DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

MISCELLANEOUS
Navy

GENERAL CORRES-
PONDENCE

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

File Copy

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE
Room 2225, New State Department Building
Washington, D. C.

26 November 1947

To: Office of the Management Engineer,
Room 2513, Main Navy Building

From: Captain V. L. Lowrance, USN,
Secretariat, State-Army-Navy-Air Force
Coordinating Committee

Subject: Material for inclusion in Manual of Organization Charts, Bureaus and Offices, Navy Department.

Reference: (a) Management Engineer memo dtd 25 Nov 47.

1. As requested in reference (a), the following is furnished for inclusion in the 1 December revision to the Manual of Organization Charts, Bureaus and Offices, Navy Department:

State-Army-Navy-Air Force Coordinating Committee

This Committee is designated as the agency to reconcile and coordinate the action to be taken by the Departments of State, Army, Navy, and Air Force on matters of common interest, and under the Chairmanship of the Department of State is responsible for the coordination of policy on politico-military questions referred to it.

Action taken and decisions made by the State-Army-Navy-Air Force Coordinating Committee are construed as action and decisions by and the approved policy of the Secretaries of State and Defense, as well as the Secretaries of Army, Navy, and the Air Force. Dissemination of the decisions of the Committee is accomplished by the departments concerned for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.

The Under Secretary of the Navy is the Navy Member of the Committee, which also has a full-time Secretariat.

V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Captain V. L. Lowrance
State-Army-Navy-Air Force Coordinating Committee

DATE: 25 November 1947

FROM : Office of the Management Engineer, Navy Department

SUBJECT: Material for inclusion in Manual of Organization Charts, Bureaus and Offices, Navy Department.

1. It is requested that material for the State-Army-Navy-Air Force Coordinating Committee be submitted for inclusion in the 1 December revision to the Manual of Organization Charts, Bureaus and Offices, Navy Department. Attached is material that appeared in the Manual for the now superseded State-War-Navy Coordinating Committee.

2. Please send material to Room 2513, Main Navy Building.

N. G. Asbury

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Office of Savings Bonds

The Office of Savings Bonds promotes the sales of bonds by allotment and payroll deduction to the enlisted and officer personnel and civilian personnel of the U. S. Navy and Marine Corps, ashore and afloat throughout the world.

The Office of Savings Bonds, under the cognizance of the Fiscal Director, Bureau of Supplies and Accounts, is responsible for the appointment of Issuing Agents for Savings Bonds and Savings Bond Officers at Naval and Marine Corps activities.

The Office of Savings Bonds, functioning under cognizance of the Office of the Secretary of Navy is responsible for the appointment of Savings Bond Promotional Officers at Naval and Marine Corps activities.

Requirements Review Board

The Requirements Review Board is responsible for assuring that balance is maintained within and between Navy materiel and personnel procurement programs and for keeping procurement levels consistent with actual needs. The Board is to maintain such balance and consistency by direct action of the individual members in those matters for which each is administratively responsible.

The Requirements Review Committee assists the Requirements Review Board in the discharge of its responsibilities by keeping the major materiel and personnel procurement programs of the Navy under constant audit review. In performing this function, the Committee gives consideration to the conformity of these programs to strategic requirements, to rates of use and attrition, to inventory levels, etc.

The Requirements Review Staff of AstSecNav, Material Division assists the Requirements Review Board and Committee in the discharge of their responsibilities.

State-War-Navy Coordinating Committee

This Committee serves to coordinate the views of the State, War, and Navy Departments on politico-military matters in which all have an interest, particularly those involving foreign policy and relations with foreign nations. vides general supervision and guidance as to polic dination and liaison between the Departments on su The Under Secretary of the Navy is the Navy Member Committee, which also has a full-time Secretariat.

* * * *

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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-War-Navy Coordinating Committee

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* * * *

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAVE

THE STATE-WAR-NAVY COORDINATING COMMITTEE

WASHINGTON, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

21 February 1947

From: Navy Member, Secretariat, State-War-Navy Coordinating Committee
To: Administrative Office, Navy Department.

Subject: Personnel of the Secretariat, State-War-Navy Coordinating Committee - report of.

1. The office of the Secretariat of the State-War-Navy Coordinating Committee was created by Secretarial directive.

2. The Secretariat performs such secretarial and administrative duties as prescribed by the State-War-Navy Coordinating Committee. The members of the State-War-Navy Coordinating Committee are:

(a) Assistant Secretary of State for Occupied Matters
(b) Assistant Secretary of War
(c) Under Secretary of the Navy

3. A full-time Secretariat composed of personnel from the State, War and Navy Departments serves the Committee in:

(a) Referring studies to appropriate subcommittees or to the Joint Chiefs of Staff.

(b) Preparing SWNCC papers and circulating for informal clearance by members.

(c) Maintaining files and records of the Committee and handling correspondence pertaining to its activities.

(d) Furnishing secretarial service to the subcommittees and ad hoc committees of SWNCC.

(e) Preparing agenda for and arranging Committee meetings.

(f) Preparing minutes of SWNCC meetings.

(g) Reviewing SWNCC papers for obsolete or obsolescent statements of policy.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

- -

(h) Furnishing all authorized agencies of the government with information regarding SWNCC matters.

(i) Maintaining liaison between the SWNCC and other departments and agencies of the government, particularly the Secretariat of the Joint Chiefs of Staff.

(j) Furnish secretarial services for the weekly meetings of the Secretaries of State, War and Navy.

4. The Navy personnel complement of the Secretariat is three officers and three civilian personnel. Attached to the Secretariat at present are:

Captain V. L. Lowrance, U.S.N.
(Deputy Secretary for the State-War-Navy Coordinating Committee)

Commander J. B. Cresap, U.S.N.
(Assistant Deputy Secretary for SWNCC;
Secretary for the State-War-Navy Coordinating Subcommittee for the Far East, and Foreign Policy Information Subcommittee)

Miss Alma Jacobson, CAF-5
(Administrative Clerk)

Mrs. Betty J. Hunter, CAF-4
(Administrative Clerk)

Miss Dorothy Oldfield, CAF-4
(Administrative Clerk)

5. It is considered that no other work is being done in other areas, similar or in part, to the work of the Secretariat.

6. It is considered that no functions of the Secretariat may be eliminated or consolidated with some other existing organization.

7. It is believed that there are no available areas in lower echelons where functions might be decentralized downward.

V. L. Lowrance

V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

13 February 1947

From: Navy Member, State-War-Navy Coordinating Committee Secretariat

To: Joint Security Control
Via: Chief of Naval Intelligence
(Attention: Op-32-D2)

Subject: Top Secret Control Officers, List of.

Reference: (a) CNO ltr of 4 Feb 47, Serial No. 709P32.

1. Lt. Colonel Virgil F. Field, GSC, Room 2027 New War Building, telephone War 79131, is designated as Top Secret Control Officer for the SWNCC Secretariat.

2. Captain Vernon L. Lowrance, USN, Room 2027 New War Building, telephone Navy 3151, is designated as alternate Top Secret Control Officer for the SWNCC Secretariat.

V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

Op-32-D2
A6-8
RESTRICTED
Serial No. 709P32

4 February 1947

From: Chief of Naval Operations
To: Bureaus and Offices of the Navy Department
Commandant, U.S. Marine Corps
Commandant, U.S. Coast Guard

Subject: Top Secret Control Officers List, Revision of.

Reference: (a) CNO ltr to All Ships and Stations, subject: Top Secret Matter - Procedure for Safeguarding, serial 856016, 31 Mar 1944.

1. The register of the Top Secret Control officers of addressees is maintained by Joint Security Control in accordance with reference (a).

2. It is necessary that the current list be brought up-to-date at once. It is requested, therefore, that addressees advise Joint Security Control via the Chief of Naval Intelligence (att: Op-32-D2) of the names, room numbers and telephone numbers of their current top secret control officers and alternate officers. Subsequent changes should be reported promptly.

/s/ H. W. Taylor

H. W. Taylor
By direction

cc: Distribution List XXXXXX

SecNav
Under SecNav
Asst SecNav
Adm Office
JAG
ONR
Chief, BuAer
Chief, Bu M & S
Chief, ONP
Chief, BuOrd
Chief, BuShips
Chief, Bu S & A
Chief, BuY&D
Commandant, US Marine Corps
Commandant, US Coast Guard
SWNCC

CNO, Op-00,001,08,01,10,100,02,02A,20,21,22,24,25,26,27,28
29,03,30,31,32,33,34,35,36,04,40,41,411,413,414,415
42,421,422,45,05,50,51,52,54,55,55F,55L,55N,55P,55R,
55T,56,56C,56D,56E,57

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

4 November 1946

CONFIDENTIAL

From: Navy Member, SWNCC Secretariat

To: Administrative Officer, Room 1005, Navy Department

Subject: Personnel Mobilization Plans.

Reference: (a) Admin. Office Conf ltr EXOS:AO:RHD:mll of 24 Oct 46.

1. It is considered the enclosed allowances are satisfactory for the Secretariat of the State-War-Navy Coordinating Committee.

V. L. LOWRANCE
Captain, U.S. Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Information re SWNCC personnel allowances (taken from breakdown submitted with basic letter dated 4 November 1946)

Personnel Mobilization Plan #2 - EXOS Military Personnel (Departmental) Estimate - 21 October 1946

	M-Day		M ∠ 30 days		M ∠ 90 days		M ∠ 270 days	
	Off.	Enl.	Off.	Enl.	Off.	Enl.	Off.	Enl.
SWNCC	3	-	4	4	4	4	4	4

Personnel Mobilization Plan #2 - EXOS Civilian Personnel (Departmental) Estimate - 21 October 1946

		(Months)										
SWNCC	M-Day	∠1	∠2	∠3	∠4	∠5	∠6	∠7	∠8	∠9	∠10	∠11	∠12
	3	3	3	3	3	3	3	3	3	4	4	4	4

ESTIMATE OF NAVAL PERSONNEL REQUIREMENTS FOR MOBILIZATION - OFFICERS

Peacetime Allowance
1 Captain
1 Comdr
1 Lt Comdr — Total - 3

Additional required M ∠ 30 days
1 Captain
1 Comdr
1 Lt Comdr
1 Lt (jg) — Total - 4

Additional required M∠30 to M∠90 days
1 Captain
1 Comdr
1 Lt Comdr
1 Lt (jg) — Total - 4

Additional required M∠90 to M∠270 days
1 Captain
1 Comdr
1 Lt Comdr
1 Lt (jg) — Total - 4

Chief Warrant and Warrant Officers - NONE REQUIRED

ENLISTED PERSONNEL

Ratings	Addl Req M ∠ 30	Total M∠30	Addl Req M30 to M90	Total M90	Addl Req M90 to M270	Total M∠270
(no peacetime allowance)						
(2) Y1/c	2	2	0	2	0	2
(3) Y2/c	1	1	0	1	0	1
(4) Y3/c	1	1	0	1	0	1

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

EXOS:AO:RHD:mll

NAVY DEPARTMENT
Administrative Office
Washington 25, D. C.

CONFIDENTIAL

24 October 1946

L

To: Division, Boards and Offices, Executive Office of the Secretary.

Subj: Logistic Support and Personnel Mobilization Plans.

Refs: (a) DCNO(Pers) conf ltr ser 0283P10 dated 24 Sept 1946
(b) OIR conf ltr OIR-700:tm-127 dated 23 Aug 1946

1. Forwarded herewith are initial estimates of military and civilian personnel requirements for the Executive Office of the Secretary, presently incorporated in the first versions of subject plans. These estimates are tentative and are based in most cases on employment during World War II and on such future personnel plans as are presently known. In order to provide a firmer basis for the interim revisions and the final drafts of these plans, addressees are requested to review the estimates enclosed and to forward to the Administrative Office, Room 1005, at the earliest practicable date the following information:

(a) Such revisions in these estimates as will conform to their individual plans and requirements in the event of mobilization.

(b) A detailed breakdown of the military requirements by rank or rate, corps, and special designation (if any) on the forms attached.

2. Inasmuch as the initial rate of personnel mobilization would necessarily depend on the size of the organized reserve and on such ready sources of civilian employees as might exist at the moment, it is suggested that requirements for the early stages of these plans be held to an essential minimum.

/s/J. S. Davitt
J. S. DAVITT,
Administrative Officer,
Navy Department.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

16 May 46 File

BUREAU OR OFFICE EXOS SECTION State-War-Navy Coordinating Committee

BUILDING State Dept ROOM NUMBERS 178

1. List telephone extension numbers now serving the activity and after each extension number the instruments (telephones) in use on that number. **Ext 3151 (3); Ext 3152 (2)**

2. What reduction in personnel has been made since 31 Dec. 1945.

Officers 0 Percentage 0%

Civil Service 0 Percentage 0%

Enlisted personnel 1 Percentage 33%

TOTAL 1 Percentage 33%

3. What reduction in telephone instruments has been made since 31 Dec. 1945? Number 0 Percentage 0%

4. How many telephone lines (numbers) can be removed prior to 1 July 1946? (Indicate numbers to be removed)

None

5. How many extension telephones can be removed prior to 1 July 1946? (When more than one instrument is connected to the same line, the additional instruments are designated as extension telephones. Indicate those to be removed).

One - Ext. 3151.

6. What action is in effect to restrict Long Distance service only to subjects that cannot be handled by NTX or mail? **No long distance calls are made from this office.**

7. What percent of the officers have authority to authorize long distance calls? -

8. Has the number of telephones been reduced in proportion to personnel reduction? If not, what are main reasons? **Yes**

9. Any recommendations to effect reduction of telephone installation and service? **None**

ENCLOSURE (A)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Op-20-B5-hmk
Serial 17867P20

THE SECRETARY OF THE NAVY
WASHINGTON

9 May 1946

From: Secretary of the Navy
To : All Bureaus, Boards and Offices, Navy Department

Subj : Navy Department Telephone Installation - Reduction in

Encl : (A) Telephone questionnaire

1. All expenses for telephone, telegraph and TWX service are paid for from Miscellaneous Expenses, Navy, Subhead 7. For the fiscal year 1947, it is expected that this appropriation will be not more than 30% of the appropriation for this fiscal year. Accordingly, a great reduction both in the number of telephones and the number of toll telephone calls must be effected throughout the Naval Service.

2. To secure the information required for allocation of funds and to make certain that telephone communication services in the Navy Department are being reduced in proportion to the reduction of Naval activities, please obtain and forward the information indicated on the attached form for every section or sub-division of addressees, and forward to the Executive Office of the Secretary, Telephone Division (Room E-216) prior to 1 June 1946.

3. The cooperation of all concerned is enjoined in order to reduce the Navy Department telephone installation and toll service prior to 1 July 1946, when funds for present installation and service will no longer be available. As there are certain charges for discontinuance of telephone facilities which must be paid for from the 1946 appropriation, the order for removal of excess telephones will have to be accomplished not later than 15 June 1946.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Op-20-B5-hmk
Serial 17867P20

9 May 1946

Subj : Navy Department Telephone Installation - Reduction in

- -

4. Each bureau and major office of the Navy Department has already been informed of the maximum telephone installation which it is hoped may be maintained during the next fiscal year. However, all of the funds for such an installation may not become available and the requested data are necessary in order to arrange for further cuts in the telephone installation, if necessary. The cooperation of all concerned is enjoined in order that telephone service may be available and satisfactory for all who need it.

