

DEPARTMENT OF DEFENSE  
ARMED FORCES SECURITY AGENCY  
Washington 25, D. C.

13 December 1951

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7AFSA MEMORANDUM NO. 110-9

**SUBJECT:** Reports based on Mechanized AFSA Civilian Personnel Service Records.

**Reference:** AFSA Memo No. 110-3/1 dtd. 26 April 1951 and 110-3/1 (Appendix 1) dtd. 29 October 1951, subject: Procedures for AFSA Reports Control Program.

1. The following data have been extracted from the service records of AFSA civilian employees and placed on IBM cards:

- a. Name of employee
- b. Date of birth (month and year)
- c. Service computation date (month, day and year) based on total years of service (civilian and military)
- d. The last personnel action taken and effective date, for example: Excepted Appointment (Permanent), (Temporary), (Reemployment after Military Service), (No break in service); Promotion, Reassignment, Periodic Step Increase (Classification Act), Administrative Pay Increase (WB); Change in Designation; Resignation, or Separation for Military Service; Termination; Retirement (Age), (Disability), (Optional).
- e. Position
  - (1) Service: (General Schedule) (GS), Crafts, Protective, Custodial (CPC), Wage Board (WB).
  - (2) Series Code: Includes jobs which require closely related kinds of skills and abilities; for example, secretarial series 318.
  - (3) Title Code: Includes titles within a specific series; for example, within Series 318 will be found:
    - 318-01 Secretary (Typing)
    - 318-02 Secretary (Stenography)
    - 318-03 Secretary (General)
  - (4) Grade
  - (5) Step
- f. Organization
  - (1) Official Assignment (to section level)
  - (2) Temporary Assignment (to branch level)

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## (3) Physical Location (AHE or NavSecSta)

- g. Sex
- h. Race
- i. Marital status
- j. Veteran's preference (5 or 10 point)
- k. Fiscal project
- l. Performance rating due by month
- m. Automatic pay increase due, by month and year

2. The preparation of reports from IBM records should reduce the maintenance of detailed records and the collection of statistical reports by manual methods; for example:

- a. Reports such as the following may be prepared from the data in paragraph 1:
  - (1) Assigned personnel in sequence by section, branch, division or office, or any combination thereof.
  - (2) Assigned personnel in sequence by service and series.
  - (3) Assigned personnel in sequence by service, grade, and step within any desired organizational element.
  - (4) Personnel located in the school, by organization to which assigned.
  - (5) Separations - any time period after 30 June 1951.
- b. The following recurring reports are automatically prepared for AFSA 153:
  - (1) Monthly - Total number of civilian employees by section and grade.
  - (2) Quarterly - Total by grade only.
  - (3) Annually as of 30 June - Total by grade and step. Total by series, grade and step.


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3. Requests for reports will be submitted by Offices and Staff Divisions in accordance with the reference.

4. Provisions applicable to mechanized records of ASA civilian personnel will be published in a separate memorandum.

FOR THE DIRECTOR:

  
GEO. J. CAMPBELL  
Colonel AGC  
Adjutant General

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