

STANDARD FORM 52
 PROMULGATED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1950—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.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO. AFSA-OOT-5	4. DATE OF REQUEST 10 Oct 51
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Appoint		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED.	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.) Establish and cancel			

FROM— Information and Editorial Clerk (Stenography) GS-4 (AFSA-OOT-4) AFSA-OOT NSS, Washington, D.C.	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO— AFSA-OOT NSS, Washington, D.C.
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

It is requested that additional duties of an administrative nature be added to the above position, thereby raising it to the level of Administrative Assistant, GS-6.

B. REQUESTED BY (Name and title) William F. Friedman	D. REQUEST APPROVED BY Signature: _____ Title: _____
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) William F. Friedman 131/60439	

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">NONE</td> <td style="width: 10%;">WWII</td> <td style="width: 10%;">OTHER</td> <td style="width: 10%;">5-PT.</td> <td style="width: 10%;">10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">DISAB</td> <td style="text-align: center;">OTHER</td> </tr> </table>	NONE	WWII	OTHER	5-PT.	10-POINT				DISAB	OTHER	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">NEW</td> <td style="width: 10%;">VICE</td> <td style="width: 10%;">I. A.</td> <td style="width: 10%;">REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL				
NONE	WWII	OTHER	5-PT.	10-POINT															
			DISAB	OTHER															
NEW	VICE	I. A.	REAL																

15. SEX	16. RACE	17. APPROPRIATION FROM _____ TO _____	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: _____
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21. STANDARD FORM 50 REMARKS

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

F. APPROVED BY

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Friedman

DATE: 1 Oct '51

FROM :

SUBJECT: Possible personnel for OOT

Names suggested by Mr. Clark as persons possibly interested in a GS-5 or GS-6 in OOT:

Miss Vera Boughton	GS-5
Miss Peggy Edgerton	GS-5
Mrs. Jeanne Steiler	GS-4
Mrs. Bowen	GS-4
Mrs. Ambrewster	GS-6 (as Adm. Ass't).

MLK

STANDARD FORM 52
 PROMULGATED BY THE
 U. S. CIVIL SERVICE COMMISSION
 OCTOBER 1949—FEDERAL PERSONNEL
 MANUAL CHAPTER 81

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) 1951 SEP 25		2. DATE OF BIRTH 12 20	3. DATE OF REQUEST 17 Jul 1951	4. REQUEST NO. AFSA-00T-4
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Appoint		6. EFFECTIVE DATE A. PROPOSED:		7. C S OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.) Establish		B APPROVED:		

FROM	8. POSITION TITLE AND NUMBER	TO	Clerk (General) AFSA-1935
	9. SERVICE GRADE, AND SALARY		GS-301-4, GCL-58
	10. ORGANIZATIONAL DESIGNATIONS		AFSA-00T
	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. Previous experience in ASA, Op-202 or AFSA, and prior clearance not required, but would be highly desirable.

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

14. STANDARD FORM 59 REMARKS
Returned without action. In a telephone conversation on 5 October with Mr. Holleran of AFSA 153CAL Mn. Friedman indicated that the position will not be filled at this time and that plans have changed to the extent that the position will be surveyed in the future for a change in grade in order to incorporate duties Capt. Lane has been performing.

R

Cartrude E. Kirland
CARTRUDE E. KIRLAND
 Head, Employee Utilization

15. VETERAN'S PREFERENCE					16. POSITION CLASSIFICATION ACTION				
NONE	5 PT.	10 PT.—SPECIFY	WWII	WWI	OTHER	NEW	VICE	I A.	REAL.
						<input checked="" type="checkbox"/>			

Establishment & Cancellation

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 <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
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23. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS: Job #AFSA-1935 replaces Job #AFSA-1519 and cancels same. <i>W. Flynn</i> WYLLMA FLYNN Acting Head, AFSA-153B
A. JUL 20 1951	<i>W.F.</i>	7/23	
B. 20 SEP 51	<i>W.F.</i>	9/24	
C. CLASSIFICATION 1951	<i>W.F.</i>	9/20	
D. PLACEMENT OR EMPL.			

24. APPROVED BY