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NSA Personnel Newsletter

NATIONAL SECURITY AGENCY, Washington 25, D.C. November 1953 No. 1-53

MEMORANDUM TO ALL NSA EMPLOYEES:

Cooperation is vital in our business. It is vital to our progress as a group, and to our individual peace of mind. Willingness of a group to work cooperatively toward job objectives spells the difference between job satisfaction and frustration. Yet cooperation is but a meaningless term unless provision is made for the timely interchange and dissemination of ideas and information of policy significance, particularly as they affect NSA employees.

The Personnel Newsletter is merely one endeavor in the NSA family of communication media. It will provide NSA employees at all levels with official information of a personnel nature. I firmly believe that the Personnel Newsletter will be a welcome addition to the NSA cooperative effort, and I trust that all NSA employees will regard it in this manner. Make it a practice to consult it regularly for information concerning you and your position with NSA.

RALPH J. CANINE
Lt. General, US Army
Director

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This information bulletin is published as required to provide general information of interest to military and civilian personnel of the Agency.

N S A G R A M S

COLONEL DUNCAN SINCLAIR, USA, was assigned Chief, Personnel Division on 12 October vice CAPTAIN JAMES H. FORTUNE, USN. Captain Fortune was reassigned to PROD.

The first issue of the "MOVEMENT NEWS" was distributed on 23 October. Hereafter, it will be included in the NSA Personnel Newsletter.

The NSA School Indoctrination Course for new employees has been revised and now includes more instruction on security regulations. Critique sheets of new employees reveal many favorable comments about the new course.

Safety observers have been appointed for all activities. They will make periodic inspections of areas assigned to report on safety hazards which might result in damage to property and injury to employees.

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M I L I T A R Y A F F A I R S

AIR FORCE OFFICER EFFECTIVENESS REPORT

Air Force Regulation, 36-10 has established a new policy pertaining to effectiveness reports on Air Force Officers. Effective immediately, the Effectiveness Report of an Air Force Officer will be signed by his immediate supervisor regardless of his branch or service. Civilians may also sign this form as either rating or endorsing officers, as appropriate.

Rating officers, other than Air Force, should know thoroughly Air Force standards to avoid depriving an officer a promotion by thinking in terms of Army or Navy standards.

Before rating an officer, obtain explicit instructions from the Military Personnel Branch, Ext. 60496.

ENLISTED PERSONNEL

ABSENCE FROM DUTY

NSA Form E-1779, "Absence from NSA Duty Permit for Enlisted Personnel," will be used when enlisted personnel are required to attend to official business during duty hours.

Supervisors may use this form when an enlisted man is ordered by his Commanding Officer to return to his company to attend to pay matters and the like.

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M I S C E L L A N E O U S

MILITARY PERSONNEL POLICY MANUAL

This manual, published in May 1953, provides guidance and instruction for all NSA supervisors who have the responsibility for supervising military personnel. Supervisors of military personnel should be thoroughly acquainted with its contents. Questions about the policies and procedures contained in this manual will be answered by the Military Personnel Branch, Code 131, Ext. 60496.

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S A F E T Y

ACCIDENTS ARE EXPENSIVE. THEY COST:

YOU
YOUR ASSOCIATES
YOUR FAMILY
YOUR AGENCY
YOUR NATION

TO PREVENT THEM: THINK ABOUT WHAT YOU ARE DOING WHILE YOU DO IT.

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NEW NSA CIVILIAN PROMOTION POLICY

As a part of the continuing effort to improve the civilian personnel program for the Agency, a new promotion policy has been established and is now in effect. The policy provides for a firm career service and should aid in the full utilization of employee skills and abilities by providing maximum promotional opportunities.

Under the new policy, operating officials and supervisors at all levels are urged to fill their vacancies from within their operating areas if qualified applicants are available. It is a well-recognized fact that serious morale problems arise if the higher graded vacant positions are filled by "outsiders" when they could have been filled by promotion from "within."

The new policy provides for the establishment of a Civilian Promotion Review Board. This Board will review and approve all promotions to GS-13.

When no qualified applicant is available for promotion to a vacancy in the FIRST AREA OF CONSIDERATION-(a Division) applicants from the SECOND AREA OF CONSIDERATION (the remainder of of the Agency) will be considered.

A vacancy list of positions open for Agency-wide competition is published every two weeks by the Civilian Personnel Branch. Employees should consult these vacancy lists which are posted on bulletin boards. Applications for consideration should include the following information: (1) Job number and title of vacant position, (2) Employee's name, organization, and telephone number, (3) A statement to the effect that he has notified his supervisor of his interest in the vacancy.

