

# the NSA *personnel* NEWSLETTER

*Lieutenant General Ralph J. Canine  
Director, National Security Agency*

Many of us know our Director, Lieutenant General Canine, and have read biographical data in previous Agency publications.

He served with the US Army Expeditionary Forces in France during World War I. Among other assignments, he served as Chief of Staff of the XII Corps during World War II in General George S. Patton's Third Army, and later as Deputy Assistant Chief of Staff, G-2, Department of the Army, in Washington.

Since his assignment as Director in July 1951, General Canine has been constantly striving for more and better improvements in our working conditions.

His outstanding leadership has been and continues to be an inspiration to each of us.

Approved for Release by NSA on 11-07-2005, FOIA Case # 47295

## LETTER of APPRECIATION

Secretary of Defense Charles E. Wilson sent the following letter of appreciation to Captain Gullett, USN, the Community Chest Campaign Division Chairman at NSS.

"I am appreciative of your efforts in the recent Community Chest Campaign. Your participation was very helpful in bringing to the attention of the personnel of the Defense Department the worth-while purposes of the Chest Campaign.

"In this way, funds are solicited for many agencies which are necessary in our community life, to benefit the aged and the young, aid the sick and distressed, and provide for the physical and moral training of our youth. By helping these local organizations, we make an investment in community welfare for the betterment of all.

"Please accept my personal thanks for your support and cooperation. Through you I wish to thank each of your coworkers and those who generously contributed to this worthy and humanitarian cause."

Sincerely yours,

C. E. Wilson

Chairman, Department of Defense  
1954 Community Chest Campaign

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## EVENING of MUSIC PRESENTED

by "GLEE MEN"

The "Glee Men," NSA Men's Glee Club, gave their second public performance on December 16. The Christmas concert, presented to a very enthusiastic and appreciative audience at the Commerce Auditorium, reflected much preparation by true artists.

To have a club of fifty members sing for us, many of whom have done concert work in Europe as well as this country as vocalists, instrumentalists, conductors, and teachers, is indeed a privilege.

Miss [redacted] was guest conductor for the evening and [redacted] narrator.

The Glee Club is under the direction of Mr. Frank Lewis, PROD. Many of the numbers for the concert were arranged by [redacted] and Mr. Frank Lewis.

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Next month we shall introduce our new Vice Director, Brigadier General John B. Ackerman, USAF.

# THE "HOW COME" FACTS ON INCOME TAX

by H. T. McDaniel  
Chief, Payroll Section

"I am Mr. Morgan," the slightly perturbed gentleman announced, as he approached my desk, "and I want to know why you people here in Payroll don't withhold enough tax from my salary. I always have to pay \$200 or so, come March 15."

"Oh, so it's taxes! Well, Mr. Morgan, just a moment. Let's check your record."

Returning with Mr. Morgan's pay-record card, I noticed he earned \$7040 a year and claimed three exemptions. "Your withholding tax is determined by the Internal Revenue Department's percentage method of computation as follows:

Bi-weekly gross pay	\$270.77
Deduct \$26 for each exemption (26 x 3)	<u>78.00</u>
	\$192.77
Balance multiplied by 18%	<u>.18</u>
Withholding tax for each bi-weekly pay period	\$ 34.70

"Now let's see how that works out on a yearly basis," I tell him, "Which can be determined by multiplying each of the bi-weekly figures by 26."

"26--why 26?" he roars.

"Because that is the number of pay periods in a year." I replied. "On a yearly basis this is figured as follows:

\$270.77 x 26	\$7040.02 per annum salary
78.00 x 26	<u>2028.00</u> per annum exemption
192.77 x 26	\$5012.02
	<u>.18</u>
34.70 x 26	\$ 902.16 per annum withholding

"But that is insufficient by a considerable margin," Mr. Morgan said.

"In your particular case that may be, but you will find that figure is within a few dollars of the actual tax liability for a man whose wife has no income and files on a joint return basis, claiming the standard deduction. It is *your* responsibility to make the necessary adjustments. The purpose of the declaration of estimated income tax is to provide a basis for paying, currently, any income taxes due, in excess of the tax withheld from wages, salaries, and other payments for personal services.

