking thoroughness, and in an uncomplaining manner. She has displayed initiative in improving on former methods of doing things, by devoting extra time on her own to complete work she was assigned, and by performing tasks which were not necessary to assign to her.

Miss Badke has always been punctual and dependable. Possessing a pleasing personality she has always worked very cooperatively with other members of the office, officers, non-commissioned personnel, and civilians. She devotes her attention to her work and can be depended upon not to divulge the information of her assignments.

I recommend Miss Badke very highly as I consider her work in this office to have been that of a very high standard.

*G. W. McCaffrey*

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