

STANDARD FORM 52  
 PROMULGATED BY THE  
 U. S. CIVIL SERVICE COMMISSION  
 JANUARY 1953—FEDERAL PERSONNEL  
 MANUAL CHAPTER 81

## REQUEST FOR PERSONNEL ACTION

**REQUESTING OFFICE:** Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
 If applicable, obtain resignation and fill in separation data on reverse.

<b>1. NAME</b> <del>Mr.</del> — <del>Miss</del> — <del>Ms.</del> —One given name, initial(s), and surname)  <b>Miss Edythe B. Young</b>		<b>2. DATE OF BIRTH</b>  <b>15 Oct 1925</b>	<b>3. REQUEST NO.</b>  <b>NSA-00T-1</b>	<b>4. DATE OF REQUEST</b>  <b>6 Feb 53</b>
<b>5. NATURE OF ACTION REQUESTED:</b> <b>A. PERSONNEL</b> (Specify whether appointment, promotion, separation, etc.)  <b>Promotion</b>		<b>6. EFFECTIVE DATE</b> <b>A. PROPOSED:</b>  <b>ASAP</b>		<b>7. C. S. OR OTHER LEGAL AUTHORITY</b>
<b>B. POSITION</b> (Specify whether establish, change grade or title, etc.)  <b>Establish and cancel</b>		<b>B. APPROVED:</b>		
<b>FROM—</b> <b>Administrative Assistant, NSA-2047</b> <b>GS-6 @ \$3920.</b>  <b>Special Assistant</b>  <b>NSA - NSS</b>		<b>8. POSITION TITLE AND NUMBER</b>  <b>9. SERVICE, GRADE, AND SALARY</b>  <b>10. ORGANIZATIONAL DESIGNATIONS</b>  <b>11. HEADQUARTERS</b>  <b>12. FIELD OR DEPARTMENTAL</b>		<b>TO—</b>  <b>Special Assistant</b>  <b>NSA - NSS</b>
<input checked="" type="checkbox"/> <b>FIELD</b> <input type="checkbox"/> <b>DEPARTMENTAL</b>		<input checked="" type="checkbox"/> <b>FIELD</b> <input type="checkbox"/> <b>DEPARTMENTAL</b>		

**A. REMARKS** (Use reverse if necessary)

**Incumbent has been performing additional duties for a period exceeding 30 days.**

<b>B. REQUESTED BY</b> (Name and title) <b>Mr. William F. Friedman</b>				<b>D. REQUEST APPROVED BY</b>  <b>Signature: WILLIAM F. FRIEDMAN</b> <b>Title: Special Assistant</b>					
<b>C. FOR ADDITIONAL INFORMATION CALL</b> (Name and telephone extension) <b>Code 131 Ext 60493</b>									
<b>13. VETERAN PREFERENCE</b>				<b>14. POSITION CLASSIFICATION ACTION</b>					
NONE	WWII	OTHER	5-PT.	10-POINT		NEW	VICE	I. A.	REAL.
				DISAB.	OTHER				
<b>15. SEX</b>	<b>16. RACE</b>	<b>17. APPROPRIATION</b>		<b>18. SUBJECT TO C. S. RETIREMENT ACT</b> (YES—NO)		<b>19. DATE OF APPOINTMENT AFFIDAVITS</b> (ACCESSIONS ONLY)		<b>20. LEGAL RESIDENCE</b>	
		FROM:						<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED	
		TO:						STATE:	

**21. STANDARD FORM 50 REMARKS**

<b>22. CLEARANCES</b>	<b>INITIAL OR SIGNATURE</b>	<b>DATE</b>	<b>REMARKS:</b>
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
<b>F. APPROVED BY</b>			