"You may also be interested to know this--and I am reading instructions contained on the back of a U. S. Treasury Department Form W-4 entitled 'Employees Withholding Exemption Certificate', quote, 'Do not claim more than the correct number of exemptions. However, if you expect to owe more income tax for the year than will be withheld, if you claim every exemption to which you are entitled, you may increase the withholding tax by claiming a smaller number of exemptions.' Unquote."

"What is the effect of claiming one less exemption here?" Mr. Morgan inquired.

"Recomputing on a bi-weekly basis amounts to a difference of \$4.68 if you claim two exemptions. In other words, a yearly difference of \$121.68 additional tax is withheld."

"One further question, why should there be any difference between my per annum salary, \$7040, and the figure shown on my Form W-2 withholding statement?"

"The Payroll Office is required to prepare all such annual reports on the CASH BASIS. Cash basis means all items of taxable income actually or constructively received during the year. Income is constructively received when the amount is credited to your account, or set aside for you, and may be drawn upon by you at any time. Your return must be on the cash basis unless you keep accounts on the ACCRUAL BASIS, in which case you report income when earned, even though not received.

"Pay checks are dated approximately 10 days after the close of the bi-weekly pay period. The first check included on your 1953 pay record is for the pay period 13 December - 12 December, 1952 and in a similar manner, the last pay check you will receive (actually or constructively) will be for the period 29 November - 12 December, 1953. Thus your W-2 Form will include exactly 26 pay periods. However, some personnel were paid on the alternate pay period. The last check they received in 1952 was for the period 6 December - 20 December, 1952. Then they were paid for one week, 20 December - 27 December, 1952, and every two weeks thereafter. The W-2 Forms for these persons will include 25½ pay periods. Have I explained the withholding policy satisfactorily?"

"Yes, thanks," Mr. Morgan said. And as he was walking out through the double doors, I heard him mumbling, "Guess I'll have to cut one or two exemptions and stay ahead in the game."

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## CHANGE IN NAVY ENLISTED PAY DAYS

Starting December 31, 1953, regular pay days for enlisted personnel will be held on the 15th and the last day of each month.

In the event that the 15th or the last day of the month falls on a Saturday, Sunday, or holiday, pay day will be held on the first following work day.

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There is very little difference between one man and another, but what little there is, is very important.

— William James.

# NSA Length of Service Awards

Length of Service Awards are being presented to all eligible NSA personnel. A total of 1320 years is the accumulated service of the first group having 30, 20, and 10 years with this and predecessor Agencies. Three types of Certificates of Appreciation are presented, one for each category.

[redacted] NSA-40, Agnes Driscoll, PROD, RADM J. N. Wenger, USN, former Vice/Director, William F. Friedman, S/Asst., [redacted] NSA-40, were presented Certificates of Appreciation for 30 YEARS SERVICE.

In the 20 YEAR SERVICE group PROD is represented by Abraham Sinkov, [redacted] R/D, Solomon Kullback, Edward N. Dinaley, Jr.; C/SEC, Harry L. Clark, [redacted]

There are 103 members in the Office of Communication Security who qualified for the 10 YEARS SERVICE award. Certificates were presented to 96 members of this group.

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## SOUND FAMILIAR?

"In every office and home where there are people who have accumulated some capital you will hear complaints that government by its system of taxation has robbed men of incentives. The creator of an estate is looked upon as a criminal who must be fined heavily for what he has done.

"One critic expressed himself in these words:

" 'When I was a boy, it was considered not only safe but honorable to create an estate, so that almost all men of standing wished to add to their possessions, and felt a certain dignified honor in prospering, but now one must apologize for any success in business as if it were utter violation of the moral law, so that today it is worse to seem to prosper than to be an open criminal.'

"Maybe you'll feel better when you learn that it was a Greek citizen by the name of Oso-crates who said that in the fifth century B. C."

