

S/ASST

Report of Position Survey
PERSJune 16, 1953 E2
~~MAY 22 1953~~
/hm/741

1. Attached are two copies of Position Survey List (DA-AGO Form 279) showing the proper evaluation and job number of positions in NSA-SPECIAL ASSISTANT. This list will serve as a basis, in lieu of individual personnel action requests (SF-52), for the processing of personnel actions (SF-50) by Civilian Personnel Branch in effecting necessary changes in designation and grade, and in cancelling obsolete positions, as a result of this survey. The list will also be used by the Operating Office to post to Employees Record Card (WD-80) all actions not affecting title and grade of personnel, effective as of the date the Position Survey List is approved and signed.

2. Copy #1 of the Position Survey List will be completed and returned not later than ~~9/17/53~~ 1953 Concurrence as to the accuracy of the attached job descriptions and the assignments indicated on the survey list will be indicated by signing the space provided. In the event that you desire to take action other than that specified, it is requested that the exceptions be marked with an X, and initialed.

3. Individual personnel actions, Form SF-52, must be submitted for all exceptions not later than JUN 30 1953, indicating the action proposed and the reasons for the action.

4. Copies of job descriptions are also transmitted herewith. These descriptions have been concurred in by an authorized representative of your organization as being factually accurate and complete. It is suggested that these job descriptions be maintained on file by the supervisor immediately responsible for activities described. Each employee will read his job description and affix his initials and date of such action. For reasons of security, the employee cannot have a copy of the job description. No additional copies will be made, other than those prepared by NSA-153.

5. In accordance with United States Civil Service Commission and Department of the Army regulations, it is mandatory to effect such changes in designation and grade as are required to bring the incumbent's status in line with the current evaluation of the job. Department of the Army procedures require that this office submit to the Director, National Security Agency, a report of misclassifications on which corrective action has not been initiated within 30 days.

FOR THE CHIEF, PERS DIV:

3 Incls:

1. Job Descriptions
2. Organizational Charts
3. Survey Lists (in duplicate)

WYMA FLYNN

~~SECRET~~ SECURITY INFORMATION
DOWNGRADE TO Unclassified
WHEN ENCLOSURE(S) ARE REMOVED