/s/ JAMES FORRESTAL

AUTHENTICATED:

M. W. Arps.

M. W. ARPS
Captain, U. S. Navy

CIVILIAN PERSONNEL

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

(1)

1. Name Miss Agnes M. Maslik (34803) NRP(TRF)-128-nk
4324 Georgia Ave., N.W.
Washington 11, D. C.
(First name, initial, last name)

Date 10/26/48

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Separation (Transfer)

3. Effective Date: COB 10/14/48

3a. To be paid for Annual Leave: Period _____ Days _____ Hours _____

	FROM	TO
4. Occupational Title	Clerk-Stenographer	
5. Class and pay rate or grade and salary	CAF-4 $2874.48 p/a 310 1226	
6. Dept. or other unit	EXCO	
Division	State-Army-Navy-Air Force Coordinating Committee.	
Section or shop		
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	
8. Dep'tm'tal or field	Field DEPARTMENTAL	Field

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY

11. APPROPRIATION: FROM SOSW 1949 TO

12. DATE OF BIRTH 6/29/26

13. ST'D FORM 61 EX'D DATE 6/7/44

14. BIRTHPLACE Legal Residence Wisconsin (Proved)

15. VETERAN PREFERENCE No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X		X			

20. SPECIFIC VACANCY

Pos. Description No. 10273 New Vice

Old Real. I. A.

New

REMARKS:

To accept appointment by transfer with Atomic Energy Commission, Los Alamos, New Mexico effective 10/15/48.

Mail to: Miss Agnes M. Maslik
3472 Gold Street, Rm. #3
Los Alamos, New Mexico

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
HEAD, PERSONNEL BRANCH

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE
WASHINGTON, D. C.

14 October 1948

Memorandum for Mr. L. V. Murphy,
Chief, Civilian Personnel Section,
Executive Office of the Secretary

Attached is a copy of a Letter of Commendation which was presented by the SANACC Secretariat to Miss Agnes M. Maslik, a Navy Department employee in the Secretariat, who is transferring to the U.S. Atomic Energy Commission, Los Alamos, New Mexico.

It is requested that this copy be placed in Miss Maslik's personnel record.

J. B. CRESAP,
Commander, U.S.Navy
Navy Member,
SANACC Secretariat

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

5 October 1948

Mr. Price - Classification, Navy Dept. Ext. 4846
(handles Classification matters for SANACC)

Positions for the SANACC Secretariat:

			Bureau No.
1 -	Administrative Assistant	CAF-130-6	8-285
2 -	Clerk-Stenographer	CAF-5	6-142 10276
3 -	Clerk-Stenographer	CAF-4	6-143 10274 10275

#10275 is position currently filled by Agnes M. Maslik.

#10276 is position vacated by Jacobson when promoted to #8-285.

All job descriptions appear to be current, with the exception of #6-142 which would have to be rewritten if it were filled.

A.J.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

PERS. & REMOVAL.-3-mjr

1. Name Miss Agnes M. Manlik (34803) Date 5/14/48
(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Promotion and Reassignment
3. Effective Date: 5/16/48
3a. To be paid for Annual Leave: Period _____ Days _____ Hours _____

	FROM	TO
4. Occupational Title	Clerk-Typist 320	Clerk-Stenographer 310
5. Class and pay rate or grade and salary	CAF-3 $2544.48 p/a 208	C A F-4 $2544.48 p/a 1226
6. Dept. or other unit	EXOS	EXOS
Division	Administrative Office	State-Army-Navy-Air Force Coordination Committee
Section or shop	Operating Services Br. EXOS Personnel Div. Employment Section	
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	WASHINGTON, D. C.
8. Dep'tm'tal or field	Field DEPARTMENTAL	Field DEPARTMENTAL

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY
C. S. Reg. 8.102
C. S. Auth. PD-7142 dtd 5/6/48

11. APPROPRIATION: FROM SOCN,1948 TO SOCN,1948

12. DATE OF BIRTH 6-29-26

13. ST'D FORM 61 EX'D DATE 6-7-44

14. BIRTHPLACE Legal Residence Wisconsin (Proved)

15. VETERAN PREFERENCE No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X		X			

20. SPECIFIC VACANCY	Pos. Description No.	New	Vice
	Old 3619a134	Real.	X
	New 10275	I. A.	

Agnes M. Manlik demoted 11/2/47

REMARKS:

Standard Form 62 approved by Civil Service Commission 5/6/48.

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

The paragraphs prieted below are applicable to this action only if so designated on the reverse side hereof.

A. This appointment is subject to a probationary period of one year.

B. New appointees must have executed Standard Form No. 61 and entered on duty before any payment of salary can be made. Employees are required to conform to all laws and to be governed by all rules, regulations and instructions now in force or hereafter issued by authority of the Navy Department or the Civil Service Commission. The salaries of employees are subject to deduction, if specified by law, for retirement and tax purposes.

C. You do not, by this action, acquire a competitive status, or, except as previously granted, become eligible for any other position or duties.

D. This action is for the period during which the employee whose name is shown under "Specific Vacancy" or "Remarks" (on reverse side hereof) is on active military duty, terminating if and when he/she is restored to his/her position.

E. Reassignment at your present rate of pay is not considered justifiable, as it would not be conducive to the best morale of the office to which you are being assigned.

F. This Reassignment is issued with the understanding that you will be relieved of all Group IVb duties, and will be assigned duties strictly within the scope of the Group to which you are being assigned.

G. All accrued annual leave due you will be transferred to your new place of employment. Your new commanding officer will submit Standard Form No. 63 to your former commanding officer, indicating the date of your entrance upon duty for completion of the record.

H. Standard Form 70A will be forwarded to the activity to which you are being transferred, so that all accrued annual and sick leave will be transferred to your present place of employment.

I. You will report for duty in the Department and Section/Shop shown in Item 6 (on reverse side hereof) on the date shown in Item 3 (on reverse side hereof).

J. You were afforded an opportunity to submit a statement in your own behalf. However, your statement is not considered a satisfactory explanation for the charge preferred.

K. You were afforded an opportunity to submit a statement in your own behalf but failed to avail yourself of this opportunity.

L. You are advised of your right to file with the Civil Service Commission, in writing, a presentation of your side of the circumstances surrounding your removal in order that the Commission may advise you of your Federal reemployment status.

M. This furlough or separation for military service is issued with the understanding that you will be entitled to reemployment (for a period not to extend beyond the limitation placed on your original appointment), provided you (a) present a certificate of satisfactory service, (b) make application for reemployment within ninety days of the separation from active duty or within ninety days after release from hospitalization continuing after discharge for a period of not more than one year, (c) are still qualified to perform the duties of the position, and (d) in the event your application follows a period of hospitalization, furnish an official statement from the administrative officer of each institution in which you were hospitalized during the year certifying to the dates hereof.

N. Under this transfer, you retain, for all intents and purposes under the Civil Service laws and rules, the same civil service status which you had in the agency or office from which you were originally transferred.

O. No objection is interposed to your employment elsewhere in the government service.

P. Objection is interposed to your employment elsewhere in the government service.

Q. You will report for duty at the earliest practicable date and your commanding officer will advise the Department of the date thereof for the completion of the record.

R. Your record at the Navy Department will be closed and your name taken up on rolls of activity in the same manner as persons taken on through the Board of U. S. Civil Service Examiners. Your rate of pay will be governed by the schedule of wages for the activity.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO
EXCS:AO:VLO:az

NAVY DEPARTMENT
WASHINGTON 25, D. C.

13 May 1948

Detail Letter
To: State-War-Navy Coordinating Committee

Subject: Agnes M. Maslik, Clerk-Typist, CAF-3 ; detail of.

From: Executive Office of the Secretary
Operating Services Branch
Personnel Division, Employment Section
To: State-War-Navy Coordinating Committee

Effective date: 2 May 1948 for 14 days.

1. Although carried on the rolls of EXOS Operating Services Branch Personnel Div., Employment Section , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will not~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. Remarks: Detail extended through 15 May, at which time she will be promoted on the basis of a non-competitive stenographer's examination.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

cc: Miss Maslik
Mrs. Oberlin
R & S
D

NAVEXOS-2700

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

EXOS - State-Army-Navy-Air Force Coordinating Committee

V. L. Lowrance, Comdr. USN

Agnes M. Maslik

Promotion & Reassignment - #10275 Clerk Steno CAF-4

Form #201
delivered to Miss Oberlin -
EXOS Civilian Personnel -
5/10/48.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

1. Name: Mrs. Edna S. Coates (34803)
4320 4th Street, NW
Washington 11, D. C.
(First name, initial, last name)

REVISION.-2-wf

Date 5/3/48

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Resignation
3. Effective Date: COB 5/1/48
3a. To be paid for Annual Leave: Period From 3 May 1948 to COB 7 May 1948 Days 5 Hours 0

	FROM	TO
4. Occupational Title	Clerk Stenographer	
5. Class and pay rate or grade and salary	310 CAF-4 $2394.00 p/a	
6. Dept. or other unit	1228	
Division	EXCO	
Section or shop	State-Army-Navy Air Force Coordination Committee	
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	
8. Dep'tm'tal or field	Field DEPARTMENTAL	Field

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY

11. APPROPRIATION: FROM COB 1948 TO

12. DATE OF BIRTH 8-29-1893

13. ST'D FORM 61 EX'D DATE 4-28-47

14. BIRTHPLACE XXXXX Legal Residence New Jersey

15. VETERAN PREFERENCE

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	
				No

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No			
	X	X		19. CONDUCT	Sat.	Unsat.

20. SPECIFIC VACANCY

Pos. Description No. 10274

	New	Vice
Old	Real.	I. A.
New		

REMARKS:

You are resigning because of a personal reason (59).

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REQUEST FOR PERSONNEL ACTION
NAVEXOS-201 (REV. 1-47)

Submit in duplicate.

TO: Personnel Division, Executive Office of the Secretary

REQUEST NO.

FROM *(Office, Division, Section)*

EXOS - State-Army-Navy-Air Force Coordinating Committee

REQUESTED BY *(Name, Title, Date)*

V. L. Lawrence, Comdr. USN

APPROVED BY *(Name, Title, Date)*

I. ACTION REQUESTED *(For use by Operating Office)*

A NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED

Edna S. Coates

B ☐ ESTABLISH NEW POSITION *(Attached are six copies of Position Description on Standard Form No. 75)*

(Bureau No.) *(Title and Grade)* *(Vacated by)* *(Last Working Day)*

C ☐ FILL POSITION

(Bureau No.) *(Title and Grade)*

D ☐ CREATE ADDITIONAL POSITION IDENTICAL TO

E OTHER ACTION *(Specify)*

Resignation

CERTIFICATION--*(Required only when requesting Action "C" or "D")*

I have read the Position Description Bureau No. _____, and certify that, to the best of my knowledge, it completely and accurately describes the duties and responsibilities to be performed, and that this position is in exactly the same organizational location and under the same immediate supervisory position as stated in the Position Description.

SIGNATURE OF SUPERVISOR _____ TITLE _____ DATE _____

II. ACTION TAKEN--*(For use by EXOS Personnel Division only)*

NATURE OF ACTION TAKEN	EFFECTIVE DATE	RECRUITER	DATE APPROVED

ITEM	FROM	TO
TITLE AND SERIES		
SALARY CSC NO.-BU. NO.		
BUREAU OR OTHER AGENCY		EXOS
FIRST SUBDIVISION		
SECOND SUBDIVISION		
THIRD SUBDIVISION		
FOURTH SUBDIVISION		
DEPARTMENTAL OR FIELD		

CSC OR OTHER AUTHORITY

FROM APPRO | TO APPRO

DATE OF BIRTH | LEGAL RESIDENCE

DATE FORM 61 EXECUTED | SEX | PGS | VET. PREF. ALL. ☐5 PT. ☐10 PT.

CLASSIFICATION APPROVAL

NEW | I.A. | VICE | REALLOCATED

POSITION BU. NO. | DATE OF ALLOCATION NOTICE

ALLOCATED IN NAME OF

CLASSIFIER | DATE APPROVED

REMARKS FOR OFFICIAL PERSONNEL ACTION

Sent by mail to Mrs Roare - Employee Relations Rm 1105-A - Navy Dept 4-20-48 aj

LEAVE DATA FOR SEPARATION ACTION

SICK LEAVE DAYS HRS.	ANNUAL LEAVE DAYS HRS.	LWOP FROM TO .	LAST WORKING DAY	EFFECTIVE DATE
PAID FOR PERIOD FROM TO DAYS HRS.		PREPARED BY *(Name and Date)*	CHECKED BY *(Name and Date)*	

ROUTING

STATUS CONTROL POSTED BY DATE	BUDGET APPROVAL ☐NO ☐YES (By) (Date)	CLASSIFICATION REC'D REL'D	EMPLOYMENT REC'D REL'D

6350

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

PROM & REASSIGN-1-hk

1. Name **Miss Alma J. Jacobson** **(34803)** Date **3/19/48**
(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: **Promotion and Reassignment**

3. Effective Date: **3/7/48**

3a. To be paid for Annual Leave: Period _____ Days _____ Hours _____

	FROM	TO
4. Occupational Title	Clerk-Stenographer 310	Administrative Assistant 130
5. Class and pay rate or grade and salary	CAF-5 $3146.40 p/a	CAF-6 $3146.40 p/a 2790
6. Dept. or other unit	NKOS	NKOS
Division	State-Army-Navy-Air Force Coordinating Committee	State-Army-Navy-Air Force Coordinating Committee
Section or shop		
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	WASHINGTON, D. C.
8. Dep'tm'tal or field	~~Field~~ DEPARTMENTAL	Field DEPARTMENTAL

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY: C. S. Reg. 8.103

11. APPROPRIATION: FROM SOSN, 1948 TO SOSN, 1948

12. DATE OF BIRTH: 11/9/16

13. ST'D FORM 61 EX'D DATE: 3/7/46

14. ~~Previous~~ Legal Residence: Iowa (Proved)

15. VETERAN PREFERENCE: No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X		X			

20. SPECIFIC VACANCY	Pos. Description No.	New	Vice	
	Old 10276	X		Position allocated 3/19/48.
	New 8-285	Real.	I. A.	

REMARKS:

OFFICIAL PERSONNEL ACTION (~~Field~~)

NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Standard Form No. 75
February 1946
Budget Bureau No. 50-R052.
Approval expires Dec. 31, 1947.