[redacted]

NSA Length of Service Awards are granted to all civilian and military personnel who have completed 30, 20, and 10 years faithful and satisfactory service. Service includes honorable civilian and/or military duty with NSA, ASA, AFSS, or their prior designations.

Approximately 450 civilian members of this Agency have completed 10 YEARS SERVICE. Because the first group to qualify for this award is a large one, Certificates of Appreciation are being prepared by organizational segments, and every effort is being made to obtain as complete a list as possible. However, in the event that any names are omitted from the initial list of eligibles, we would appreciate those persons advising Civilian Personnel Branch of this and corrective action will be taken.

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## ROOM FOR GLOOM

The pessimist's face  
Is never so long  
As when things he's decried  
Refuse to go wrong.

-The Office Economist, April 1952.

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## CREDIT UNION MEMBERSHIP INCREASING RAPIDLY

Since March 1953, when the Credit Union was established, it has grown into a thriving enterprise with a total membership of 908, a total balance of shares--\$31,803.69, and a loan balance of \$28,049.80.

[redacted] Treasurer, conducted business on an after-hour basis until recently. However, because of the rapid growth of the organization, it was necessary to employ a part-time treasurer. [redacted] is now filling this position, and business may be transacted during working hours on Fridays--11:30 to 1:00 and 4:00 to 4:30.

As soon as space is obtained for permanent quarters, the office will be open several days a week.

Locations and hours will be published at an early date.

## POSITION CLASSIFICATION

### Job Analysis

Q. WHAT IS JOB ANALYSIS?

A. The complete process of examining and grouping positions into jobs. This is accomplished by a Position Inquiry to obtain the facts. The facts are reviewed to determine the major duties. The major duties are grouped into a position and subsequently, the positions are grouped into jobs.

Q. WHEN WILL A POSITION INQUIRY BE CONDUCTED?

A. 1. When requested by the operating official (i.e. if an employee's duties have increased, or decreased, etc.).

2. When initiated by the civilian personnel office (i.e. Position Survey is conducted).

Q. WHAT INFORMATION SHOULD BE GIVEN TO THE POSITION CLASSIFIER AT A POSITION INQUIRY?

A. 1. Actual duties performed and percentage of time spent on each duty.

2. Procedure for each duty and equipment necessary.

3. Purpose of each duty (to clarify its relationship to the work objective).

4. Type and extent of direction, instruction, and guidance received from supervisor; review of work by supervisor (if any); and regulations and guidelines governing the work (if any).

5. Working conditions.

Q. WHAT METHOD DOES THE POSITION CLASSIFIER USE TO OBTAIN THE INFORMATION NECESSARY TO PREPARE A JOB DESCRIPTION?

A. 1. Personal Interview with the employee and supervisor involved when a position is "occupied."

2. Interview with the immediate supervisor when a position is vacant.

3. When a group of positions exist which encompass identical duties, an additional position may be established without interviewing each individual employee.

Q. WHAT BACKGROUND INFORMATION IS NEEDED BEFORE THE CLASSIFIER CONDUCTS A POSITION INQUIRY?

A. A study of organizational charts, existing job descriptions related to the organizational segment; statutes and regulations governing the work of the organization, work reports and assignment records, manuals and publications showing responsibilities of the organization, and grade level standards prepared by the Civil Service Commission or the Department of the Army.

Q. WHEN IS JOB DESCRIPTION PREPARED?

A. After it has been determined that the major duties and job controls are unique.

Q. WHAT SIGNATURES ARE NECESSARY ON A JOB DESCRIPTION?

A. 1. The supervisor immediately responsible for the duties certifies that the description is accurate.

2. The Classifier who conducts the inquiry certifies that the job description, based on information secured from the incumbent and/or the supervisor, is accurate.

Q. WHAT PURPOSE DOES THE JOB DESCRIPTION SERVE?

A. 1. Aids in recruitment, examination, selection, placement, and training of personnel.

2. Furnishes specific information about tasks used in developing performance requirements.

3. Provides a record of jobs held by an individual for later use in qualification analysis and establishment of reemployment rights.

