

**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 <b>17 Jul 1951</b>	4. REQUEST NO. <b>AFSA-COT-4</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc ) <b>Appoint</b>		6. EFFECTIVE DATE A. PROPOSED.		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc ) <b>Establish</b>		B APPROVED		

FROM	8. POSITION TITLE AND NUMBER	TO
	9. SERVICE, GRADE, AND SALARY	<b>Information and Editorial Clerk (Stenography) GS-</b>
	10. ORGANIZATIONAL DESIGNATIONS	<b>AFSA-COT</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)

**Must be experienced and competent in secretarial, stenographic, and typing duties. Previous experience in ASA, Op-202 or AFSA, and prior clearance not required, but would be highly desirable.**

13a. REQUESTED BY (Name and title) <b>William F. Friedman, Tech. Consultant</b>	13c. REQUEST APPROVED BY Signature: _____
13b. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>William F. Friedman 131/60240</b>	Title: <b>Technical Consultant</b>

14 STANDARD FORM 50 REMARKS

15 VETERAN'S PREFERENCE					16 POSITION CLASSIFICATION ACTION					
NONE	5 PT.	10 PT.—SPECIFY	WWII	WWI	OTHER	NEW	VICE	I A	REAL	
17. SEX	18. RACE	19. APPROPRIATION FROM			20. SUBJ TO C S RET. ACT (Yes—No)		21. DATE OF OATH (Accessions only)		22. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE	

23 CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A			
B. CEIL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL			
E			

24. APPROVED BY