FEB 1 1948

UNITED STATES CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. Check one: Dept'l [X] Field [ ]

2. Official headquar Washington, D.C.

3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

(b) Other (specify) New position

4. Agency position No.

5. C. S. C. certification No. 2790

6. Date of certification 3-19-48

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS Service	Series	Grade	INITIALS	DATE
a. Civil Service Commission		Cof	130	6		
b. Department, agency, or establishment	~~Administrative Assistant, CAF-6~~	~~CAF~~	~~130~~	~~6~~	~~CMC~~	~~2/18/48~~
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any) SANACC
Administrative Assistant to Executive Officer,

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)
Alma J. Jacobson (non-vet)

11. Department, agency, or establishment
State-Army-Navy-Air Force Coordinating Committee

a. First subdivision
Navy, Exec

b. Second subdivision

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) (Date)

13. This is a complete and accurate description of the duties and responsibilities of this position
V L Lowrance Comdr USN
(Signature of immediate supervisor) (Date)

Title:

14. Certification by head of bureau, division, field office, or designated representative

(Signature) (Date)

Title:

15. Certification by department, agency, or establishment

(Signature) 2/18/48 (Date)

Title: C.M. CRIDLER
Chief, Classification Section NNF

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

(See attached sheet)

If more space is required, use the other side and additional pages size 8 x 10½

GPO O--701248

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Alma J. Jacobson
Administrative Assistant to the Executive Officer,
SANACC Secretariat

As an administrative assistant to the Executive Officer of the SANACC Secretariat, my usual duties are to assist him in the final preparation of highly classified documents, memoranda and letters of the Committee. This work involves the checking of final drafts received from the State, Army, Navy, and Air Force Departments, from SANACC Subcommittees, or from the Joint Chiefs of Staff, with regard to form, references, and accuracy; the assignment of serial numbers, and final preparations for cutting stencils for final papers; the checking and proofreading of the stencils; and finally the determination of distribution and preparation of clearance memoranda to the State, Army, Navy and Air Force Members (Assistant Secretary of State, Under Secretary of the Army, Under Secretary of the Navy, and Assistant Secretary of the Air Force). For security reasons some of the most important work is done by myself, while most of the routine work is done by my subordinates. In either case I am held responsible for the correctness of the finished product. I also act as Chief Clerk of the Navy Section of the Committee and am held responsible by the Senior Navy Member of the Secretariat for the logging, processing and filing of all Navy correspondence and reference material received from the Department of the Navy. This work involves about one hour a day while the balance is spent on my major assignment. I also take dictation, transcribe, and prepare correspondence for both Navy members assigned to the Secretariat (2 Commanders, U.S.Navy).

The most important thing for me to know in the performance of my duties is to have a knowledge of the entire SANACC mechanism, how it operates, and know the subjects under consideration by reading them carefully in order to eliminate inconsistencies which creep into correspondence due to constantly changing interdepartmental procedures and changes in titles of various governmental and overseas agencies. My work requires special training to develop my memory in order to remember previous documents and memoranda on current subjects.

To efficiently perform my duties it is necessary for me to have a thorough knowledge of not only Navy Department procedures and regulations, but State, Army and Air Force procedures as well. It is necessary at times to go to any one of the four departments for information on SANACC matters. This requires the establishment of contacts in each department where the information may be procured. Matters arise daily in which no precedent can be found

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

and in which case a decision is made by myself or a recommendation is made to my superior. Because of the varied and difficult matters handled in SANACC the work requires painstaking and tedious research in order to bring about a solution.

My supervisor is an Army Lieutenant Colonel, who assigns me my work and in most cases just gives me a general outline of the work to be done and leaves it up to me to work out the ways and means to accomplish the job. I am responsible to him for my work, who in turn is responsible to the senior members of the Secretariat (P-8 State; Colonel, Air Force; Commander, Navy; and Lieutenant Colonel, Army). Almost every case which is assigned to the Committee involves a new subject or presents new problems. For this reason consultation is necessary between myself and my supervisor. I do not approach my supervisor for instructions until I have exhausted all means to find a precedent for my action. Almost all of the work in the Committee is original in that a committee of this nature has never been attempted before. I and my staff are constantly striving to adapt new procedures and techniques which will simplify and expedite interdepartmental procedures.

Most of my work involves close contact with my superiors and subordinates. Most of my other contacts are with other Chiefs of Sections (Correspondence, Mimeograph, and Message Center). Most of these contacts are for the purpose of giving constructive suggestions to improve inter-office procedures and expedite actions between sections.

Because of the importance of every document produced in the Secretariat it is the subject of review by all levels up to the Secretary and the Chairman (Assistant Secretary of State).

Effects of my decisions and judgment are reflected in memoranda which are, after final review, forwarded to the State, Army, Navy, and Air Force Departments and the Joint Chiefs of Staff directing implementation of SANACC documents.

I am responsible for the delegation and distribution of all work assigned to the Control Section and for developing short-cut procedures and instructing my subordinates on new procedural matters. A great deal of this is accomplished by means of a "Guide for Preparation of SANACC Papers" which I am responsible for revising periodically.

I am charged with passing on to my subordinates all changes in procedure, changes in membership, and changes in distribution.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

I directly supervise the work of:

2 - CAF-4
2 - CAF-3

and occasionally supervise the work of all clerks and stenographers assigned to the Secretariat (4 CAF-5's; 3 CAF-4's, and 2 CAF-3's).

Inasmuch as the Secretariat is composed actually of a State Section, an Army Section, a Navy Section, and an Air Force Section, each under the direction of the Senior Member from that Department, supervision is difficult to exercise over personnel from another department even though that personnel is assigned directly to a section which you supervise.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Supplementary Statement Prepared by W. W. Flanagan

The percentage breakdown of time spent on each duty by incumbent is approximately the following:

Preparing documents and memoranda	75%
Logging and filing mail	15%
Taking and transcribing dictation	10%

Incumbent's responsibility for the preparation of classified documents for submission to the State-Army-Navy-Air Force Coordinating Committee for action involves arranging the papers in proper order; searching through files to obtain past correspondence and decisions which may be pertinent to the case; ascertaining that case is presented in proper format which includes a statement of the problem, facts concerning the problem, a discussion of the problem and conclusions. In cases where the document is incomplete or inaccurate, incumbent contacts the appropriate person to obtain the necessary information to complete the case.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

EXOS:AO:WWF:Ev

18 February 1948

MEMORANDUM

To: Chief, Classification Section
Attn: Miss C. M. Cridler

Subj: Position of Administrative Assistant, CAF-130-6; Bureau No. 8-285; Report on.

1. This position is being established to take the place of a commissioned officer who was formerly assigned this responsibility for the State-Army-Navy-Air Force Coordinating Committee. Incumbent of position is responsible for acting as Administrative Assistant to the Executive Officer of the Committee and for ascertaining that all documents and cases are assembled in the proper manner with complete information as to the facts and decisions of the case. The examination of this position is made difficult by the fact that all the cases to which incumbent is concerned are highly secret and confidential and could not be released as exhibits for analysis by classifier. However, the position description does indicate the general scope of responsibilities for which incumbent is held and the general degree of difficulty appears apparent.

2. The difficulty of preparing these documents and cases for submission to the Committee hearing appears to cover a similar type of review as is evident in the position of Administrative Assistant to the Board for Correction of Naval Records, CAF-130-6, Bureau No. 8-10. The incumbent of that position is responsible for preparing cases for hearings before the Board. The review in both instances is for the purpose of ascertaining that the cases are complete, that they are assembled in the proper manner, that all necessary information is included and for obtaining additional information for completeness and clarity when necessary. Inasmuch as that function is allocated to CAF-6 level it appears proper that the present position should also be allocated to that level.

3. In addition, incumbent is responsible for acting as the Administrative Assistant to the Executive Officer. This includes answering the telephone, preparing correspondence, taking dictation, etc. This appears to be true also of the position in the Board for the Correction of Naval Records.

4. It appears, therefore, that the positions are comparable and the present position should be allocated to Administrative Assistant, CAF-130-6.

W. F. Flanagan
Position Classifier

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO:
ADMINISTRATIVE OFFICE
AND REFER TO:

EXOS:AO:WRC:np

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

1241-

1

13 February 1948

MEMORANDUM

To: Captain B. L. Lowrance
New State Building, Room 2202.

Subj: Loyalty Forms, Processing of.

1. In accordance with our telephone conversation today, we are forwarding loyalty forms, along with self-explanatory papers that will enable your employees to complete the forms.

2. Upon completion of these forms, it is requested that you contact Mr. Cox, Extension 5420, and he will make arrangements for your employees to be finger-printed.

for L. V. MURPHY
Personnel Division
Executive Office of the Secretary

Fingerprinted 17 Feb 1948.
Completed forms left in
Room 1241 - Navy Dept.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Address Reply to:
Administrative Office
And Refer to:
EXOS:AO:WRC:mp

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

29 January 1948

MEMORANDUM

To: All Employees in the Office of the Secretary and the Executive Office of the Secretary

Subj: Loyalty Data Forms - Completion of

All employees on board 30 September 1947, in accordance with Loyalty Program will complete data on the attached forms.

Standard Form 84A, Request for Loyalty Data
PRINT or Type. Complete all items from 1 to 13 inclusive.
Note these Special Instructions as follows:

WRITE "NONE" IN ITEMS NOT APPLICABLE TO YOU

Item 1 — No initials. If no middle name, write NONE. Maiden name to be indicated under "middle or other names".

Item 7 — Insert title of position, e.g., Clerk-Stenographer, Physicist, etc.

Item 12 — Show inclusive dates, (month and years) for each address. Show military service and branch under "Street", "City", and "State", or "APO" Address .

Item 13 — Show inclusive dates of employment under "Date". Show military service and branch under "Employer" and "Address".

Do Not Answer Items 14-15-16.

- - - - - - - - - - - - -

Standard Form 86, Fingerprint Chart
Complete these items on Fingerprint Chart: Name - Date of Birth - Place of Birth - Sex - Height - Weight - Color of Eyes and Hair.
Special Instructions
Give title of position and registry number as on Form 84A.
Under "Department" and "Bureau" include Office, Board, or Division in which located.
"Location" means office building address.
"Present Address" means home address.
If you have been arrested, check "Yes". Do not list traffic violations not resulting in restraint and court action.
These forms are to be completed within three days.
Do not sign until fingerprinted.
Hold Forms 84A and 86 until called for by the Personnel Assistant or Administrative Assistant of your Office, Board, or Division via your supervisor.
You will be informed when and where to report for fingerprinting.
The forms will be returned to you at that time.

L. V. MURPHY
Chief, Personnel Division
Executive Office of the Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Standard Form 84A

REQUEST FOR REPORT ON LOYALTY DATA

SAMPLE COPY
FOR
YOUR ASSISTANCE IN FILLING OUT STANDARD FORM 84A

READ CAREFULLY ALL INSTRUCTIONS BEFORE FILLING OUT

1. Full Name

DOE JOHN DALE

2. NONE

3. February 3, 1948

4. 305-62-008 Social Security Number

5. Starksville, Mississippi

6. January 3, 1901

7. Mechanical Engineer

8.
[X] Male
[ ] Female

9. Marital Status
[ ] Single
[X] Married

10.
Marie Smith Doe 9-8-1901 Jackson, Mississippi Divorced 7-10-30
Dolly Brown Doe 4-10-1904 Ithaca, New York

11. American Society of Civil Engineers,
American Society of Mechanical Engineers
Delta Tau Delta

12.

1-37 to 6-43	601 Park Road, N. W.,	Washington,	D. C.
6-43 to 9-44	1718 Madison Avenue,	New York,	New York
9-44 to present	4801 Connecticut Avenue	Washington,	D. C.

13.

1-37 to 6-43	War Department, Corps of Engineers, Washington, D. C.
6-43 to 9-44	H. G. Ferguson, Contractors, 816 15th St., N.W., Washington, D.C.
9-44 to 6-45	The Texaco Company, The Chrysler Building, New York, New York.
6-45 to Present	Navy Department, EXOS, 18th and Constitution Ave, N. W., Wash., D.C.

COMPLETE ITEMS 1 THROUGH 13. Write "NONE" if not applicable to you.

Do Not Answer Items 14-15-16.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAMPLE COPY
FOR
YOUR ASSISTANCE
IN
COMPLETING FINGERPRINT CHART
STANDARD FORM 86

PLEASE PRINT OR TYPE PLEASE DO NOT SPOIL YOUR COPY OF FORM 86 SUPPLY LIMITED

Surname	Given Name	Middle Name
DOE	JOHN	DALE

* *

Date of Birth	Place of Birth			Height	Weight
1-3-1901	Starksville, Mississippi	[X] Male [ ] Female		6'2"	181
		Eyes: Brown	Hair: Brown	Reg. No, (Same as shown on 84A, Item 4) Social Security Number 305-62-008	

FOR REVERSE OF S. F. 86

Position Held	
Mechanical Engineer	Navy Department, EXOS Material Division
Location (Office Address) 18th and Constitution Avenue, N. W. Washington, D. C.	Present Address (Home) 4801 Connecticut Avenue Washington, D. C.

Have you ever been arrested? [X] Yes [ ] No

Date of Arrest	Age	Charge	Arresting Agency	Disposition
11-3-41	40	Disturbing the Peace	Police Department, Ithaca, New York	Fined $20.00

BE CAREFUL --- DO NOT SPOIL YOUR COPY OF FORM 86

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO
EXOS:AO:VLO:az

NAVY DEPARTMENT
WASHINGTON 25, D. C.

12 February 1948

Detail Letter
To: State-War-Navy Coordinating Committee

Subject: Agnes M. Maslik, Clerk-Typist, CAF-3 ; detail of.

From: Executive Office of the Secretary
Operating Services Branch

To: State-War-Navy Coordinating Committee

Effective date: 2 February 1948 for 90 days.

1. Although carried on the rolls of State-War-Navy Coordinating Committee , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will not~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. Remarks: Detailed for 90 days. Salary chargeable to Code 34803. This detail cannot be extended.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

NAVEXOS-2700

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Supplementary Statement Prepared by W. W. Flanagan

The percentage breakdown of time spent on each duty by incumbent is approximately the following:

Preparing documents and memoranda	75%
Logging and filing mail	15%
Taking and transcribing dictation	10%

Incumbent's responsibility for the preparation of classified documents for submission to the State-Army-Navy-Air Force Coordinating Committee for action involves arranging the papers in proper order; searching through files to obtain past correspondence and decisions which may be pertinent to the case; ascertaining that case is presented in proper format which includes a statement of the problem, facts concerning the problem, a discussion of the problem and conclusions. In cases where the document is incomplete or inaccurate, incumbent contacts the appropriate person to obtain the necessary information to complete the case.

6 copies mailed to
Mrs. W. W. Flanagan.
Cir. Pro- Exec-
Rm 11119- Navy Dept. 1/28/48
Ext 3730

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Supplementary Statement Prepared by W. W. Flanagan

The percentage breakdown of time spent on each duty by incumbent is approximately the following.

Preparing documents and memoranda	75%
Logging and filing mail.	15%
Taking and transcribing dictation	10%

Incumbent's responsibility for the preparation of classified documents for submission to the State-Army-Navy-Air Force Coordinating Committee for action involves arranging the papers in proper order; searching through files to obtain past correspondence and decisions which may be pertinent to the case; ascertaining that case is presented in proper format which includes a statement of the problem, facts concerning the problem, a discussion of the problem and conclusions. In cases where the document is incomplete or inaccurate, incumbent contacts the appropriate person to obtain the necessary information to complete the case.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

Standard Form No. 75
February 1946
Budget Bureau No. 50-R052.
Approval expires Dec. 31, 1947.

