

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : AFSA 153

DATE: 18 July 1951

FROM : AFSA OOT

SUBJECT: Return of Job Descriptions - Civilian Employees

In accordance with AFSA MEMORANDUM NO. 32-23 (Appendix 1) dated 5 July 1951 the attached job descriptions from the office of AFSA OOT are returned for disposal.

MARY C. LANE
Captain, WAC
Adm. Ass't. OOT

OUT

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

AFSA 153

5 July 1951

AFSA MEMORANDUM NO. 32-23 (Appendix 1)

Subject: Job Descriptions- Civilian Employees.

1. A complete file of original DA AGO Forms 374, "Job Description", is maintained in the Civilian Personnel Branch, AFSA 153, for both AFSA and ASA, and no copies of cancelled and obsolete job descriptions will be retained elsewhere. It is, therefore, the responsibility of Office and Staff Division Chiefs and Branch Heads, in AFSA, and Division and Branch Chiefs in ASA, to return all copies of classified and unclassified job descriptions to AFSA-153 for disposal as personnel and position actions cancel them and make them obsolete.

2. The Chief, Army Security Agency, concurs. These provisions apply to ASA personnel.

FOR THE DIRECTOR, AFSA:

Clarke Sullivan, Jr.
CLARKE SULLIVAN, JR.
Major, Infantry
Acting Executive for
Coordination and Compliance

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