Applications should reach the Civilian Personnel Branch, Headquarters Bldg., Room A-110, AHS, or Bldg., 17, Room 207, NSS, by the close of business on Thursday of the week in which the vacancy list was published. All applications will be carefully reviewed. Applicants are responsible for having an up-to-date SF-57 on file for review.

After all applications have been reviewed, the Civilian Personnel Branch will forward to operating officials applications of those considered eligible for promotion. Operating officials may request interviews with applicants. Selections of operating officials are subject to review by the Personnel Division.

Only after all possible sources of applicants within the Agency have been exhausted will the vacancy be opened to external recruitment.

Questions about this new promotion policy should be directed to personnel representatives of the Civilian Personnel Branch assigned to various operating segments of the Agency.

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ANNUAL AND SICK LEAVE ACT CHANGES

Pending issuance of the revised Civilian Personnel Regulation on leave, the following points are noted for your information:

a. Maximum accumulation of annual leave is reduced to 30 days for employees within the United States and 45 days for employees serving overseas.

b. Employees who have accumulations in excess of those permitted by a, above, will not be required to forfeit this annual leave .

c. A prohibition is made against making lump-sum leave payments after 31 August 1953 for more leave than the employee's maximum accumulation figure 30 and 45 days for employees in the United States and overseas respectively, or such greater amount as the employee had at the beginning of the current year.

Scheduled use of annual leave shall be authorized or directed in such manner as to cause the least disruption to essential functions and so as to obviate the necessity for overtime or replacements.

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SCHEDULE A

On 19 May 1953 all employees of the National Security Agency were converted from Schedule B to Schedule A. Since there have been many inquiries from military and civilian personnel about Schedule A, the following typical questions and the answers are included here for the general information of all Agency personnel. Further questions on this subject may be forwarded to the Civilian Personnel Branch, Attention: Chief, Employee Relations Unit (Ext. 480, AHS)

Q. What is the Excepted Service?
A. The excepted service comprises all those positions within the governmental system which have been excepted from the competitive service by statute, Executive order, or by Civil Service Rules and Regulations, and which are made without reference to certificate of eligibles from registers established for the competitive service. Those employed in such positions occupy "excepted appointments."

Q. Then, what is the competitive service?
A. The competitive service comprises all those positions within the civil service system which are filled by competitive examinations. This requirement may be waived by the USCSC during a state of emergency, but those who may occupy positions with a temporary tenure, are required to be removed from their positions after an emergency, in order that their positions may be filled by a civil service status (or,"career") employee.

Q. What is a "Schedule" under the Excepted Service?
A. A Schedule is simply a means used by Civil Service Commission to categorize and identify positions in the excepted service.

There are three such Schedules at the present time - Schedules A, B, and C.

Q. What Schedule is employed in NSA?
A. Schedule A.

Q. Why was Schedule A secured and authorized by the Civil Service Commission for positions in NSA?
A. To increase the significance of agency experience and training in the evaluation of qualifications.

Q. What is the basic difference between Schedule B and Schedule A?
A. The Civil Service Commission exercises review authority over the minimum qualifications standards which are established to qualify individuals for appointment (and promotion) to positions under Schedule B. The Civil Service Commission exercises no review authority over the qualification standards established and the qualifications of individuals for positions under Schedule A.

Q. Who, then is the qualifying authority?
A. The Director, NSA, who has delegated this authority to the Civilian Personnel Officer and to certain members of the latter's staff.

Q. I have heard it said that those occupying an excepted position are "outside the civil service system." Is this correct?
A. No. An individual occupying an excepted position is within the civil service system, but is "outside" the regular civil service competitive service.

Q. Does this mean that all of the basic laws, such as the Veterans Preference Act, Retirement Act, Pay

Act, Classification Act, et cetera, remain effective in occupying a Schedule A appointment with NSA?
A. That is correct! Schedule A merely affects the method which is employed in effecting the appointment (promotion, reassignment) of individuals.

Q. I notice that my "Official Personnel Action" (SF-50), under item, "Nature of Action" reads: "Excepted Appointment" with each new personnel action effected for "Promotion," and in some cases reassignment. Does this mean that my job with NSA is temporary?
A. Employees of NSA do not occupy "temporary" positions. With each new personnel action issued, the incumbent of the position occupies such position "without time limitation." Accordingly, the position is permanent in so far as NSA is concerned.

Q. I occupied a position in the competitive civil service system and sometime during my employment was converted to competitive civil service status. I later resigned my position and accepted a position with NSA, without a break in service. Does this give me any protection rights in the event of an adverse action?
A. One who has acquired a competitive civil service status in the competitive civil service has protection rights to adverse actions in the competitive service only. However, he does not have any protection rights when occupying a position under Schedule A, unless the employee is a veteran. A veteran must be accorded the rights of protection to adverse actions as prescribed by the Veteran's Preference Act.