UNITED STATES CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. Check one: Dept'l ☒ Field ☐ | 2. Official headquarters: Washington, D. C.

3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

(b) Other (specify)

4. Agency position No.

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. **CLASSIFICATION ACTION**

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS Service	Series	Grade	INITIALS	DATE
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position *(if any)*: ~~Secretary~~ Administrative Assistant to Executive Officer, SANACC

10. Name of employee *(If vacancy, specify V-1, 2, 3, or 4)*: Alma J. Jacobson

11. Department, agency, or establishment: State-Army-Navy-Air Force Coordinating Committee

a. First subdivision

b. Second subdivision

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

12. **This is a complete and accurate description of the duties and responsibilities of my position**

✓ 1-26-48
(Signature of employee) (Date)

13. **This is a complete and accurate description of the duties and responsibilities of this position**

✓ 1-26-48
(Signature of immediate supervisor) (Date)

Title:

14. **Certification by head of bureau, division, field office, or designated representative**

(Signature) (Date)

Title:

15. **Certification by department, agency, or establishment**

(Signature) (Date)

Title:

16. **Description of duties and responsibilities** (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

(See attached sheet)
(See attached sheet)

Miss Flanagan
Navy - 3730

Submit 6 copies.

If more space is required, use the other side and additional pages size 8 x 10½

GPO O—701248

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Alma J. Jacobson
Administrative Assistant to the Executive Officer,
SANACC Secretariat

As an administrative assistant to the Executive Officer of the SANACC Secretariat, my usual duties are to assist him in the final preparation of highly classified documents, memoranda and letters of the Committee. This work involves the checking of final drafts received from the State, Army, Navy, and Air Force Departments, from SANACC Subcommittees, or from the Joint Chiefs of Staff, with regard to form, references, and accuracy; the assignment of serial numbers, and final preparations for cutting stencils for final papers; the checking and proofreading of the stencils; and finally the determination of distribution and preparation of clearance memoranda to the State, Army, Navy and Air Force Members (Assistant Secretary of State, Under Secretary of the Army, Under Secretary of the Navy, and Assistant Secretary of the Air Force). For security reasons some of the most important work is done by myself, while most of the routine work is done by my subordinates. In either case I am held responsible for the correctness of the finished product. I also act as Chief Clerk of the Navy Section of the Committee and am held responsible by the Senior Navy Member of the Secretariat for the logging, processing and filing of all Navy correspondence and reference material received from the Department of the Navy. This work involves about one hour a day while the balance is spent on my major assignment. I also take dictation, transcribe, and prepare correspondence for both Navy members assigned to the Secretariat (2 Commanders, U.S.Navy).

The most important thing for me to know in the performance of my duties is to have a knowledge of the entire SANACC mechanism, how it operates, and know the subjects under consideration by reading them carefully in order to eliminate inconsistencies which creep into correspondence due to constantly changing interdepartmental procedures and changes in titles of various governmental and overseas agencies. My work requires special training to develop my memory in order to remember previous documents and memoranda on current subjects.

To efficiently perform my duties it is necessary for me to have a thorough knowledge of not only Navy Department procedures and regulations, but State, Army and Air Force procedures as well. It is necessary at times to go to any one of the four departments for information on SANACC matters. This requires the establishment of contacts in each department where the information may be procured. Matters arise daily in which no precedent can be found

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

and in which case a decision is made by myself or a recommendation is made to my superior. Because of the varied and difficult matters handled in SANACC the work requires painstaking and tedious research in order to bring about a solution.

My supervisor is an Army Lieutenant Colonel, who assigns me my work and in most cases just gives me a general outline of the work to be done and leaves it up to me to work out the ways and means to accomplish the job. I am responsible to him for my work, who in turn is responsible to the senior members of the Secretariat (P-8 State; Colonel, Air Force; Commander, Navy; and Lieutenant Colonel, Army). Almost every case which is assigned to the Committee involves a new subject or presents new problems. For this reason consultation is necessary between myself and my supervisor. I do not approach my supervisor for instructions until I have exhausted all means to find a precedent for my action. Almost all of the work in the Committee is original in that a committee of this nature has never been attempted before. I and my staff are constantly striving to adapt new procedures and techniques which will simplify and expedite interdepartmental procedures.

Most of my work involves close contact with my superiors and subordinates. Most of my other contacts are with other Chiefs of Sections (Correspondence, Mimeograph, and Message Center). Most of these contacts are for the purpose of giving constructive suggestions to improve inter-office procedures and expedite actions between sections.

Because of the importance of every document produced in the Secretariat it is the subject of review by all levels up to the Secretary and the Chairman (Assistant Secretary of State).

Effects of my decisions and judgment are reflected in memoranda which are, after final review, forwarded to the State, Army, Navy, and Air Force Departments and the Joint Chiefs of Staff directing implementation of SANACC documents.

I am responsible for the delegation and distribution of all work assigned to the Control Section and for developing short-cut procedures and instructing my subordinates on new procedural matters. A great deal of this is accomplished by means of a "Guide for Preparation of SANACC Papers" which I am responsible for revising periodically.

I am charged with passing on to my subordinates all changes in procedure, changes in membership, and changes in distribution.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

I directly supervise the work of:

2 - CAF-4
2 - CAF-3

and occasionally supervise the work of all clerks and stenographers assigned to the Secretariat (4 CAF-5's; 3 CAF-4's, and 2 CAF-3's).

Inasmuch as the Secretariat is composed actually of a State Section, an Army Section, a Navy Section, and an Air Force Section, each under the direction of the Senior Member from that Department, supervision is difficult to exercise over personnel from another department even though that personnel is assigned directly to a section which you supervise.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE
WASHINGTON, D. C.

13 January 1948

MEMORANDUM FOR MR. L. V. MURPHY (EXOS Civilian Personnel):

Subject: Promotion.

1. It is requested the necessary steps be taken to reclassify the position now being occupied by Miss Alma J. Jacobson from a Clerk-Stenographer, CAF-5, to that of an Administrative Assistant, CAF-6.

2. Miss Jacobson was assigned to the SANACC Secretariat on 7 January 1946 and because of her ability, and due to reduction in commissioned personnel, has assumed the duties formerly performed by a commissioned officer. As an administrative assistant to the Executive Officer of the SANACC Secretariat, Miss Jacobson is in charge of the Control Section of the Secretariat which is composed of five clerks, typists or stenographers and is responsible for preparing in final form all of the highly classified documents and correspondence of the State-Army-Navy-Air Force Coordinating Committee.

3. A job description of the duties now being performed by Miss Jacobson is attached hereto.

V. L. LOWRANCE
Commander, USN
Senior Navy Member,
SANACC Secretariat

Enclosure:
Job Description

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CAF-6 - Administrative Assistant
to Executive Officer, SANACC Secretariat

Supervision Received: Under the very general supervision of the Executive Officer of the SANACC Secretariat (Lt.Col., Army Dept.) incumbent acts as an administrative assistant and is held completely responsible for using judgment and initiative in the performance of the following duties:

Duties and Responsibilities: As an administrative assistant, SANACC Secretariat incumbent -

a. Prepares or supervises the preparation in final form of all SANACC papers or documents.

b. Prepares or directs the preparation of correspondence to the State, Army, Navy and Air Force Departments directing the implementation of approved SANACC decisions.

c. Is Chief of the Control Section, SANACC Secretariat.

d. Acts as Chief of the Correspondence Section, SANACC Secretariat, during the temporary absence of the Chief of Section (Captain, Dept. of the Army).

e. As Chief of the Control Section, is responsible for assignment of serial numbers, file numbers, entries on Status Cards, suspense, etc., for all documents and correspondence of the Committee.

f. As senior clerk from the Navy Department, is responsible to the Senior Naval Member (Commander U.S.N.) for the maintenance of Department of the Navy files, answers to official Navy Department correspondence, timekeeper and is immediate supervisor over two other Navy Department employees (CAF-4 and CAF-3).

g. Takes all incoming calls from the Navy Department, determines whether it is necessary to refer the call to the Senior Navy Member and informs officers in the Navy Department current status of SANACC papers.

h. Prepares agenda for SANACC meetings for Navy Members of Secretariat.

i. Takes dictation, transcribes, and types in final form highly classified and important letters, memorandums, etc., for the President, Secretaries of State, Defense, Army, Navy and Air Force and the Joint Chiefs of Staff.

Supervision Exercised: Such clerical assistance as may be necessary in the performance of the above duties (minimum 5 - maximum 10).

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CAF-6 - Administrative Assistant
to Executive Officer, SANACC Secretariat

Supervision Received: Under the very general supervision of the Executive Officer of the SANACC Secretariat (Lt. Col., Army Dept.) incumbent acts as an administrative assistant and is held completely responsible for using judgment and initiative in the performance of the following duties:

Duties and Responsibilities: As an administrative assistant, SANACC Secretariat incumbent -

a. Prepares or supervises the preparation in final form of all SANACC papers or documents.

b. Prepares or directs the preparation of correspondence to the State, Army, Navy and Air Force Departments directing the implementation of approved SANACC decisions.

c. Is Chief of the Control Section, SANACC Secretariat.

d. Acts as Chief of the Correspondence Section, SANACC Secretariat, during the temporary absence of the Chief of Section (Captain, Dept. of the Army).

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h. Prepares agenda for SANACC meetings for Navy Members of Secretariat.

i. Takes dictation, transcribes, and types in final form highly classified and important letters, memorandums, etc., for the President, Secretaries of State, Defense, Army, Navy and Air Force and the Joint Chiefs of Staff.

Supervision Exercised: Such clerical assistance as may be necessary in the performance of the above duties (minimum 5 - maximum 10).

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-ARMY-NAVY-AIR FORCE
COORDINATING COMMITTEE
WASHINGTON, D. C.

13 January 1948

MR L V Murphy (EXOS Civilian Personnel)

MEMORANDUM FOR ~~THE SENIOR NAVAL MEMBER~~, SANACC SECRETARIAT:

Subject: Promotion

1. It is requested the necessary steps be taken ~~by the Department of the Navy~~ to reclassify the position now being occupied by Miss Alma J. Jacobson from a Clerk-Stenographer, CAF-5 to that of an Administrative Assistant, CAF-6.

2. Miss Jacobson was assigned to the SANACC Secretariat on 7 January 1946 and because of her ability, and due to reduction in commissioned personnel, has assumed the duties formerly performed by a commissioned officer. As an administrative assistant to the Executive Officer of the SANACC Secretariat, Miss Jacobson is in charge of the Control Section of the Secretariat which is composed of five clerks, typists or stenographers and is responsible for preparing in final form all of the highly classified documents and correspondence of the State-Army-Navy-Air Force Coordinating Committee.

3. A job description of the duties now being performed by Miss Jacobson is attached herewith.

V. L. Lowrance
Commander USN
Senior Navy member SANACC Secretariat

V. F. FIELD,
Lt. Col., GSC,
Senior Army Member and
Executive Officer SANACC Secretariat

Enc.
Job Description

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO

. EXOS:AO:LBM:apm

NAVY DEPARTMENT

WASHINGTON 25, D. C.

for PEACE OF MIND BUY SAVINGS BONDS

2 December 1947

DETAIL LETTER

To: State-War-Navy Coordinating Committee

Subject: Agnes M. Maslik, Clk-Typist, CAF-3 ; detail of.

From: Executive Office of the Secretary
Operating Services Branch

To: State-War-Navy Coordinating Committee

Effective date: 2 December 1947 for 60 days.

1. Although carried on the rolls of State-War-Navy Coordinating Committee , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will not~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. Remarks: Detail will be in effect until employee has had time to compete in an appropriate examination (Clerk-Steno.). Charge to Code #34803.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

NAVEXOS-2700

A-1508

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO:
ADMINISTRATIVE OFFICE
AND REFER TO:

NAVY DEPARTMENT

ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

EXOS:AO:TVP:mko

21 November 1947

To: State-Army-Navy-Air Force Coordinating Committee
Attn: Capt. V. L. Lowrance

Subj: Transfer of positions and incumbents from State-War-Navy Coordinating Committee.

Ref: (a) CNO letter, Op-35X-sc, Serial No. 693P35, File No. A3-1/QB dated 17 November 1947.

1. In accordance with reference (a) the following positions and incumbents are this date transferred from the State-War-Navy Coordinating Committee to the State-Army-Navy-Air Force Coordinating Committee:

Vacancy	Clerk-Stenographer, CAF-310-5	Bu#6-142
Alma J. Jacobson	Clerk-Stenographer, CAF-310-5	Bu#10276
Vacancy	Clerk-Stenographer, CAF-310-4	Bu#6-143
Vacancy	Clerk-Stenographer, CAF-310-4	Bu#10275
Edna S. Coates	Clerk-Stenographer, CAF-310-4	Bu#10274

2. Transfer is also made of Agnes M. Maslik, assigned to Exos Personnel Division, Bureau #8819ai, CAF-320-3, and detailed to your office.

C. M. CRIDLER
Chief, Classification Section
Exos Personnel Division
Operating Services Branch

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
ADMINISTRATIVE OFFICE
EXECUTIVE OFFICE OF THE SECRETARY
AND REFER TO

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

EXOS:AO:TVP:mko

21 November 1947

To: State-Army-Navy-Air Force Coordinating Committee
Attn: Capt. V. L. Lowrance

Subj: Transfer of positions and incumbents from State-War-Navy Coordinating Committee.

Ref: (a) CNO letter, Op-35X-sc, Serial No. 693P35, File No. A3-1/QB dated 17 November 1947.

1. In accordance with reference (a) the following positions and incumbents are this date transferred from the State-War-Navy Coordinating Committee to the State-Army-Navy-Air Force Coordinating Committee:

Vacancy	Clerk-Stenographer, CAF-310-5	Bu#6-142
Alma J. Jacobson	Clerk-Stenographer, CAF-310-5	Bu#10276
Vacancy	Clerk-Stenographer, CAF-310-4	Bu#6-143
Vacancy	Clerk-Stenographer, CAF-310-4	Bu#10275
Edna S. Coates	Clerk-Stenographer, CAF-310-4	Bu#10274

2. Transfer is also made of Agnes M. Meslik, assigned to Exos Personnel Division, Bureau #8819ai, CAF-320-3, and detailed to your office.

