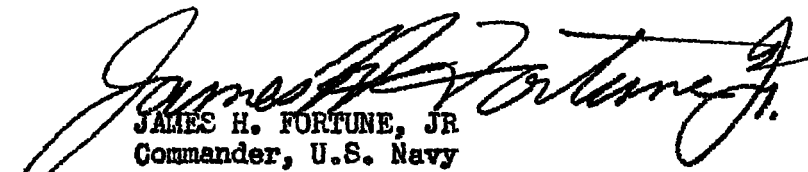


Subject: Locator File - AFSA personnel (continued)

4. Sufficient copies of the DF are attached so that a copy may be sent to each organizational segment listed, should it be desired.


JAMES H. FORTUNE, JR
Commander, U.S. Navy
Assistant Chief of Personnel Division

Att:

- 1 - Machine run of Civilian Personnel
assigned to your Office or Staff
Division
- 2 - Machine run of Military Personnel
assigned to your Office or Staff
Division

TO: G/Personnel
Division

FROM: Consultant

DATE: 24 January 1952

COMMENT NO. 2

Addition and entries made as requested.

ENCLS-2
N/C

MARY C. LANE
Captain, WAC
Ext. 60493

DISPOSITION FORM

FILE NO.

SUBJECT

Locator File - AFSA personnel

TO	FROM	DATE	COMMENT NO. 1
Mr. Friedman	C/Personnel Division	JAN 24 1952 JAN 24 1952	CdrFortune 60543

1. The Chief of Personnel Division has been directed to establish an AFSA Locator File which will reflect locator information concerning all civilian and military personnel within the Agency. Once established, it is proposed that the file will be brought up to date monthly in order that it will be current at all times.

2. Attached hereto are two lists of personnel (civilian and military) who, according to AFSA personnel records, are assigned to your Office or Staff Division. These lists are to be corrected and completed, and returned to the Chief of Personnel Division no later than 1 Feb 52. All entries on the lists should be typewritten.

3. The information already listed in the runs contains names, organizational assignments (to branch level), and a "C", "A", "N", or "F" symbolizing Civilian, Army, Navy, or Air Force. The plus sign following the name in some cases was originally intended for statistical use, and is to be ignored. The listings already in should be checked for correctness and completeness. The following procedure should be used in determining appropriate additional information:

a. Ascertain that all personnel are listed under the proper AFSA segment (the proper segment is the branch to which the individual is permanently assigned, disregarding any temporary detail).

b. Where an individual listed is assigned within your Office or Staff Division, but not to the branch indicated on the machine run, draw a line through all the information listed, type the correct branch directly above the incorrect version, and enter the corrected listing in its proper sequence.

c. Where an individual listed is no longer assigned to your Office or Staff Division, draw a line through the information listed on that individual, and print the organizational segment to which he was transferred directly above the incorrect version.

d. Where an individual listed is assigned to your Office or Staff Division but is not listed in the machine run, print the required information concerning the individual in its proper order.

e. Where a civilian is permanently assigned to a unit within your Office or Staff Division but is temporarily assigned to the AFSA School, consult the Employee Record Card on that individual and print the home phone and home address in the appropriate column; the telephone number to be used in this type case is 66277 and will be inserted in the "black phone" column. For military personnel so assigned, merely print "66277" in the "black phone" column.