Q. How does the granting of Schedule A authority affect the classifying of positions?
A. None whatsoever! The classification of positions is governed by the Classification Act of 1949.

HEALTH AND WELFARE

WATCH YOUR HEALTH

During the fall and winter months there is always a noticeable increase of illness resulting in a great amount of absenteeism. Such illness frequently results in personal expenses for medical care as well as inconvenience to yourself and to fellow employees whose efficiency is interrupted by a break in your normal routine.

It follows then that you help yourself as well as the Agency when you take extra precautions to guard your health.

INSURANCE: All employees are encouraged to participate in some hospitalization plan which will provide medical services and financial assistance which may be needed in case of prolonged illness or serious accident. A large number of NSA employees are now participating in the Group Hospitalization, Inc., plan. Information about this plan and others providing more benefits may be obtained from the Employee Relations Unit (Ext. 379)

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SUPERVISORY STRATEGY

* No man can serve two masters.
* Orientation of employees never stops.
* High morale--high production.
* Learn to like people.
* I will pay more for the ability to handle people than for any other ability that man has.
  --John D. Rockefeller
* Einstein's formula for SUCCESS:
  S=A+B+C

A is WORK. B is PLAY. C is the ABILITY TO KEEP YOUR MOUTH SHUT.

* It pays to look well; it may mean a promotion.
* You paid for the government property you handle; take care of it accordingly.
* Few words uttered mean few words to take back.
* Leadership is not "drivership."

WHOLE BLOOD STILL NEEDED

Summer and fall vacation periods are over. Many of us are quite refreshed from stays in the country, at the seashore, or in the mountains. Some of us enjoyed our vacation even though we had to remain at home or on the job.

But there were some who spent weeks in the hospital or who had friends faced with disaster and tragedy in some parts of the world. The paralyzing impact of tornadoes in many of our home states, and the stories told by our prisoners of war released from many months of imprisonment, has vividly brought to us the need for blood. As long as one shot is fired, one airplane is in the air, one train is in operation, and one careless driver is on the highway, blood donors will be needed.

The need for whole blood for military and civilian hospitals continues to be great. Do you know that there is absolutely no substitute for whole blood? Plasma and plasma substitutes are only volume extenders for use until a person can be given further care. Plasma substitutes are the least effective since they contain no nutritional value whatsoever.

It is interesting to know that serum albumin, the concentrated shock fighter, is used in large quantity by our armed forces. It is packed in 100cc bottles, needs no refrigeration, but it takes four pints of whole blood (500cc's each) to make one vial of 100cc's of serum albumin. This powerful blood fraction has saved many lives and will continue to do so if the whole blood is available from which to process it.

Gamma globulin, a blood derivative, is also obtainable in small quantities. It takes one pint of whole blood to produce one dose of gg for a small child. Here again, there is no substitute.

The military and civilian personnel of both NSA and ASA have made large contributions to the blood bank during the summer months.

After deducting those, who, because of their medical history or preliminary tests, were unable to give their blood, the personnel of NSS gave a total of 174 pints. At AHS 485 pints were collected, and at NSA School 475 pints were contributed. The Navy Medical Center, and the Arlington Red Cross Chapter furnished the personnel and facilities for the collection of this blood.

During this period several of our employees and members of their immediate families, who were in need of blood, received it through the Red Cross in hospitals of several cities.

In October 252 military and civilian personnel of NSA gave blood.

What was the date of your last donation? Make an appointment now! Call extensions 654 or 379 at AHS; at NSS, 60458; at School, 60178.

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NSA CREED OF SERVICE

We as members of the National Security Agency accept our obligations and our opportunity to serve the American people well and in full measure, doing our best to further the free and democratic institutions of our country.

We believe it is our duty to: carry out loyally the will of the people as expressed in our laws, service the public with fairness, courtesy, integrity, and understanding, help improve the efficiency, economy, and effectiveness of our work ... and thus do our part in performing the great services of the government.

QUESTIONS AND ANSWERS

This is the first of a series of articles on this important subject. To simplify the explanation of it, articles will be presented in question and answer form. If the answers given here do not give you the specific information you need, don't hesitate to call the Civilian Personnel Branch (Ext. 480) for further details. Your specific questions will, no doubt, be of general interest and can be included in future articles.

Next to SECURITY and RECOGNITION, PAY is an incentive determining HOW WELL an employee will perform his duties. For morale purposes, even more important than actual pay received is how the Department of Defense policy of "equal pay treatment for equal work" is being followed. This series of articles will explain how this policy is carried out in NSA.

Q. What is Position Classification?
A. It is the grouping of positions according to the kind of work, the level of difficulty, and the responsibility and qualifications required.