C. M. CRIDLER
Chief, Classification Section
Exos Personnel Division
Operating Services Branch

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

CONV.COMP.STATUS-214-jr

1. Name Miss Agnes M. Haslik (34803) Date 10/31/47
(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Conversion to Competitive Status, Reassignment and Change to Lower Grade
3. Effective Date: 11/2/47
3a. To be paid for Annual Leave: Period _____ Days _____ Hours _____

	FROM	TO
4. Occupational Title	Clerk-Stenographer 310	Clerk-Typist 320
5. Class and pay rate or grade and salary	CAF-4 $2469.24 p/a 1226	CAF-3 $2469.24 p/a 208
6. Dept. or other unit	KKOS	KKOS
Division	State-War-Navy Coordinating Committee	Admin. Office
Section or shop		Operating Services Br. KKOS Personnel Div. Employment Section
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	WASHINGTON, D. C.
8. Dep'tm'tal or field	Field ~~DEPARTMENTAL~~	Field ~~DEPARTMENTAL~~

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY: C.S.Reg. 2.113, C.S. Cert.#B-15814 dtd 10/21/47

11. APPROPRIATION: FROM 80SW.1948 TO 80SW.1948

12. DATE OF BIRTH: 6/29/26

13. ST'D FORM 61 EX'D DATE: 6/7/44

14. BIRTHPLACE: ~~Legal Residence~~ Wisconsin (Barred)

15. VETERAN PREFERENCE: No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING
M	F	Yes	No	
	X		X	

19. CONDUCT: Sat. | Unsat.

20. SPECIFIC VACANCY	Pos. Description No.	New	Vice
	Old 10275	Real.	I. A.
	New ~~0819a1-34~~		X

Vacancy allocated 2/27/45.

REMARKS:

Detailed to State-War-Navy Coordinating Committee.

Your War Service Appointment is hereby terminated. Probationary period completed satisfactorily 4/21/47.

You have signified your willingness to accept this change to lower grade in order to obtain probational status.

This employee is performing her duties efficiently and without hazard to herself or others.

Subject to check of records and such investigation as may be necessary.

Subject to Chest x-ray.

Fingerprints submitted to FBI 10/28/47.

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO

EXOS:AO:LBM:apm

NAVY DEPARTMENT

WASHINGTON 25, D. C.

4 November 1947

DETAIL LETTER

To: State-WAR-Navy Coordinating Committee

Subject: Agnes M. Maslik, Clk-Typist, CAF-3 ; detail of.

From: Executive Office of the Secretary
Operating Services Branch

To: State-War-Navy Coordinating Committee

Effective date: 2 November 1947 for~~XXXXXXXXX~~days.

1. Although carried on the rolls of State-War-Navy Coordinating Committee, subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~WILL~~ not be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. **Remarks:** Detail will be in effect until employee has had time to compete in an appropriate examination (Clerk-Steno.). Charge to Code #34803.

Mary M. McAuliffe
MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

NAVEXOS-2700

A-1508

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

14 August 1947

CONFIDENTIAL

To: Administrative Office, Navy Department

Subject: Navy Basic Logistic Plan, 1-48 Part II, Mobilization of civilian personnel

Reference: (a) Admin.Office ltr EXOS:AO:EHK:mlb of 7 August 1947

Enclosure: (A) Enclosure (A) to reference (a), completed copy.

1. As requested by the reference, Enclosure (A) is returned herewith.

V. L. LOWRANCE,
Captain, U.S.Navy

Information from Enclosure (A):

M-1 through M-24	- 1 CAF-5
M-1 through M-8	- 2 CAF-4
M-9 through M-24	- 3 CAF-4

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
Administrative Office
Washington 25, D.C.

EXOS:AO:EHK:mlb

7 August 1947

Crusoe - action
2

CONFIDENTIAL

To: Navy Secretariat,
State-War-Navy Coordinating Committee.

Subject: Navy Basic Logistic Plan, 1-48 Part II, Mobilization of civilian personnel

Reference: (a) OFD (Director OBR) confidential ltr, file (SC) A16/JJ dtd 2 July 1947

Enclosure: (A) Form - Navy Basic Logistic Plan, Part II, Mobilization, Third Stage Subsidiary Plans, Civilian Personnel Requirements

1. Enclosure (A) contains estimates of civilian personnel requirements for your office presently embodied in mobilization plans. In order to comply with reference (a), it is requested that these estimates be again reviewed, making such revisions in the totals that are deemed necessary, providing a detailed breakdown by type of service as listed, and extending the plans to and including M + 24.

2. A completed copy of enclosure (A) should be returned to this office, Room 1014, by 25 August 1947, for consolidation with other estimates.

/s/ J. S. Davitt
J. S. DAVITT
Administrative Officer
Navy Department

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

17 July 1947

Coby Service Bureau
Bessemer Building
Pittsburgh, Pennsylvania

Attention: Mr. A. G. Pryle

Gentlemen:

In reply to your letter of 15 July 1947, the following information regarding Miss Dorothy E. Oldfield is furnished:

Services - Civil Service grade of CAF-4, clerical and stenographic work.

Character - Excellent.

Reason for leaving - Desired employment in her home town.

Qualifications - Miss Oldfield is fully qualified to perform any clerical duties or stenographic duties in the Civil Service grade of CAF-4. Her performance of duty during her employ in the State-War-Navy Coordinating Committee Secretariat was highly satisfactory, and she is highly recommended for any position requiring the services of an excellent clerk-stenographer.

Yours truly,

V. L. LOWRANCE,
Captain, U.S. Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ESTABLISHED 1921

EMPLOYMENT COUNSELORS ASSOCIATION OF THE UNITED STATES.
MEMBER OFFICES IN PRINCIPAL CITIES.

ATLANTIC 4211

COBY SERVICE BUREAU

MEN
EXECUTIVE
CLERICAL
STENOGRAPHIC
SALES
TECHNICAL
ACCOUNTING

VOCATIONAL EMPLOYMENT

BESSEMER BUILDING

PITTSBURGH, PA.

WOMEN
EXECUTIVE
SECRETARIAL
CLERICAL
BOOKKEEPERS
STENOGRAPHERS
SALES

MEMBER
CHAMBER OF COMMERCE

E. C. STEFFEN, TRUSTEE

July 15, 1947

U. S. Navy Department
2027 New State Bldg.
Washington, D. C.

Attention: Capt. V. L. Lawrance

Gentlemen:

We are investigating the employment record covering the services of Miss Dorothy E. Oldfield, and your name has been given as reference.

We would appreciate your advising as to services, character, reason for leaving, qualifications, temperance, etc., while in your employ.

This information is required at once, and we would thank you for any assistance possible.

All information furnished will be sincerely appreciated.

Very truly yours,
COBY SERVICE BUREAU,

A. G. Pryle

AP:GM

From August 1946 to June 1947 Stenographer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

NAVS-6/6/47-7
TRF.&REASSIGN.-13-Jr

1. Name Miss Agnes M. Meslik (003)
(First name, initial, last name)

Date 6/6/47

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Transfer and Reassignment

3. Effective Date: 6/15/47

3a. To be paid for Annual Leave: Period _____ Days _____ Hours _____

	FROM	TO
4. Occupational Title	Clerk-Stenographer 310	Clerk-Stenographer 310
5. Class and pay rate or grade and salary	CAF-4 $2469.24 p/a	CAF-4 $2469.24 p/a 1226
6. Dept. or other unit	EXOS	EXOS
Division	Material Division	State-War-Navy
Section or shop	Navy Price Adjustment Board	Coordinating Committee
Other	Board Members	
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	WASHINGTON, D. C.
8. Dep'tm'tal or field	Field DEPARTMENTAL	Field DEPARTMENTAL

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY: C.S. Reg. 10.103 and DC 587

11. APPROPRIATION: FROM 50X1 1947 TO 50X1 1947

12. DATE OF BIRTH: 6/29/26

13. ST'D FORM 61 EX'D DATE: 6/7/44

14. BIRTHPLACE: Legal Residence Wisconsin

15. VETERAN PREFERENCE: No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X		X			

20. SPECIFIC VACANCY	Pos. Description No.	New	Vice
	Old 7-122		X
	New 10275	Real.	I. A.

Dorothy Oldfield resigned 6/3/47.

REMARKS:

Detailed to State-War-Navy Coordinating Committee 6/4/47.

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Standard Form 57—December 1945
U. S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

Form approved.
Budget Bureau No. 50-R046.

INSTRUCTIONS.—Answer **every** question below clearly and completely. Typewrite or print in **INK**. If you are applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. Mail this application to the office named in the announcement. Be sure to mail to the same office any **other forms required** by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION No. ANNOUNCEMENT No. SELECTION No.

1. Name of examination, or kind of position applied for:

2. Optional subject (if mentioned in examination announcement)

3. Place of employment applied for

4. ~~Mr.~~ ~~Mrs.~~ Miss (First name) Agnes (Middle) M. (Maiden, if any) (Last) Maslik

5. Street and number or R. D. number: ~~4324~~ 4324 Ga. Ave. N. W.

City or post office (including postal zone), and State: Washington 11, D. C.

6. Legal or voting residence (State): Wisconsin

7. Office phone No.: ext. 4429

Home phone: TA-2716

8. Place of birth (city and State; if born outside U. S. name city and country): Mason, Wis.

9. Date of birth (month, day, year): June 29, 1926

10. Age last birthday: 20

11. ☐ Male ☒ Female

12. ☐ Married ☒ Single

13. Height without shoes: 5 feet 1½ inches

Weight: 104 pounds

14. Have you ever been employed by the Federal Government? ☒ Yes ☐ No

If now employed by the Federal Government, give present grade and date of last change in grade: CAF-4

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

☐ Appor. ☐ Non-appor.	Material ☐ Submitted ☐ Returned	Entered register:
Notations:	App. Review: Approved:	

OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			☐ 5 points (tent.)	
			☐ 10 points	
			☐ Wife or Widow	
			☐ Disab.	
			☐ Being investigated	
INITIALS AND DATE				

Indicate "Yes" or "No" answer by placing X in proper column	YES	NO
15. (a) Would you accept short-term appointment, if offered, for— 1 to 3 months?		
3 to 6 months?	X	
6 to 12 months?	X	
(b) Would you accept appointment, if offered— in Washington, D. C.?	X	
anywhere in the United States?	X	
outside the United States?		

15. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:

(d) What is the lowest entrance salary you will accept: $ 2469 per year.

You will not be considered for positions paying less.

(e) If you are willing to travel, specify: ☒ Occasionally ☐ Frequently ☐ Constantly

16. EXPERIENCE.—You are requested to furnish all information asked for below in **sufficient** detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EVERY position you have held. Use a separate block for **EACH** position. You may also include any pertinent religious, civic, welfare or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for **all** periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question 17 (Military Experience).

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION

Dates of employment: (Month, year)
From: April 1946 To present time

Place of employment (city and State): Washington, D. C.

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: Navy Price Adj. Board. Navy Department

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you: -

Name and title of immediate supervisor: Mr. P. R. Chambers

Reason for desiring to change employment: Board closing up June 30.

Exact title of your present position: Clk. Steno - CAF-4

Salary or earnings:
Starting, $2394 per yr.
Present, $2469 per

Description of your work: Take and transcribe dictation, of memos, letters and reports. This position consists of Sec. duties. Keep files for all Board Members, answer and take care of all telephonecalls. Make appointments, get travel orders, Receive all visitors coming into offices, and take care of all mail coming into Board Members Offices. Formerly there were six members, now the office consists of 4.

(CONTINUED ON NEXT PAGE)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

16. CONTINUED

Dates of employment: (Month, year) From: Sept. 1945 To: April 1946

Place of employment (city and State): Washington, D. C.

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: Navy Price Adj. Board (Construction Division)

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you: -

Name and title of immediate supervisor: Comdr. T. R. Holcomb

Reason for leaving: Section was closing and I was recommended to Board Members Office by Comdr. Holcomb.

Exact title of your position: CAF-4 Clk.-Steno

Salary or earnings: Starting $2394 per yr. Final $ per

Description of your work: Taking and transcribing dictation of memos, minutes, financial reports, pensisting of terms and expressions peculiar to the construction industry. Also kept a record of all cases being renegotiated by the Cons. Sec. This also involved in the keeping of files of the reports which the analysts and accountants made up and then distributing them to XXXX the interested sections of the Navy Price Adj. Board. The keeping of records was done on my own with occasional check with supervisor.

Dates of employment: (Month, year) From: June 1945 To: Sept. 1945

Place of employment (city and State): Washington, D. C.

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: Material Division Machine Tools Section

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you: -

Name and title of immediate supervisor: Lt. W. N. Davis

Reason for leaving: Section closed up.

Exact title of your position: CAF-2 XXXXXXXXXX Clk.-Typist

Salary or earnings: Starting $ per Final $ per

Description of your work: This work consisted of keeping a card file of all cases that W.P.B. was expediting for the Navy. We kept a record as the cases were closed and opened, and made daily and weekly reports on the status of these cases. This we did on our own without any help from supervisor. Took dictation only when necessary.

I was also classified as Stat. Coding Clerk - CAF-4. In this position we learned the different types of bearings and their characteristics. We made a card file of these and then were to code them with the aid of a coding book. But before we actually started coding the Section was terminated.

Dates of employment: (Month, year) From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings: Starting $ per Final $ per

Description of your work: I also took charge of the storeroom (under the supervision of a Lt. who visited the storeroom about once a week) which housed the Machine Tools Manual which was being written at that time. I kept a check of all material which was to compose the manual and then assembled them as more material came in. There were close to 1,000 manuals made and each manual consisted of about 1,000 companies. (Three other Clk.Typists worked with me on this assemblying.)

Dates of employment: (Month, year) From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings: Starting $ per Final $ per

Description of your work:

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

16—47298-1

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

17. MILITARY EXPERIENCE.—In order to make the most effective placements of war veterans, detailed information is needed about the training and experience they have acquired in the Armed Services. Fill in the appropriate space for each service school you have attended. **If you attended no special or technical schools while in the service, write in Item (a) "No attendance at service schools" and indicate in Item (c) all important changes in duty assignment, showing dates of such assignment.**

(a) First Special Service School attended: Location: Dates attended (months, years): From: To: Rating received at end of this training:	(b) What were you taught in First Special Service School?
(c) Duty assignment or rating after this training (give all important changes in duty assignment **whether or not** you attended a Service School): Dates of duty assignment (months, years) From: To:	(d) What did you do during this duty assignment?
(e) Second Special Service School attended: Location: Dates attended (months, years): From: To: Rating received at end of this training:	(f) What were you taught in Second Special Service School?
(g) Duty assignment after this training: Dates of duty assignment (months, years): From: To:	(h) What did you do during this duty assignment?

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION.—Circle highest grade completed:
1 2 3 4 5 6 7 8 9 10 11 (12)

Mark (x) the appropriate box to indicate satisfactory completion of:

[X] Elementary School [X] Junior High School [X] Senior High School

(a) Give name and location of last high school attended:
Iron River High School, Iron River, Wis.

(b) Subjects studied in high school which apply to position desired:
Business, English, etc.

(c) Name and Location of College or University	Major	Dates Attended From—	Dates Attended To—	Years Completed Day	Years Completed Night	Degrees Conferred Title	Degrees Conferred Date	Semester Hours Credit
Strayers Business College (8 months, 3 nights a week of nightschool) Shorthand and typing.								