4. Aids in developing standard occupational terminology for general personnel administration purposes.

### EARLY SEPARATION OF ARMY ENLISTED PERSONNEL

Attention Army enlisted personnel - D/A Cir 94 provides for the early separation of enlisted personnel, including inductees who have not more than three months remaining on their required period of service, in order to return to or to enter school by a specified deadline, or to accept employment of a cyclic nature. Eligible personnel may contact MilPers, 60496, for further information.

#### RESTRICTED RIFED

President Eisenhower has eliminated the use of the *RESTRICTED* classification. Result: all Agency *RESTRICTED* material has been declassified, WITH THE EXCEPTION of certain material now upgraded to "Confidential."

See your supervisor for additional information. (Presidential Order Affecting Security Classification published by AG.)

### KNOW YOUR "TOURNIQUETS"

First Aid Classes will be given to NSA employees at the Arlington Red Cross Chapter House, Arlington Boulevard (opposite the main entrance of AHS). We are protecting ourselves as well as our friends: if we are prepared for emergencies. Enroll in these First Aid Classes. Arrangements may be made through Employee Relations Section, Phone 147/545

## FORT MEADE MOVEMENT NEWS

### SCHOOLS, CHURCHES, MARYLAND TAXES, AND ADDITIONAL HOUSING INFORMATION

Since the Christmas edition of the Newsletter, MOVEMENT ACTIVITY BULLETIN BOARDS have been set up in Buildings 17 and 19 at NSS and at the School. Complete listings of churches and schools, within commuting distance from Ft. Meade, are available here. The following articles on schools and churches are not intended to duplicate these lists but to present the general situation as it exists today and to forecast developments anticipated in the future.

In the Maryland tax articles, the rates quoted are the latest published for 1954.

Again, housing information is included as statistical survey results are forwarded by [redacted] the NSA representative in the Ft. Meade area.

#### SCHOOLS

State and County School Officials have been most cooperative and have indicated that sufficient funds will be set aside for the additional school load as soon as the necessary information is furnished, such as: the approximate number of children at the various grade levels who will attend Maryland schools due to the relocation of NSA. During 1954-55 plans have been made to build eight schools in Montgomery County, Maryland. Prince Georges County has just completed plans for two elementary schools, each comprising twelve classrooms. These schools will be ready for occupancy in time for the fall term of 1954. Additional schools are planned for Morningside and Woodridge.

At present there are excellent public school facilities, both elementary and secondary, in Maryland. The elementary school nearest the Ft. Meade Site, comprising grades one to six, is located in the rear of Meade Heights. The new junior-senior high school at Gambills, two miles from the Post, is modern and up-to-date in every respect and offers accredited college preparatory courses. Parochial Schools in Laurel, Maryland, comprising grades one to twelve, are available to residents of the Ft. Meade area.

#### CHURCHES

There are Protestant and Roman Catholic churches in the immediate vicinity of Ft. Meade. Jewish synagogues are located in Baltimore, Annapolis, and Washington.

Located on the Post are three chapels which hold regularly scheduled Protestant, Roman Catholic, and Jewish services. All personnel living or working on the Post may attend special services during working hours.

#### MARYLAND TAX RATES

##### County and City Taxes

In the State of Maryland tax rates vary with the different counties and are subject to change from year to year.

The county tax is determined by the assessment of the individual's property--50 to 100 percent of the actual value--depending upon type of house, location, age, etc. The county assessment of property is also the basis used to compute the State real estate tax rate--six-tenths cent per \$100--which is included in the county tax bill. In addition to the county tax and State real estate tax, special taxes are levied by various counties. These are determined by the exact location of the property, the proximity of the property to the Metropolitan areas of Baltimore or Washington, special sources of water in the area, etc.

Districts within each county may have their own special taxes. City taxes, if any, are included in the county tax, with the exception of Baltimore City which is not a part of any county and has its own tax rates.

With the exception of farmers and owners of business property, the various counties and cities do not levy a personal property tax on individuals.

