

~~RESTRICTED SECURITY INFORMATION~~

2 September 1952

## MEMORANDUM

SUBJECT: Assignment of Revised Cost Account Codes for Command and Staff Organizations effective with month of Sept 1952

1. The following cost account codes will be used effective 1 Sept 1952 for the following designated organizations:

<u>Short Title Designation</u>	<u>Cost Account Code</u>
OOA, OOB, OOC, OOS	01000
00F	01010
00F1	01020
00F2	01030
00F3	01040
00T	01060
00Y	01080
11	01100
111	01110
112	01120
113	01130
114	01140
115	01150
12	01200
121	01210
122	01220
123	01230
124	01240
13	01300
131	01310
132	01320
133	01330
133A	01331
133B	01332
133C	01333
133D	01334
14	01400
141	01410
142	01420
143	01430
144	01440
15	01500
151	01510
152	01520
153	01530
153B	01531
153C	01532

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<u>Short Title Designation</u>	<u>Cost Account Code</u>
153C1	01533
153C2	01534
153C3	01535
153D	01540
153D1	01040
153D2	01541
153E	01550
16	01600
161	01610
161B	01611
161C	01612
162	01620
162B	01621
162C	01622
163	01630
17	01700
171	01710
171B	01711
171B1	01712
171B2	01713
171C	01714
171D	01715
171D1	01716
171D2	01717
171D3	01718
172	01720
172B	01721
172C	01722
173	01730
173B	01731
173C	01732
173D	01733
173D1	01734
173D2	01735
173D3	01736
MG	01790
05 (Command and Staff)	01800
51 (Administrative including Service and Supply)	01810
51A1 (Testing Section)	01820
51A2 (Security Section)	01830

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<u>Short Title Designation</u>	<u>Cost Account Code</u>
52 (Instructors)	01840
52 (Students Unassigned)	01850
(Command and Staff Students)	01851
(02 Students)	01852
(03 Students)	01853
(04 Students)	01854
(05 Students)	01855

2. The above cost account codes will be used for both personnel and expendable supply cost distribution. Where RPO's are assigned to a specific element listed the cost account code of that element will be used on the supply issue slip and lower segments will be omitted.

*J. S. MacSporrán*  
 J. S. MACSPORRAN  
 Head, Program Review Branch

**DISPOSITION FORM**

7-50, 2-1/

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FILE NO.	SUBJECT	DATE	COMMENT NO. 1
	Position Classification Surveys - Civilian Employees	12 September 1952	
TO	FROM		
Offices and Staff Divisions	Chief, Civilian Personnel Branch	John L. Sullivan/147-222	

1. An Agency-wide position classification survey of all civilian positions in the Armed Forces Security Agency and SIG-PO will be accomplished during such fiscal year by the Civilian Personnel Branch. The survey for the Fiscal Year 1953 was started 1 July 1952.

2. To accomplish the complete survey within 12 months, the Civilian Personnel Branch will require organization charts approved by the Director, AFSA. The charts will indicate organizational positions; i.e., Chief, Assistant Chief, et cetera; a statement of functions down to Section level; and a certification by the Staff Division or Office Chief that the organization is firm and that no organizational changes are anticipated for at least 120 days. This information will be forwarded to the Civilian Personnel Branch at least two weeks prior to the date of a scheduled survey.

3. If the information is not available in time to conduct the scheduled survey, the survey will not be made in the unit concerned and an appropriate report will be prepared by the position classifier. The time interval between surveys in a unit may be extended for an organizational unit only upon specific authorization of the Chief, Civilian Personnel Branch.

4. Positions which have been reviewed and accepted in a survey in one quarter will not be reaudited in a subsequent quarter without justification. If the request is due to other duties being added to the position, such duties will be included under "Remarks" on the SF 52, "Request for Personnel Action," in sufficient detail to permit the position classifier to determine if they are major duties and if a change in grade or series is justified. Request for audit of a position should not be forwarded to the Civilian Personnel Branch for the purpose of promoting incumbents on the basis of time in grade only as this is not a justifiable factor for grade increase. Requests for "priority" audits of positions will be approved by AFSA Staff Division and Office Chiefs or their duly designated executives prior to forwarding to the Civilian Personnel Branch.

5. The survey schedule for the quarter ending 30 December 1952 is as follows:

9 September	ASA 21
15 September	AFSA 262
29 September	AFSA 26 and 263

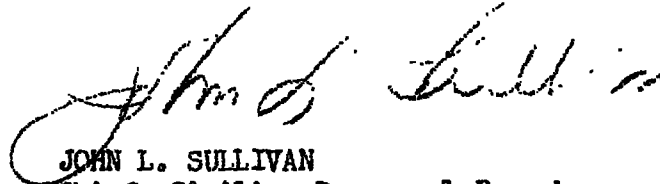
## SUBJECT: Position Classification Surveys - Civilian Employees (Cont'd)

1 October	ASA 23 ASA 50 AFSA 244 AFSA 311
13 October	AFSA 206 AFSA 313
15 October	ASA 26 ASA 24 AFSA 234
20 October	AFSA 153
23 October	AFSA 353
27 October	AFSA 21
1 November	ASA 10 ASA 16 ASA 17
5 November	ASA 15
10 November	ASA 20
12 November	AFSA 351
15 November	ASA 22 AFSA 236 AFSA 421C
17 November	AFSA 29
26 November	AFSA 352
1 December	AFSA 11
8 December	AFSA 355
Indefinite	ASATC

6. Survey schedules for the balance of the Fiscal Year 1953 will be published on a quarterly basis.

SUBJECT: Position Classification Surveys - Civilian Employees (Cont'd)

7. The cooperation of all organizational units is necessary to assist the Civilian Personnel Branch in the accomplishment of the position surveys as scheduled.



JOHN L. SULLIVAN  
Chief, Civilian Personnel Branch