(d) List Your Chief Undergraduate College Subjects	Semester Hours	List Your Chief Graduate College Subjects	Semester Hours

(e) Other training, such as vocational, business, study courses given through the Armed Forces Institute (show name and location of school), or "in-service training" in a Federal agency:

Subjects Studied	Dates Attended From—	Dates Attended To—	Years Completed Day	Years Completed Night

19. Indicate your knowledge of foreign languages:

	READING			SPEAKING			UNDERST'NG		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
Czechoslovak			X		X		X		

(a) How was your knowledge of foreign languages acquired?
Parents and from people of that origina.

(b) If you have traveled or resided in any foreign countries, indicate (1) names of countries, (2) dates and length of time spent there and (3) reason or purpose (e. g., business, education, recreation):

20. List any special skills you possess and machines and equipment you can use, such as operation of short-wave radio, multilith, comptometer, key-punch, turret lathe, scientific or professional devices:

Approximate number of words per minute in typing 60, shorthand 80

21. Are you now or have you ever been a licensed or certified member of any trade or profession (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)

☐ Yes ☒ No Give kind of license and State:

First license or certificate (year):

Latest license or certificate (year):

22. Give any special qualifications not covered elsewhere in your application such as:
(a) your more important publications (do NOT submit copies unless requested)
(b) your patents or inventions
(c) public speaking and public relations experience
(d) membership in professional or scientific societies, etc.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

23. REFERENCES.—List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

	FULL NAME	BUSINESS OR HOME ADDRESS (Give complete address, including street and number)	BUSINESS OR OCCUPATION
1	Dr. Andrew Stevenson	Room 1334, New House Office Building	Expert to XXXXXX. I.C.C.
2.	Mr. Geo. B. Carson	Room 2B52, Yards & Docks Annex	Board Member
3.	Mr. H. M. Bowman	"	"

24. May inquiry be made of your present employer regarding your character, qualifications, etc.? ☐ Yes ☐ No

Indicate "Yes" or "No" answer by placing **X** in proper column.	YES	NO
25. Are you a citizen of the United States?	X	
26. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence?		X
If your answer is "Yes," give complete details in Item 38.		
27. Within the past 12 months, have you habitually used intoxicating beverages to excess?		X
28. Since your 16th birthday, have you ever been convicted, or fined, or imprisoned, or placed on probation, or have you ever been ordered to deposit bail, for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine of $25 or less was imposed)?		X
If your answer is "Yes," list all such cases under Item 38 below. Give in each case (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed your fingerprints will be taken.		
29. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?		X
If your answer is "Yes," give in Item 38 the name and address of employer, date, and reason in each case.		
30. Do you receive an annuity from the U. S. or D. C. Government under any retirement act or any pension or other compensation for military or naval service?		X
If your answer is "Yes," give in Item 38 reason for retirement, that is, age, optional, disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating if retired from military or naval service.		
31. Are you an official or employee of any State, Territory, county, or municipality?		X
If your answer is "Yes," give details in Item 38.		
32. Does the U. S. Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 6 months?		X
If your answer is "Yes," show in Item 38 for EACH such relative: (1) full name; (2) present address; (3) relationship; (4) department or agency by whom employed, and (5) kind of appointment.		
33. Have you ever had a nervous break-down?		X
If your answer is "Yes," give complete details in Item 38.		
34. Have you ever had tuberculosis?		X
If your answer is "Yes," give complete details in Item 38.		

Indicate "Yes" or "No" answer by placing **X** in proper column.	YES	NO
35. Have you any physical defect or disability whatsoever? If your answer is "Yes," give complete details in Item 38.		X
36. (a) Were you ever in the United States Military or Naval Service during time of War?		X
(b) Is the word "honorable" or the word "satisfactory" used in your discharge or separation papers to show the type of your discharge or separation?		
(c) Was service performed on an active full-time basis, with full military pay and allowances?		

(d)

Date of entry or entries into service:	Date of separation or separations:	
Branch of service (Army, Navy, M. C., C. G., etc.)	Grade (rank) or rating at time of separation:	Serial No.

IF YOUR ANSWERS TO THIS QUESTION (No. 36) INDICATE THAT YOU ARE ENTITLED TO VETERAN PREFERENCE, SUCH PREFERENCE WILL BE CREDITED IN THE EXAMINATION. **IF APPOINTED**, YOU WILL BE REQUIRED TO FURNISH TO THE APPOINTING OFFICER, **PRIOR TO ENTRY ON DUTY**, OFFICIAL EVIDENCE OF SEPARATION FROM YOUR LATEST PERIOD OF ACTIVE SERVICE IN THE ARMED FORCES OF THE UNITED STATES DURING TIME OF WAR. DO NOT SUBMIT PROOF OF DISCHARGE OR SEPARATION WITH THIS APPLICATION.

Indicate "Yes" or "No" answer by placing **X** in proper column.	YES	NO
37. (a) If you served in the U. S. Military or Naval Service during peacetime **ONLY**, did you **participate in a campaign or expedition** and receive a campaign badge or service ribbon?		
(b) Are you a disabled veteran?		
(c) Are you the unmarried widow of a veteran?		
(d) Are you the wife of a veteran who has service-connected disability?		

IF YOUR ANSWER TO QUESTION 37 (a), (b), (c), OR (d) IS "YES," AND YOU WISH TO CLAIM VETERAN PREFERENCE, ATTACH TO THIS APPLICATION VETERAN PREFERENCE CLAIM (CIVIL SERVICE COMMISSION FORM 14) TOGETHER WITH THE NECESSARY PROOF SPECIFIED THEREIN.

THIS SPACE FOR USE OF APPOINTING OFFICE ONLY

The information contained in the answers to Question 36 above has been verified by comparison with the discharge certificate on _____, 19____.

Agency: Title:

38. Space for detailed answers to other questions (indicate item numbers to which answers apply).

ITEM No.		ITEM No.	

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW (U. S. CODE TITLE 18, SECTION 80).

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Date _____

Signature of applicant _____
(Sign your name in INK (one given name, initial or initials, and surname). If female, prefix Miss or Mrs. and if married use your own given name (not husband's), as "Mrs. Mary L. Doe.")

☆ GPO 16—47298-1

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

EXOS-6/24/47-3
TRF. & REASSIGN.-15-jr

1. Name Mrs. Edna S. Coston (803) Date 6/24/47

(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: Transfer and Reassignment

3. Effective Date: 6/29/47

3a. To be paid for Annual Leave: Period_____ Days_____ Hours_____

	FROM	TO
4. Occupational Title	Clerk-Stenographer310	Clerk-Stenographer310
5. Class and pay rate or grade and salary	CAF-3 $2394.00 p/a 1634	CAF-4 $2394.00 p/a 1228
6. Dept. or other unit	EXOS	EXOS
Division	Special Assignments	State-War-Navy Coordinating Committee
Section or shop		
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	WASHINGTON, D. C.
8. Dep'tm'tal or Field	Field DEPARTMENTAL	Field DEPARTMENTAL

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY: C.S.Reg. 6.103 and PO 587

11. APPROPRIATION: FROM 30XX,1947 TO 30XX,1948

12. DATE OF BIRTH: 8/29/93

13. ST'D FORM 61 EX'D DATE: 4/28/47

14. BIRTHPLACE ~~Birth~~ Legal Residence N. J. (Proved)

15. VETERAN PREFERENCE: No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No			
	X	X		19. CONDUCT	Sat.	Unsat.

20. SPECIFIC VACANCY	Pos. Description No.	New	Vice
	Old 7550a1	Real.	I. A. X
	New 10274		

Betty Jane Hunter resigned 6/21/47.

REMARKS:

OFFICIAL PERSONNEL ACTION (~~Field~~) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

EXOS-6/23/47-9
RESIGN.-14-jr

1. Name Mrs. Betty Jane Hunter (803) Date 6/23/47
(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs .

2. Nature of Action: Resignation
3. Effective Date: COB 6/21/47
3a. To be paid for Annual Leave: Period 23 June 1947 through 24 July 1947 Days 22 Hours 3

	FROM	TO
4. Occupational Title	Clerk-Stenographer310	
5. Class and pay rate or grade and salary	CAF-4 $2469.24 p/a 1228	
6. Dept. or other unit		
Division	EXOS State-War-Navy Coordinating Committee	
Section or shop		
Other		
Check No.		
7. Headq't'rs		
8. Dep'tm'tal or field	WASHINGTON, D. C. Field DEPARTMENTAL	Field

9. C.S.C. REPORT NO.
10. C.S.C. OR OTHER AUTHORITY
11. APPROPRIATION: FROM DOSR,1947 TO
12. DATE OF BIRTH 7/29/25
13. ST'D FORM 61 EX'D DATE 2/1/46
14. BIRTHPLACE Legal Residence D. C. (Proved)
15. VETERAN PREFERENCE No

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X	X				

20. SPECIFIC VACANCY		New	Vice
	Pos. Description No. 10274		
	Old	Real.	I. A.
	New		

REMARKS:

You are resigning because of a personal reason (59).

Mrs. Betty Jane Hunter
2621 - 30th Street SE Apt #3
Washington 20, D. C.

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO

. EXOS:AO:LBM:apm

NAVY DEPARTMENT

WASHINGTON 25, D. C.

17 June 1947

DETAIL LETTER

To: EXOS, Special Assignments
State-War-Navy Coordinating Committee

Subject: Edna S. Coates, Clerk-Stenographer CAF-3; detail of.

From: EXOS, Special Assignments

To: State-War-Navy Coordinating Committee

Effective date: 15 June 1947 **for** 30 **days.**

1. Although carried on the rolls of Special Assignments **, subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will~~ not be charged against your ceiling.**

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. Remarks: Detailed to State-War-Navy Coordinating Committee as Clerk-Stenographer CAF-4 for a period of 30 days pending reassignment. Charge to Code #803.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

12648

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

1. Name Miss Dorothy E. Oldfield (603)
6969 Frankstown Ave.
Pittsburgh 8, Pa.
(First name, initial, last name)

EXOS-6/4/47-4
RESIGN.-12-jr

Date 6/4/47

The following action is hereby taken concerning your employment, subject to the provisions on the reverse side hereof, paragraphs

2. Nature of Action: RESIGNATION

3. Effective Date: COB 6/3/47

3a. To be paid for Annual Leave: Period 4 June 1947 to COB 12 June 1947. Days 7 Hours 0

	FROM	TO
4. Occupational Title	Clerk-Stenographer310	
5. Class and pay rate or grade and salary	CAF-4 $2394.00 p/a 1226	
6. Dept. or other unit	EXOS	
Division	State-War-Navy Coordinating Committee	
Section or shop		
Other		
Check No.		
7. Headq't'rs	WASHINGTON, D. C.	
8. Dep'tm'tal or field	Field DEPARTMENTAL	Field

9. C.S.C. REPORT NO.

10. C.S.C. OR OTHER AUTHORITY

(Temporary)

11. APPROPRIATION: FROM [illegible] 1947 TO

12. DATE OF BIRTH 2/26/21

13. ST'D FORM 61 EX'D DATE 3/5/46

14. BIRTHPLACE Legal Residence Penn.

15. VETERAN PREFERENCE

ALLOWED				Claimed Only
5-Point	10-Point	Widow(er)	Wife-Husb.	
				No

16. SEX		17. PREVIOUS GOVT. SERV.		18. EFF. RATING		
M	F	Yes	No	19. CONDUCT	Sat.	Unsat.
	X		X			

20. SPECIFIC VACANCY	Pos. Description No. 10275	New	Vice
	Old	Real.	I. A.
	New		

REMARKS:

You are resigning because of a personal reason (51).

OFFICIAL PERSONNEL ACTION (Field) NAVEXOS - 1200 REV. 6-46

L. V. MURPHY
CHIEF, PERSONNEL DIVISION

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
EXECUTIVE OFFICE OF THE SECRETARY

AND REFER TO

EXOS:AO:EBM:apm

NAVY DEPARTMENT

WASHINGTON 25, D. C.

3 June 1947

DETAIL LETTER

To: State, War, Navy Coord. Committee

Subject: Agnes M. Maslik, Clk-Steno. CAF-4 ; detail of.

From: MAterial Division, Navy Price Adjustment Board

To: State, War, Navy Coord. Committee.

Effective date: 4 June 1947 for thru 14 June 1947 days.

1. Although carried on the rolls of Training Pool , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will~~ not be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Personnel Division.

3. Remarks: Detailed to State, War, Navy Coordinating Committee pending reassignment. Charge to code 803.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Personnel Division
Executive Office of the Secretary

12648

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : State-War-Navy Coordinating Committee DATE: 27 Mar 1947
Attn : Capt. V. L. Lowrance
FROM : **Christie P. Harris, Chairman**
Efficiency Rating Committee, EXOS
SUBJECT: **Efficiency Ratings--Regular.**

1. Attached are the Regular Annual Efficiency Ratings for those employees in your organization who are eligible to be rated as of 31 March 1947. It is important that these ratings be completed as soon as possible and submitted to the Efficiency Rating Committee in accordance with instructionsissued to Administrative Assistants dated 7 March 1947.

2. In order not to deprive any employee of receiving his automatic within grade salary advancement, all ratings should be submitted to the Efficiency Rating Committee no later than 15 April 1947.

Encl--3

Mailed to Mrs Harris - Rm 1111 Main Navy Bldg
4/3/47

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. **15**

FROM (Office, Division and Section)	REQUESTED BY	DATE
EXOS **State-War-Navy Coordinating Committee**	**V.L.Lowrance, Captain USN**	**21 May 1947**
	APPROVED BY	DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*

Recruit 1 CAF-4 Clerk-Steno

DO NOT FILL IN — NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION | EFFECTIVE DATE | LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee).*
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent).*
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent).*

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)*

Vice Action

NAME OF INCUMBENT *(If any)*: **Betty Jane Hunter**

BUREAU POSITION NO.

POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*

DO NOT FILL IN — CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line (Use reverse side if necessary)

IV EMPLOYMENT ACTION DATA

	FROM	TO
POSITION & CLASS		
GRADE & SALARY		
CSC NO. & BU. NO.		
BUREAU OR OTHER		EXOS
DIVISION SECTION SUB-SECTION OR UNIT		

USE OF CIVIL PERSONNEL SECTION ONLY

C.S.C. OR OTHER AUTHORITY

FROM APPRO TO APPRO

DATE OF BIRTH	LEGAL RESIDENCE		
FORM 61 EXEC'D	SEX	PGS	VP
SPEC. VAC JCS NO.	NEW	I.A.	VICE / REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. 14

FROM (Office, Division and Section)	REQUESTED BY	DATE
EXOS **State-War-Navy Coordinating Committee**	**V. L. Lowrance, Captain USN** APPROVED BY	**21 May 1947** DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED: **Mrs. Betty Jane Hunter**

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*: **Resignation (last working day 20 June 1947)**

DO NOT FILL IN — NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION | EFFECTIVE DATE | LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee).*
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent).*
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent).*

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)* | NAME OF INCUMBENT *(If any)* | BUREAU POSITION NO.

POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*

DO NOT FILL IN — CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line (Use reverse side if necessary)

IV EMPLOYMENT ACTION DATA

	FROM	TO
POSITION & CLASS		
GRADE & SALARY		
CSC NO. & BU. NO.		
*BUREAU OR OTHER		EXOS
DIVISION SECTION SUB-SECTION OR UNIT		

USE OF CIVIL PERSONNEL SECTION ONLY

C.S.C. OR OTHER AUTHORITY

FROM APPRO TO APPRO

DATE OF BIRTH | LEGAL RESIDENCE

FORM 61 EXEC'D | SEX | PGS | VP

SPEC. VAC JCS NO. | NEW | I.A. | VICE | REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. **13**

FROM (Office, Division and Section)	REQUESTED BY	DATE
EXOS **State-War-Navy Coordinating Committee**	**V.L.Lowrance, Captain USN**	**21 May 1947**
	APPROVED BY	DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*

Recruit 1 CAF-4 Clerk-Steno

DO NOT FILL IN	NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION	EFFECTIVE DATE	LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee).*
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent).*
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent).*

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)*

Vice Action

NAME OF INCUMBENT *(If any)*: **Dorothy E. Oldfield**

BUREAU POSITION NO.:

POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*

DO NOT FILL IN — CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line (Use reverse side if necessary)

IV EMPLOYMENT ACTION DATA

	FROM	TO
POSITION & CLASS		
GRADE & SALARY		
CSC NO. & BU. NO.		
BUREAU OR OTHER		EXOS
DIVISION SECTION SUB-SECTION OR UNIT		

USE OF CIVIL PERSONNEL SECTION ONLY

C.S.C. OR OTHER AUTHORITY

FROM APPRO TO APPRO

DATE OF BIRTH | LEGAL RESIDENCE

FORM 61 EXEC'D | SEX | PGS | VP

SPEC. VAC JCS NO. | NEW | I.A. | VICE | REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. **12**

FROM (Office, Division and Section)	REQUESTED BY	DATE
EXOS **State-War-Navy Coordinating Committee**	**V.L.Lowrance, Capt.USN**	**21 May 1947**
	APPROVED BY	DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED: **Dorothy E. Oldfield**

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions, and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*: **Resignation (last working day, 3 June 1947)**

DO NOT FILL IN	NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION	EFFECTIVE DATE	LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee).*
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent).*
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent).*

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)*	NAME OF INCUMBENT *(If any)*	BUREAU POSITION NO.
	POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*	

DO NOT FILL IN	CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line *(Use reverse side if necessary)*

IV EMPLOYMENT ACTION DATA

	FROM	TO	USE OF CIVIL PERSONNEL SECTION ONLY
POSITION & CLASS			C.S.C. OR OTHER AUTHORITY
GRADE & SALARY			FROM APPRO / TO APPRO
CSC NO. & BU. NO.			DATE OF BIRTH / LEGAL RESIDENCE
BUREAU OR OTHER		EXOS	FORM 61 EXEC'D / SEX / PGS / VP
DIVISION SECTION SUB-SECTION OR UNIT			SPEC. VAC JCS NO. / NEW / I.A. / VICE / REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAVE

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

25 March 1947

MEMORANDUM FOR: Mrs. Roe, Employee Relations, EXOS

Subject: Leave Without Pay

Reference is made to memorandum dated 12 March 1947 requesting two weeks' leave without pay beginning 12 March for Dorothy E. Oldfield.

It is further requested that this leave without pay be extended through Friday, 28 March 1947.

V. L. LOWRANCE,
Captain, U.S.N.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

12 March 1947

MEMORANDUM FOR: Mrs. Roe, Employee Relations, EXOS

Subject: Leave Without Pay

It is requested that Dorothy Oldfield be granted two weeks' leave without pay beginning March 12, 1947.

Miss Oldfield has been ill during the past few weeks and is returning to her home in Pittsburgh for medical attention.

This request has my approval.

V. L. LOWRANCE,
Captain, U.S.N.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 4 Mar 1947

TO : Capt. V. L. Lowrance, State-War-Navy Coordinating Committee

FROM : Employee Relations Section, Personnel Division, EXOS Room 1114

SUBJECT: Oldfield, Dorothy E.--ONI Investigation on.

in re our telephone conversation on above subject, I neglected to ask for what type of classified material the employee was being cleared. In order to keep the records clear, will you be kind enough to complete the endorsement on the attached sheet and return as soon as possible to this office.

Josephine L. Blanchard

Att.

Returned by mail
3/6/47

CONFIDENTIAL

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
ADMINISTRATIVE OFFICE
EXECUTIVE OFFICE OF THE SECRETARY
AND REFER TO
EXOS:AO:CPH:jlb

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

23 Jan 1947

MEMORANDUM

To: State, War, Navy Coordinating Committee
Attn:

Subj: Efficiency Ratings.

1. It is requested that the attached Efficiency Rating sheets (Form 51), for the employees listed below, be completed and returned to Civilian Personnel Division, Room 1105, no later than 30 Jan 1947. 14

Probational Rating--HUNTER, BETTY JANE

2. An Official Probational Rating is needed for use in determining whether this employee should be continued in the service beyond the close of her probational period of one year.

The Efficiency Rating is also an integral factor in determining the eligibility of the employee for a periodic within grade salary advancement. Therefore, it is urgent that this Efficiency Rating be returned promptly in order that the rating can be recorded with the proper authorities in ample time to give the increase when due.

Delivered by hand 1/28/47

Christie P. Harris
SBB.

CHRISTIE P. HARRIS
Chairman, Efficiency Rating Committee
Executive Office of the Secretary

Encls: (HW)
1. Forms 51

C-79909

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

20 January 1947

To: Chief, Records & Services Section,
Civilian Personnel Division, EXOS,
Room 1113, Main Navy Department Bldg

Subj: Outstanding balances of compensatory leave due employees - Request for report of.

Ref: Ltr EXOS:AO:LS:bm dtd 16 Jan 47.

1. There is no compensatory leave due the Navy employees in the office of the Secretariat, State-War-Navy Coordinating Committee.

V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

EXOS:AO:LS:bm

16 January 1947

MEMORANDUM

To: All Offices, Boards, Branches, and Divisions
Executive Office of the Secretary

Subj: Outstanding balances of compensatory leave due employees in your activity - Request for report of.

1. Under the new rules and regulations in connection with the maintaining of leave records as prescribed by the General Accounting Office, effective 1 January 1947, it will be necessary for the Records and Services Section, EXOS Personnel Division, to record all compensatory time, worked and taken, on Standard Form 1137. This compensatory time and leave will be recorded and maintained in the same manner as annual and sick leave.

2. In an effort to bring our records up to date in connection with the outstanding balances of compensatory time worked and not taken, it would be appreciated if your office would furnish us, not later than 10 a.m., Monday, January 20, 1947, a signed statement giving the name and amount of compensatory leave due any employees in your activity. This statement should be addressed to Room 1113, Main Navy Building.

3. In the future, all Time and Attendance Reports will reflect complete information involved in recording compensatory hours (worked and taken).

Lucille Speck

LUCILLE SPECK
Chief, Records & Services Section
Civilian Personnel Division
Executive Office of the Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

9 December 1946

To: Security Officer,
Executive Office of the Secretary,
Navy Department

We are returning for cancellation the Night Sunday and Holiday Pass issued on 1 July 1946 to Mr. Robert E. Olson. Mr. Olson is no longer employed in the office of the State-War-Navy Coordinating Committee.

V. L. LOWRANCE,
Captain, U.S.Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICIAL PERSONNEL ACTION (DEPARTMENTAL)
NAVEXOS 600 (REV. 9/45)

NAVY DEPARTMENT
WASHINGTON 25, D. C.

1. NAME: Dorothy E. Oldfield (Mrs.)

No. EXOS-12/5/46-16 TEMP.APPOINT.-11-jr

DATE: 5 December 1946

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. NATURE OF ACTION: Temporary Appointment

3. EFFECTIVE DATE: 12/15/46

9. C S C REP. NO.

	FROM	TO
4. POSITION		Clerk-Steno
5. GRADE SALARY C S C NO.		CAF-4 $2394 per annum 1226
6. BUREAU OR OTHER UNIT DIVISION SECTION		EXOS State-War-Navy Coordinating Committee
7. HEADQUARTERS	Washington, D. C.	Washington, D. C.
8. DEPT. OR FIELD	Departmental	Departmental

10. C S C OR OTHER AUTHORITY: Reg. VIII, Sec 2, DO 549, DCPB, ROK 1089 dtd 12/3/46

11. FROM APPRO. TO APPRO. 30SEP.1947

12. DATE OF BIRTH: 2/26/24

LEGAL RESIDENCE: Penna.

13. Std. Form 61 Exec'd: 3/5/46

SEX	PGS	V. P.
F	No	No

VETERAN PREFERENCE ALLOWANCE: 5 PT. | 10 PT.

14. Spec. Vac'y. JCS No.: 10275

NEW	I. A.	VICE	REAL
		X	

Elizabeth C. Brunner Reassigned 3/5/46

REMARKS:

Your Temporary Appointment as Clerk-Steno, CAF-3 is automatically terminated by this appointment effective 12/14/46.

This appointment is not subject to a trial period.

No deductions will be made from your salary for retirement purposes.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO

AND REFER TO
EXOS:AO:MCA:gc

NAVY DEPARTMENT
WASHINGTON 25 D. C.

for PEACE OF MIND- BUY SAVINGS BONDS

27 November 1946

DETAIL LETTER

To: State-War-Navy Coordinating Committee
Attn: Capt. V. L. Lowrance

Subject: Dorothy Oldfield, Clerk-Steno., CAF-3 ; detail of.

From: EXOS:AO:Operating Services Branch, Special Assignments

To: State-War-Navy Coordinating Committee

Effective date: 12/1 thru 12/14/46for days:

1. Although carried on the rolls of Special Assignments , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~XXXXXXX~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Civil Personnel Section.

3. Remarks: This further extends detail of 5 August, pending official assignment of subject employee to your office.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Unit
Civil Personnel Section
EXOS Administrative Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO

AND REFER TO

EXOS:AO:MCA:gc

27 November 1946

DETAIL LETTER

NAVY DEPARTMENT
WASHINGTON 25 D. C.

for PEACE OF MIND BUY SAVINGS BONDS

2

To: State-War-Navy Coordinating Committee
Attn: Capt. V. L. Lowrance

Subject: Dorothy Oldfield, Clerk-Steno., CAF-3 ; detail of.

From: EXOS:AO:Operating Services Branch, Special Assignments

To: State-War-Navy Coordinating Committee

Effective date: 11/3 to 12/1/46 for days:

1. Although carried on the rolls of Special Assignments , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~XXXXXXX~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Civil Personnel Section.

3. Remarks: This extends detail of subject employee until 1 December, after which date it is anticipated she will be assigned to your office.

ATTENTION
Miss Oldfield

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Unit
Civil Personnel Section
EXOS Administrative Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. B 11

FROM (Office, Division and Section)	REQUESTED BY	DATE
EXOS **State-War-Navy Coordinating Committee**	**V.L.Lowrance, Captain USN**	**12 Nov 4**
	APPROVED BY	DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED: **Dorothy E. Oldfield**

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*: **Appointment - Clerk-Steno CAF-4**

DO NOT FILL IN — NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION | EFFECTIVE DATE | LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee).*
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent).*
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent).*

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)*: Bur. # 10275 - Last Incumbent Elizabeth Brummers.

NAME OF INCUMBENT *(If any)* | BUREAU POSITION NO.

POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*

DO NOT FILL IN — CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line (Use reverse side if necessary)

IV EMPLOYMENT ACTION DATA

	FROM	TO	USE OF CIVIL PERSONNEL SECTION ONLY
POSITION & CLASS			C.S.C. OR OTHER AUTHORITY
GRADE & SALARY			FROM APPRO / TO APPRO
CSC NO. & BU. NO.			DATE OF BIRTH / LEGAL RESIDENCE
BUREAU OR OTHER		EXOS	FORM 61 EXEC'D / SEX / PGS / VP
DIVISION SECTION SUB-SECTION OR UNIT			SPEC. VAC JCS NO. / NEW / I.A. / VICE / REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CIVIL PERSONNEL ACTION
NAVEXOS 201 (REV. 8/45)

TO: Civil Personnel Section

REQUEST NO. 7 10

FROM (Office, Division and Section)	REQUESTED BY	DATE
State-War-Navy Coordinating Committee	C K Lowrance Captain USN	23 Sept 1946
	APPROVED BY	DATE

I NAME — NAME OF EMPLOYEE FOR WHOM ACTION IS REQUESTED: **Mrs. Betty Jane Hunter**

Fill in both II and III if PERSONNEL and CLASSIFICATION actions are necessary

II PERSONNEL ACTION REQUESTED

Following is list of personnel actions and their meanings:

RECRUITMENT	For new employee when no candidate is recommended.
PROMOTION	When candidate is recommended for promotion to different position of higher grade.
REASSIGNMENT	When candidate is recommended for reassignment to different position of same grade and salary.
RESIGNATION	When employee is resigning from the Navy.

PERSONNEL ACTION *(Specify which of above, or any other is requested)*: **Conversion to probational appointment**

DO NOT FILL IN — NATURE OF ACTION TAKEN BY CIVIL PERSONNEL SECTION | EFFECTIVE DATE | LAST WORKING DAY

III CLASSIFICATION ACTION REQUESTED

NEW POSITION	To create new position consisting of a new combination of duties and responsibilities now performed by *(state name and bureau position number of incumbent and also whether position is to be established as a vacancy or in the name of employee)*.
VICE ACTION	Fill existing position formerly held by *(state name and bureau position number of incumbent)*.
ADDITIONAL-IDENTICAL	Duties and responsibilities of proposed position are identical to those of *(state name and bureau position number of incumbent)*.

CLASSIFICATION ACTION *(Specify which of above, or any other is requested)* | NAME OF INCUMBENT *(If any)* | BUREAU POSITION NO.

POSITION DESCRIPTION ☐ FIVE COPIES COMPLETED AND ATTACHED ☐ WILL BE FORWARDED BY *(date)*

DO NOT FILL IN — CLASSIFICATION ACTION TAKEN BY CIVIL PERSONNEL SECTION

Do not write below this line *(Use reverse side if necessary)*

IV EMPLOYMENT ACTION DATA

	FROM	TO
POSITION & CLASS		Clerk-steno CAF-4
GRADE & SALARY		CAF-4 $2394
CSC NO. & BU. NO.		
BUREAU OR OTHER		EXOS
DIVISION SECTION SUB-SECTION OR UNIT		

USE OF CIVIL PERSONNEL SECTION ONLY

C.S.C. OR OTHER AUTHORITY

FROM APPRO TO APPRO

DATE OF BIRTH | LEGAL RESIDENCE

FORM 61 EXEC'D | SEX | PGS | VP

SPEC. VAC JCS NO. | NEW | I.A. | VICE | REAL

V REMARKS

STATUS CONTROL		CLASSIFICATION		STATUS CONTROL		EMPLOYMENT
POSTED	DATE	CSC ACTION DATE	CLASS. RELEASED DATE	POSTED	DATE	DATE WORK SHEET PREPARED

C-67737

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Address reply to
NAVY DEPARTMENT

WASHINGTON 25, D.C.
and refer to

NAVY DEPARTMENT
WASHINGTON 25, D. C.