Q. What is the framework for Position Classification?
A. The "Classification Act of 1949."

Q. Who is responsible for making it work?
A. a. The U.S.Civil Service Commission writes the rules and regulations and prepares standards to be used. The NSA uses the CSC standards which are applicable to jobs in this Agency It has authority to prepare standards for specialized positions for which there are no CSC standards.
b. The Director of NSA is responsible for classification policies and their application within this Agency.
c. The Personnel Division is responsible for making studies of work assignments and the application of standards to arrive at correct titles and grades for positions.
d. The supervisor determines and assigns tasks and duties.
e. The employee is responsible for the effective and efficient performance of assigned duties.

Q. In evaluating positions (assigning grades) why isn't everything taken into consideration which appears to have a bearing on how much an employee should be paid?
A. The evaluation of a position is based on actual work assigned. Factors not considered are: (1) the employee's efficiency, (2) qualifications possessed and not required for a specific job, (3) personality, (4) financial need, (5) length of service, and the like.

Q. If a supervisor delegates some of his responsibilities to subordinates, will that result in a reduction of his grade?
A. No. This will not weaken his position. A good supervisor is expected to delegate some of his responsibility "down the line."

Q. How can I properly describe my work when I don't know the "magic words" the Position Classifier uses?
A. Simple factual statements are all that are required. The definitions found in a recognized dictionary mean the same thing to a classifier as they do to a supervisor. The supervisor and the classifier jointly agree upon definitions and terminology used in position descriptions.

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PROMOTING HIGH MORALE

*Let each employee know how he is getting along.
*Point out ways to improve.
*Give credit when due.
*Tell employees in advance about changes that will affect them.
*Make the best use of each man's ability.

MOVEMENT NEWS

The rash of rumors rampant in NSA about the Meade move can now be suppressed. We are moving--so PROD employees think after seeing, at the new site, the barracks buildings (not the G.I. wood type, but concrete--no more sagging floors!), now 30% completed and due for occupancy by September, 1954.

Since 1 September, a representative of the Civilian Personnel Branch has been amassing facts of every sort that will assist everyone in making plans for the move. The fact-finding job isn't finished and won't be for some time. As the information is gathered, it will be reviewed and presented on a continuing basis in the "Newsletter." It should be clearly understood that all information is relatively current and that varying circumstances will result in changes, for example, in housing costs, tax rates, plans for new roads, schools, and the like. Utmost effort will be made to report changes as they occur.

HOUSING

Of primary interest to everyone is the housing situation. The picture seems to grow brighter every day, and there is good reason for considerable optimism. Surveys are not completed, but some encouraging information is now available.

The building of FORD CITY, to accommodate a population of 50,000 has been announced. The city, to be built along the new Baltimore-Washington Parkway between Laurel, Maryland, and Fort Meade, will be completely self-sustaining, it is reported, and will be within three to five minutes driving time from the new Agency headquarters.

The WHERRY HOUSING PROJECT for NSA personnel is still in the discussion stage---more about this later.

At FORT MEADE-POST a limited number of quarters for single persons, male and female, will be available.

HOUSING DEVELOPMENTS are mushrooming all around the Meade area. More than twelve are under construction or have been completed within a 20 mile radius of the new NSA site. Homes are now for sale ranging in price from $5,000 for the two bedroom precis[illegible] built, $11,000 for three bed-room asbestos, to $20,000 or more for larger brick homes.

IF YOU PLAN TO BUY

Employees contemplating the purchase of a home in Maryland at some future time should become thoroughly familiar with tax rates (which vary greatly among counties in Maryland), the ground rent plan and a host of other important items involving the purchase of a home. Be wise, plan carefully, and don't act too hastily. It is suggested that the prospective home-buyer study the excellent pamphlet, "TO THE HOME-BUYING VETERAN." This can be obtained free by writing to the VETERAN'S ADMINISTRATION, Washington 25, D. C.

Maryland tax rates, the ground rent plan, lists of apartments in the Meade area, lists of real estate brokers, maps, and other housing information will be included in future issues of the "Newsletter."

EXHIBITS

Large scale maps of the Meade area will be posted in strategic locations at AHS, NSS, and the NSA School. The maps will show the locations of schools, churches, roads, housing developments, shopping centers, and other things of interest within a radius of approximately 50 miles of the new NSA site. On display with the maps will be a variety of reference materials such as booklets and pamphlets on tax laws, schools, churches, roads, housing developments, recreational facilities, and literature on apartments.

TRIPS TO FORT MEADE

On 30 October and 5 November, groups of PROD employees were taken on guided tours of the new building site and the main post of Fort Meade. After seeing the chain and rodmen at work surveying the new headquarters building site, the 30% completed barracks, and participation in a question and answer session, all skepticism about the move vanished. Several more trips are planned for key personnel who can bring back to their employees vital information about the move.

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B U Y D E F E N S E B O N D S