##### State Income Tax

THE MARYLAND STATE INCOME TAX LAW REQUIRES that all RESIDENTS and NON-RESIDENTS whose gross income exceeds \$1,000, if single, or \$2,000, if married, file with the Comptroller, Annapolis, Maryland, by 15 April of each year, an income tax report.

RESIDENT means any individual who is living in the State of Maryland on the last day of the taxable year, and every other individual who, for more than six months of the taxable year, maintains a home within the State, whether living in the State or not. Any individual who moves from Maryland to another state will have to pay Maryland income tax on income received during the time he was termed a RESIDENT. He will also be responsible for income tax to the state to which he moved for the remaining portion of that year.

NON-RESIDENT is any person who is employed in Maryland or receives income from any source within the State of Maryland but resides outside the State. NON-RESIDENTS are required to file an income tax report with the State of Maryland. Taxes will be paid to Maryland on that portion of income earned or received within the State, providing the amount of tax due the State of Maryland is greater than the amount due the State of Virginia or the District, wherever the NON-RESIDENT resides.

MILITARY personnel maintain their original residences, or permanent residences, and are not obligated to the State of Maryland, in accordance with the "Soldiers and Sailors' Relief Act."

##### State Miscellaneous Taxes

In addition to the above taxes, the following taxes are levied and are applicable to the average individual: Retail Sales Tax--two percent of all purchases; Amusement Tax--one-half of one percent; Gasoline Tax--six cents per gallon; Motor Vehicle Titling Tax--two percent of the fair market price of the automob-

bile (this tax is imposed each time a new title is obtained in Maryland); Automobile Licenses---\$20 or \$30 for passenger cars, depending upon weight; Liquor, Wine, and Beer Tax---\$1.25 per gallon on liquor, twenty cents per gallon on wine, and thirty cents per gallon on beer.

**HOUSING**

**Dormitory facilities**

There are several dormitories located on the Fort Meade Site for occupation by unmarried civilians, both male and female, who work on the Post. However, these buildings are fully occupied at this time and anyone desiring this type of accomodation must place his name on the waiting list.

Rent for a one-bedroom and sitting room with an adjoining bath is \$13 per month. These units are completely furnished. Each dormitory has laundry facilities. No electrical appliances are allowed in rooms with the exception of television sets, radios, and phonographs.

**Kirkwood Apartments**

Located within 25 Minutes driving time from the NSA Ft. Meade Site are the Kirkwood Apartments, 5800 Ager Road, West Hyattsville, Maryland. A one-bedroom apartment rents for \$73.50 and a two-bedroom apartment for \$81.50. Rent includes all utilities. Outstanding features of these apartments are: spacious rooms and play areas, nearness to a shopping center, bus stops, schools, and churches.

**Quincy Manor Apartments**

The Quincy Manor Apartments, 55th Avenue and Quincy Street, Bladensburg, Maryland, are within 20 minutes driving time from the NSA Ft. Meade Site. The rental for a one-bedroom apartment is \$57 to \$61.50, plus utilities, and a two-bedroom apartment rents for \$67 to \$74.50, plus utilities.

**Fern Glen Manor**

Since the release of the Christmas edition of the Newsletter, the price of the houses located at Fern Glen Manor has been raised to \$5795. Ground rent remains the same. The "Sample Financing" under the FHA will be altered to coincide with the new price.



**POSTER PRIZES AND MUSIC FUNDS VOTED BY RECREATION COUNCIL**

The recreation Council elected [redacted] NSA Technical Information, Secretary, and [redacted] USAF, PROD, Treasurer, at their January 5 meeting.

The Council voted to buy music holders and additional choral arrangements for the Men's Glee Club.

Prizes to be awarded for Security Posters (Security Poster Contest-page) also will be furnished from Council funds.

**ARLINGTON HALL STATION CIVILIAN WELFARE FUND COUNCIL**

Post civilian welfare funds provide non-appropriated money for civilian welfare services and activities. Their usage and administration is governed by Department of the Army and Air Force Regulations.

