

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS	
1	NAME OR TITLE <u>Mr. Friedman</u>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION	DATE	COORDINATION
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS			
<p>Miss Kirtland called the other day in regard to the GS-4 or 5 position open in OOT. She suggested that in view of the tightening up of civilian jobs and the fact that you now have a military space allotted to the office, it might be well to consider a secretary to fill the vacancy of the GS job. In view of my assignment here, she thought you might want to consider a new person -- in which case it would take some months to clear her -- and by that time you would have perhaps have moved and require a secretary. I said that I would mention this to you and see whether you wished to fill out another 52 asking for the assignment of a secretary. She said she was not certain how long AFSA-OOT would allow spaces to be unoccupied.</p> <p style="text-align: center;">MCL</p>			
FROM NAME OR TITLE		DATE	
ORGANIZATION AND LOCATION		TELEPHONE	

Approved for Release by NSA on 07-24-2013 pursuant to E.O. 13526

STANDARD FORM 52  
 PROMULGATED BY THE  
 U. S. CIVIL SERVICE COMMISSION  
 OCTOBER 1944—FEDERAL PERSONNEL  
 MANUAL CHAPTER XI

## 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) <p style="text-align: center;">1951 MAR 27</p>		2. DATE OF BIRTH <p style="text-align: center;">14 12</p>	3. DATE OF REQUEST <p style="text-align: center;">22 Mar 51</p>	4. REQUEST NO. <p style="text-align: center;">AFSA-00T-3</p>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <p style="text-align: center;"><b>Cancel</b></p>		6. EFFECTIVE DATE A. PROPOSED:  B APPROVED:		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)				
FROM	8. POSITION TITLE AND NUMBER	TO		
	9. SERVICE, GRADE, AND SALARY			
	10. ORGANIZATIONAL DESIGNATIONS			
	11. HEADQUARTERS			
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
13. REMARKS (Use reverse if necessary)  <p style="text-align: center;"><u>Cancellation of appointment action pending AFSA-00T-1</u></p>				
13A. REQUESTED BY (Name and title) <p style="text-align: center;">William F. Friedman, Technical Consultant</p>		13C. REQUEST APPROVED BY Signature: <i>William F. Friedman</i> Title: Technical Consultant (AFSA-00T)		
13B. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <p style="text-align: center;">William F. Friedman 131/60240</p>				
14. STANDARD FORM 50 REMARKS  Request No. 00T-1 cancelled per Request No. 00T-3.  <div style="text-align: right;"> GERTRUDE E. KIRTLAND Head, AFSA-153C</div>				
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)	21. DATE OF OATH (Accessions only)
		TO		22. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
23. CLEARANCES		INITIAL OR SIGNATURE	DATE	
A.				
B. CEIL. OR POS. CONTROL		<i>PN</i>	<i>3/26</i>	
C. CLASSIFICATION				
D. PLACEMENT OR EMPL				
E.				
24. APPROVED BY				

MAR 26 1951

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

## 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 ( <i>Mr, Miss, Mrs.; first, middle initial, last</i> ) 1950 DEC 28		2. DATE OF BIRTH 16 38	3. DATE OF REQUEST 9 Nov 50	4. REQUEST NO. AFSA-OOT-1
5. NATURE OF ACTION REQUESTED: A. PERSONNEL ( <i>Specify whether appointment, promotion, separation, etc.</i> ) Appointment		6. EFFECTIVE DATE A. PROPOSED: ASAP		7. C S OR OTHER LEGAL AUTHORITY
B. POSITION ( <i>Specify whether establish, change grade or title, etc.</i> ) Establish		B APPROVED:		
FROM	8. POSITION TITLE AND NUMBER	TO Secretary Clerk-Stenographer AFSA-135		
	9. SERVICE, GRADE, AND SALARY	65-312-4		
	10. ORGANIZATIONAL DESIGNATIONS	AFSA-OOT		
	11. HEADQUARTERS	NSS, Washington, D.C.		
<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*)

Must be experienced and competent in secretarial, stenographic and typing duties, preferably with past experience in ASA or Op-202.

13A. REQUESTED BY (*Name and title*)  
William F. Friedman, Technical Consultant

13C. REQUEST APPROVED BY

Signature: *William F. Friedman*

13B. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)  
William F. Friedman, Code 131/60240

Title: Technical Consultant

## 14. STANDARD FORM 58 REMARKS

Request No. OOT-1 cancelled per Request No. OOT-3.

*Gertrude E. Kirtland*  
 GERTRUDE E. KIRTLAND  
 Head, AFSA-1530

## 15. VETERAN'S PREFERENCE

NONE	5 PT.	10 PT.—SPECIFY	WWI	WWI	OTHER

## 16. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL
		<input checked="" type="checkbox"/>	

Establishment

17. SEX

18. RACE

19. APPROPRIATION FROM.

TO:

20. SUBJ TO C S RET. ACT (*Yes-No*)

21. DATE OF OATH (*Accessions only*)

22. LEGAL RESIDENCE

CLAIMED  PROVED

STATE:

23. CLEARANCES

INITIAL OR SIGNATURE

DATE

A

B. CEIL. OR POS. CONTROL

C. CLASSIFICATION

D. PLACEMENT OR EMPL.

E.

24. APPROVED BY

REMARKS:

CCH-6