EXOS:AO:ARY:hk
EXOS:AO:DBA:lx

20 September 1946

TO WHOM IT MAY CONCERN:

The employee named below, currently employed by the Navy Department, Executive Office of the Secretary, is available for transfer to any Federal Agency.

It is requested that any Agency desiring to hire this employee contact Mrs. Magdalene Pair (REpublic 7400, Extension 4544) for effective date of release.

It is further requested that when this employee enters on duty that notification be made by telephone to the Civil Personnel Section, REpublic 7400, Extension 5120.

Sincerely yours,

MARY M. McAULIFFE
Chief, Employment Section
Civilian Personnel Division
Executive Office of the Secretary

Name: Marie Elinor C. Creely

Title: Clerk-Stenographer

Grade & Salary: CAF-4, $2394. per annum

Type of Appointment: War Service Indefinite

This is not a release. Merely a statement to the effect that we do not object to your transfer.

CC: MISS SPECK
MRS. PAIR
CAPT. LOWRENCE

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Address reply to
NAVY DEPARTMENT

WASHINGTON 25, D.C.
and refer to

NAVY DEPARTMENT
WASHINGTON 25, D. C.

1

ARY:hk
EXOS:AO

19 September 1946

TO WHOM IT MAY CONCERN:

The employee named below, currently employed by the Navy Department, Executive Office of the Secretary, is available for transfer to any Federal Agency.

It is requested that any Agency desiring to hire this employee contact Mrs. Magdalene Pair (REpublic 7400, Extension 4544) for effective date of release.

It is further requested that when this employee enters on duty that notification be made by telephone to the Civil Personnel Section, REpublic 7400, Extension 5120.

Sincerely yours,

MARY M. McAULIFFE
Chief, Employment Section
Civilian Personnel Division
Executive Office of the Secretary

Name: Mary D. Sowell

Title: Clerk-Stenographer

Grade & Salary: CAF-5 $2895.60 per annum

Type of Appointment: Permanent

This is not a release. Merely a statement to the effect that we do not object to your transfer.

CC: MISS SPECK
MRS. PAIR
CAPT. LOWRENCE

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
ADMINISTRATIVE OFFICE
EXECUTIVE OFFICE OF THE SECRETARY
AND REFER TO

EXOS:AO:MCA:gc

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

18 September 1946

MEMORANDUM

To: State-War-Navy Coordinating Committee

Subj: Probational appointments.

1. The employee named below has been certified to the Executive Office of the Secretary for probational appointment:

Mrs. Betty Jane Hunter, Clerk-Steno, CAF-4, $2394 p.a/

2. Attention is called to the Civil Service regulation with respect to probational appointment which states that the first year of service under a probational appointment is a trial period. A War-Service appointee shall be credited for the purpose of completing the probational period with all continuous service (without a break of 30 calendar days or more) immediately preceding probationary appointment in the same line of work in the same agency as the position to which he is probationally appointed.

3. Employees who receive probational appointment may not be promoted for six months.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Section
Civilian Personnel Division
Executive Office of the Secretary

Encl:
Form 201
Mrs. Betty Jane Hunter

One copy - Form 201
Mailed to EXOS - 9/23/46

L2112

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO

AND REFER TO
EXOS:AO:MCA:gc

NAVY DEPARTMENT
WASHINGTON 25. D. C.

4 September 1946

DETAIL LETTER

To: State, War, Navy Coordinating Committee

Subject: Billie A. Rowland, Varitype Opr, CAF-2; detail of.

From: Publications Division

To: State, War, Navy Coordinating Committee

Effective date: 3 Sept 1946 for 30 days.

1. Although carried on the rolls of Publications Division, subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~XXXXXXX~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Civil Personnel Section.

3. Remarks: Detailed to State, War, Navy Coordinating Committee for 30 days, after which time subject employee will report back to Publications Division.

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Unit
Civil Personnel Section
EXOS Administrative Division

NAVEXOS-2234

P

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

Washington, D. C.

EXOS:AO:CPH:en

28 August 1946

MEMORANDUM

To: State-War-Navy Coordinating Committee
Attn:

Subj: Efficiency Ratings.

1. It is requested that the attached Efficiency Rating sheets (Form 51), for the employees listed below, be completed and returned to Civil Personnel Section, Room 1111, no later than 3 September 1946

Special Rating--GREELY, MARIE E. C.

2. The efficiency rating is required at this time since it is one of the factors which determine the position of the employee on the retention register being made up for reduction in force procedure.

Sent to Navy Dept
8/29/46
ag.

Encls: (HW)
1. Forms 51. --1

Christie P. Harris
CHRISTIE P. HARRIS
Chief, Employee Relations Unit
Civil Personnel Section
EXOS Administrative Division

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICIAL PERSONNEL ACTION (DEPARTMENTAL)
NAVEXOS 600 (REV. 9145)

NAVY DEPARTMENT
WASHINGTON 25, D. C.

EXOS-8/27/46-2
No. REIN.PERM.STAT.-6-hk

1. NAME	DATE
Alma J. Jacobson (803)	8/27/46

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. NATURE OF ACTION	3. EFFECTIVE DATE	9. C S C REP. NO.
Reinstatement to Permanent Status	8/25/46	

	FROM	TO
4. POSITION		Clerk-Steno 310
5. GRADE SALARY C S C NO.		CAF-5 $2895.60 p/a
6. BUREAU OR OTHER UNIT DIVISION SECTION		EXOS State, War, Navy Coordinating Committee
7. HEADQUARTERS	Washington, D. C.	Washington, D. C.
8. DEPT. OR FIELD	Departmental	Departmental

10. C S C OR OTHER AUTHORITY: Reg. IX, Sec 4, DC 549, S1 dtd 4/46

11. FROM APPRO. | TO APPRO.: SOSN, 1947

12. DATE OF BIRTH: 11/9/16 | LEGAL RESIDENCE: Iowa

13. Std. Form 61 Exec'd: 9/17/40 | SEX: F | PGS: No | V. P.: No

VETERAN PREFERENCE ALLOWANCE: 5 PT. | 10 PT.

14. Spec. Vac'y, JCS No.: 10276 | NEW | I. A. | VICE | REAL

REMARKS:

Acquired classified Civil Service Status with EXOS Navy, Wash., D.C. as Jr. Clerk Stenographer effective 9/17/40.

Resigned 2/1/44 to accept appointment with American Red Cross, reemployed with EXOS Navy 1/7/46.

Subject to Post Audit by Civil Service Commission.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
ADMINISTRATIVE OFFICE
EXECUTIVE OFFICE OF THE SECRETARY
AND REFER TO

OM-JA

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

19 August 1946

To: State, War, and Navy Coordinating Committee.

Subj: Handling of Classified Material.

1. Lorna S. Anderson, Management Analyst, must handle classified matter from time to time in the course of her assignment from this Office to certain bureaus, boards, offices, and activities of the Navy. Mrs. Anderson is a highly dependable civilian employee. Subject to the approval of the State, War, and Navy Coordinating Committee, Mrs. Anderson is hereby authorized to handle such classified material as her regular duties may require. This Office is fully accountable for her integrity and dependability.

Herbert E. Angel
Director of Office Methods

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICIAL PERSONNEL ACTION (DEPARTMENTAL)
NAVEXOS 600 (REV. 9145)

NAVY DEPARTMENT
WASHINGTON 25, D. C.

No. EXOS 8/5/46-3
TEMP. APPT.-36-jr

1. NAME: Dorothy E. Oldfield (803)

DATE: 5 August 1946

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. NATURE OF ACTION: Temporary Appointment

3. EFFECTIVE DATE: 8/5/46

9. C S C REP. NO.:

	FROM	TO
4. POSITION		Clerk-Steno. 310
5. GRADE SALARY C S C NO.		CAF-3 $2168.28 per annum 1833
6. BUREAU OR OTHER UNIT DIVISION SECTION		EXOS Administrative Office Operating Services Br. Special Assignments
7. HEADQUARTERS	Washington, D. C.	Washington, D. C.
8. DEPT. OR FIELD	Departmental	Departmental

10. C S C OR OTHER AUTHORITY: Sec 2, Rule VIII D.C. 549, DCPB, ROE 330 dtd 8/5/46

11. FROM APPRO. TO APPRO.: SOSN 1947

12. DATE OF BIRTH: 2/26/24

LEGAL RESIDENCE: Penna

13. Std. Form 61 Exec'd: 8/5/46

SEX: F | PGS: No | V. P.: No

VETERAN PREFERENCE ALLOWANCE: 5 PT. | 10 PT.

14. Spec. Vac'y, JCS No.: 7549

NEW | I. A. | VICE: X | REAL

Ruth C. Peterson
Reassigned
6/30/46

REMARKS:

This appointment is not subject to a trial period. No deductions will be made from your salary for retirement purposes.

Subject to Chest X-Ray.

Fingerprints submitted to State Department 8/6/46 Coordinating Committee for period of 90 days.

Fingerprints Submitted FBI 8/6/46.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICIAL PERSONNEL ACTION (DEPARTME...)
NAVEXOS 600 (REV. 9145)

NAVY DEPARTMENT
WASHINGTON 25, D. C.

EXOS-8/2/46-6
TRF&REASSIGN-7-ve

No.

1. NAME	DATE
Mary D. Sovell (803)	2 August 1946

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. NATURE OF ACTION	3. EFFECTIVE DATE	9. C S C REP. NO.
Transfer and Reassignment	8/11/46	

	FROM	TO	10. C S C OR OTHER AUTHORITY
4. POSITION	Clerk-Typist----320	Clerk-Steno-------310	Reg.XVI, Sec.- 2 D.C. 549
5. GRADE SALARY C S C NO.	CAF-5 $2895.60 per annum 163 Bu#3215	CAF-5 $2895.60 per annum 1774	
6. BUREAU OR OTHER UNIT DIVISION SECTION	EXOS Publications Processing Composing	EXOS State-War-Navy Coordinating Committees Office of Director of Occupied Areas	
7. HEADQUARTERS	Washington, D. C.	Washington, D. C.	
8. DEPT. OR FIELD	Departmental	Departmental	

11. FROM APPRO.	TO APPRO.
3.0SE.1947	3.0SE.1947
8/31/98	Tenn.
2/24/41	P. Yes NO
VETERAN PREFERENCE ALLOWANCE	PT. PT.
14. Spec. Vac'y, JCS No.	NEW I. A. VICE REAL
6-142	X
Vac alloc 5/17/46	

REMARKS:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT

Washington, D. C.

EXOS:AO:CPH:en

20 August 1946

MEMORANDUM

To: State-War-Navy Coordinating Committee
Attn:Director

Subj: Efficiency Ratings.

1. It is requested that the attached Efficiency Rating sheets (Form 51), for the employees listed below, be completed and returned to Civil Personnel Section, Room 1111, no later than 27 August 1946

1st Trial Rating--HUNTER, BETTY JANE

Delivered to Room 1111
by hand - 21 Aug 46
by h

Christie P Harris

CHRISTIE P. HARRIS
Chief, Employee Relations Unit
Civil Personnel Section
EXOS Administrative Division

Encls: (HW)
1. Forms 51. --1

(P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO

AND REFER TO

NAVY DEPARTMENT
WASHINGTON 25 D. C.

EXOS:AO:MCA:gc

9 August 1946

DETAIL LETTER

file.
L

To: State-War-Navy Coordinating Committee

Subject: Dorothy Oldfield, Clerk-Steno, CAF-3 ; detail of.

From: EXOS, AO, Operating Services, Special Assignments

To: State-War-Navy Coordinating Committee

Effective date: 5 August 1946 for 90 days.

1. Although carried on the rolls of EXOS, AO, Operating services, Special Assignments , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will~~ not be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Civil Personnel Section.

3. Remarks:

Mary M. McAuliffe

MARY M. McAULIFFE
Chief, Employment Unit
Civil Personnel Section
EXOS Administrative Division

NAVEXOS-2234

P

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO

AND REFER TO

EXOS:AO:MCA:gc

NAVY DEPARTMENT
WASHINGTON 25 D. C.

9 August 1946

DETAIL LETTER

To: State-War-Navy Coordinating Committee

Subject: Dorothy Oldfield, Clerk-Steno, CAF-3 ; detail of.

From: EXOS, AO, Operating Services, Special Assignments

To: State-War-Navy Coordinating Committee

Effective date: 5 August 1946 for 90 days.

1. Although carried on the rolls of EXOS, AO, Operating services, Special Assignments , subject employee is administratively under the jurisdiction of your office while on detail. You will be responsible for the maintenance and reporting of all time and leave records while this employee is on detail. This employee will/~~will not~~ be charged against your ceiling.

2. Any alteration of this detail must have the prior approval of the Civil Personnel Section.

3. Remarks:

MARY M. McAULIFFE
Chief, Employment Unit
Civil Personnel Section
EXOS Administrative Division

CC:
Employee ✓
Miss Speck
Detail File

NAVEXOS-2234

P

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

8/7/46

To: Office of Naval Intelligence
Via: Director, EXOS Administrative Division

Subj: Name: OLDFIELD, Dorothy E.
Address: Room G-108, Georgia Hall, Arlington Farms, Va.
Division: EXOS, State-War-Navy Coordinating Committee

1. It is requested that the following checked type of investigation be conducted to determine whether subject is qualified to handle classified material.

_____ Name check (For individuals whose access to classified information is casual, incidental, or limited.)

__X__ Limited background (For personnel having unlimited access to classified information.)

2. Classify this request as:

_____ Priority _____ Urgent __X__ Routine

(If priority is checked please state reason)

3. A Personal History Statement signed by subject employee is attached.

4. This request is essential for the proper discharge of my responsibility for the security of my command.

V. L. LOWRANCE, CAPTAIN USN

Mailed to L. J. Murphy - Exos-Rm 1004 on 8/7/46

End-1

To: Office of Naval Intelligence

1. Forwarded.

Director
EXOS Administrative Division

NAVEXOS 1638 REV 7/45 (P)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TO: Captain Anstine

BUREAU	BUILDING	ROOM NO.	DATE
St W/N/Cord Com	State dept	178	6 Aug

SUBJECT: Forms for ONI investigation attached

	For appropriate action		For files
	For your comment & recommendation		Please EXPEDITE
	For your information		Please see me in regard to this
	Please prepare reply		Please prepare reply for signature of:
	Please initial and return		
	Please return with previous correspondence		Please consult with-
	Please return the attached material		
✓	Please return with information required for action or reply		
	Please circulate to: ☐ Employees ☐ Supervisors		
	24 Hour reply requested		

REMARKS: Attached are papers for ONI investigation as requested

Two sets

(1) Navexos 1638
(2) Personal History Statement

For one employee, Return
3 copies of Navexos 1638
1 copy of Personal History Statement
and

Return to

FROM	BUREAU	BUILDING	ROOM NO.
L. J. Murphy	Exos	Main Navy	1004

REFERRAL SLIP NAVEXOS 1N2 REV. 1-43