The Arlington Hall Station Civilian Welfare Fund is administered by a custodian, appointed by the AHS Post Commander, in accordance with policies determined by the Civilian Welfare Council. The Council consists of the Commanding Officer, AHS, as honorary chairman, a custodian, and six civilian employees.

Council members and their alternates are elected annually for a period of two years. The present Council is composed of the following:

- Honorary Chairman, [redacted] Col. USA
- Custodian, [redacted] Chief, Civilian Personnel Branch
- Advisor, [redacted] Ext. 147/384
- President, [redacted] Ext. 147/444
- Secretary, [redacted] Ext. 147/670
- Members: [redacted] Ext. 147/576; [redacted] UNCODED Ext. 147/686; [redacted] Ext. 147/305; and [redacted] Ext. 147/787.
- Alternate Members: Albert Sayre, Ext. 147/320; [redacted] Ext. 147/592; [redacted] Ext. 147/480; [redacted] Ext. 147/629; [redacted] Ext. 147/495; and [redacted] Ext. 147/517.

The Council directs, improves, maintains, and initiates facilities and activities that contribute to the welfare and morale of civilian employees of all components serviced by the NSA-ASA Civilian Personnel Officer. Operating funds are received from non-appropriated sources such as the Post Cafeteria, which contributes two percent of their net profits monthly, and proceeds from vending machines located at Arlington Hall Station.

The following are some of the activities sponsored by the Council: administration of a loan program; annual purchase and distribution of Christmas trees; support of civilian softball and bowling leagues; installation of the outdoor snack bar and drinking fountain at AHS with the cooperation of the AHS Post Restaurant Management; purchase of picnic tables, benches, gravel, and refuse containers; provision for a part-time "clear up" man for the recreation area at AHS; purchase of lounges for ladies' washrooms at AHS; purchase of First Aid Kits for buildings having no emergency room facilities; sponsorship of free lending library; maintenance of picnic and related equipment for free loan to employees; and purchase, installation, and repair of various restroom facilities and equipment.

Suggestions for new or additional welfare services are welcomed and will be given full consideration by the Council. Direct your suggestions to one of the council members listed above.

**PROFICIENCY BUILDING COURSES**

Proficiency building courses, like the shorthand refresher course already given to thirty stenographers at AHS, are planned by the Special Courses Branch of the School at an early date.

**NSA SECURITY EDUCATION PROGRAM  
SECURITY POSTER CONTEST  
MONEY!!! RECOGNITION!!! PRESTIGE!!!**

Here's a chance for NSA personnel to display their latent artistic talents. If you have ever wanted to draw, here's the chance to do it and win money as a result. The Security Division, with the cooperation of the Recreational Activities Committee, is sponsoring a security poster contest. Here's your opportunity to help Security put out the kind of posters which appeal to everyone, because they will be posters suggested by YOU and drawn by YOU. Your ideas may win you as much as \$20 for just a little effort and time on your part. All entries will be displayed in the lobbies of the various buildings throughout the installations. Submit one entry or a dozen. Win one of the prizes and have the pleasure of seeing your poster reproduced and displayed throughout NSA. Read the rules below and then get going!

1. This contest is open to all employees of the National Security Agency except personnel of NSA-1601.

2. Security posters will be submitted between 1 Feb 54 and 26 Feb 54. Contest closes 1630 hours 26 Feb 54.

3. Winners will be announced on 15 Mar 54. The following prizes will be awarded: 1st prize - \$20.00; 2nd prize - \$10.00; 3rd prize - \$5.00; 4th prize - \$3.00; 5th prize - \$2.00; 6th to 10th prizes - honorable mention.

4. The judges' decision will be final and all entries submitted become the property of the NSA Security Division. Subsequent use thereof will be their prerogative.

5. Entries will be judged on originality and idea conveyed rather than on solely artistic ability.

6. Entries will be displayed during the contest period in the main entrances of Building 17, NSS and A and B Buildings, AHS.

7. Entries may be submitted in black and white or color. Ink or water color is preferred. Entries submitted shall be not less than 8 x 10 inches nor more than 17 x 22 inches in size. The winning posters will be reproduced on 17 x 22 inch stock.

