

STANDARD FORM 52  
 PROMULGATED BY THE  
 U. S. CIVIL SERVICE COMMISSION  
 OCTOBER 1949—FEDERAL PERSONNEL  
 MANUAL CHAPTER 21

## REQUEST FOR PERSONNEL ACTION

**REQUESTING OFFICE:** Fill in items 1 thru 13c except 6b and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs.; first, middle initial, last)		2. DATE OF BIRTH	3. DATE OF REQUEST	4. REQUEST NO.
			<b>9 Nov 50</b>	<b>AFSA-OOT-1</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL: (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY
<b>Appointment</b>		<b>ASAP</b>		
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:		
<b>Establish</b>				
FROM	8. POSITION TITLE AND NUMBER		TO	
			<b>Secretary</b>	
	9. SERVICE, GRADE, AND SALARY			
	10. ORGANIZATIONAL DESIGNATIONS		<b>AFSA-OOT</b>	
	11. HEADQUARTERS		<b>NSS, Washington, D.C.</b>	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
13. REMARKS (Use reverse if necessary)				
<b>Must be experienced and competent in secretarial, stenographic and typing duties, preferably with past experience in ASA or Op-202.</b>				
18A. REQUESTED BY (Name and title)			13C. REQUEST APPROVED BY	
<b>William F. Friedman, Technical Consultant</b>			Signature: _____	
18B. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			Title: <b>Technical Consultant</b>	
<b>William F. Friedman, Code 131/60240</b>				
14. STANDARD FORM 50 REMARKS				
15. VETERAN'S PREFERENCE			16. POSITION CLASSIFICATION ACTION	
NONE	5 PT.	10 PT.—SPECIFY	NEW	VICE
		WWII	WWI	OTHER
17. SEX	18. RACE	19. APPROPRIATION FROM:		20. SUBJ TO C. S. RET. ACT (Yes—No)
		TO:		21. DATE OF OATH (Accessions only)
				22. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
23. CLEARANCES		INITIAL OR SIGNATURE	DATE	
A.				
B. CEIL. OR POS CONTROL				
C. CLASSIFICATION				
D. PLACEMENT OR EMPL				
E.				
24. APPROVED BY				

1st Memorandum Ind.

AFSA-14/reg

SUBJECT: Secretaries for AFSA-00X and AFSA-00T

NOV 9 1950

TO: AFSA-00

THRU: AFSA-15  
AFSA-00C

1. AFSA-14 regrets that he cannot concur in the proposal.
2. Mrs. Gates is at present performing the secretarial work for the entire division. Her knowledge of the organization within and without the division and her familiarity with the division's files are such that the loss of her services would materially diminish the efficiency for an appreciable period.
3. From personal familiarity with the situation, I have little doubt that AFSA-00T should be assigned a secretary, but it is suggested that his needs could better be met by a new secretary than could those of AFSA-14.

THOS. H. DYER  
 Captain, USN  
 Chief, Technical Division

Copy to: AFSA-00X and AFSA-00T

(Mrs. Stevens -  
 (Adm Fuslon's Sec.))

J. Carey - 222  
 for 12 sent 9 Nov 50