8. Persons submitting entries will include their name, division, section number, and telephone extension on a separate sheet of paper attached to the entry by paper clip or staple.

9. There is no limit to the number of entries an individual may submit.

10. All entries will be submitted to the Security Office in any of the following buildings: NSS - Rms. 17103 or 17112; A Building, AHS - Rm. 1044; B Building, AHS - Rm. 1036; U Street School - Rm. 101.

11. Further information may be obtained by calling extension 60436.

12. The following persons will be judges for the contest:

Col. Edwin B. Cooper, COMP, (Chairman)

Mr. Henry B. Stauffer, R & D

[REDACTED] COM/SEC

[REDACTED] PROD

[REDACTED] PROD

**OFFICIAL RECOGNITION OF ARMY RESERVE  
OFFICERS' AND WARRANT OFFICERS'  
CIVILIAN SCHOOLING**

To assist Army Reserve officers and warrant officers attain official recognition of their efforts in furthering their civilian education, Department of Army evaluations, as provided in SR 355-30-10, will be made for Reserve officers and Warrant officers on extended active duty and action initiated to have their records changed when appropriate. This evaluation is for Army purposes only and will not necessarily coincide with an evaluation made by a civilian college or university.

Reserve officers and warrant officers on extended active duty who wish an evaluation will initiate a letter through channels to the commanding general of the appropriate continental army, Military District of Washington, or oversea command, ATTN: TI&E officer. All official transcripts (or photostats) of credits earned at accredited colleges or universities and United States Armed Forces Institute (USAFI) military test reports will be inclosed.

Complete instructions have been published in PERS D/F, dated 8 December 1953, Subj: College Evaluation. For further instructions contact Military Personnel Branch, extension 60496.

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**NSA AIR FORCE RESERVE UNIT  
BEING FORMED**

NSA Air Force reservists are forming a reserve unit to support NSA in the event of mobilization.

If you are an Air Force reservist, or if you are interested in becoming an Air Force reservist, here is an opportunity to meet people having interests similar to your own.

Members will meet at one of the NSA installations and will discuss the latest in Air Force and NSA developments. If funds are available, there will be two-week tours of active duty training annually.

For attending meetings, points for promotion and retirement are earned. (The law permits Civil-Service and Military retirement to build up simultaneously.) For two-week tours of active-duty training, you receive both your NSA and your Air Force pay.

[REDACTED] (Ext: 60682) of the PERS Planning Group is handling the paper work and will be glad to answer any questions.

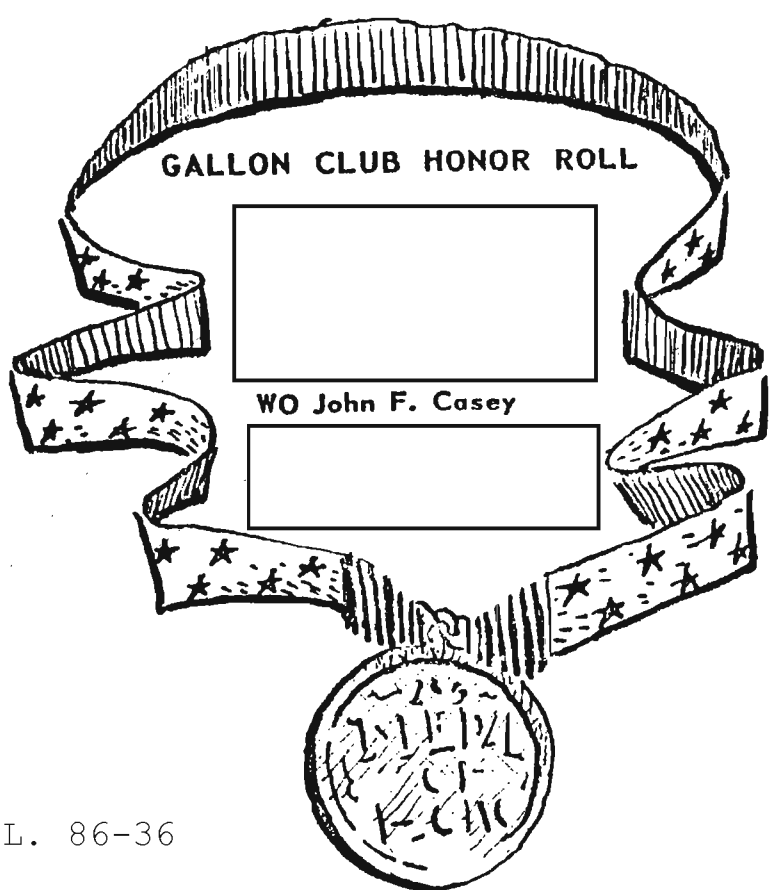


**ONE THING YOU CAN BE SURE --  
THE NEED FOR BLOOD NEVER CEASES**

With the polio season behind us, there has been a decline in the number of blood donors. However, with the increasing use of whole blood for the treatment of diseases and surgery, the need for blood continues. We must give and give regularly to keep up our supply.

The Bloodmobile will be at the following locations on the dates indicated:

Post Gym	1 Feb 1954
Hecht Co.	8 Mar 1954



(b) (3) - P.L. 86-36

**200,000 Children Receive GAMMA GLOBULIN  
Thousands more will need inoculations**

With the launching of a Polio Prevention Program, the National Foundation for Infantile Paralysis signals the world that we are now entering a new and significant phase in the fight against polio.

A polio vaccine and Gamma Globulin! These are the two weapons developed by March of Dimes scientists that are opening a new and costly battlefront in the fight.

The polio Prevention Program alone will cost the March of Dimes twenty-six million dollars in the coming year. When you add this to the National foundation's basic program of patient-care, research, and education, at least seventy-five million dollars must be raised to finance the polio fight for 1954.

We must all join the March of Dimes to make the program for 1954 a victorious one.

**PROPOSED CHANGE  
IN NAVY FITNESS REPORT**

The Director of Officers' Records Division, USN, the Pentagon, has advised that the Navy Fitness Report and instructions regarding its preparation and submission are currently in the process of revision and in all probability will be published and distributed by July 1954. The overall format of the fitness report has been altered only slightly, but it now incorporates a great deal more. Some proposed additions to the form are: justification must be made for officers marked "outstanding"; a table is provided to compare rated officers with others in the same grade and with the same length of service; reporting Senior must also indicate how many officers, among the group he is rating, have been marked as "outstanding," "excellent," etc.

**AUTOMOBILE REGISTRATION DATES  
RESCHEDULED**

The registration of automobiles at AHS has been rescheduled since the Christmas edition of the Newsletter. The new schedule is as follows:

- 4 January 54 thru 16 January 54 - A thru E
- 11 January 54 thru 30 January 54 - F thru K
- 1 February 54 thru 13 February 54 - L thru R
- 15 February 54 thru 27 February 54 - S thru Z

1 March through 6 March 1954 will be set aside for those who are unable to apply on the above scheduled dates.

**WANTED—People for Management Activities**

With increased emphasis being given to NSA management programs for the future, it is anticipated that Agency management staffs will be expanded considerably over the next six months.

Acceleration of the work measurement program alone requires more Agency personnel than are currently assigned to this activity.

If you have related experience or are interested in management or industrial engineering as a career field you should plan to take advantage of this opportunity at the time information is officially announced by your Employee Utilization representatives.

[Redacted] USAF, has been assigned as Assistant Director for Administration, PROD, replacing [Redacted] USAF, who has been reassigned to Hq, USAF.

## DIVISION 93'S OPERATION SANTA CLAUS

It's a simple thing to make a child happy at Christmas time . . . a wagon, a doll, a ball and bat . . . such little things. And yet, to needy parents, such heartbreakingly unattainable little things. Unattainable, that is, unless someone just a little more fortunate reaches out a helping hand.

Folks in Division 93 are starting the New Year with a nice, warm glow in the pit of their hearts because we held out helping hands to literally dozens of eager, expectant children, making their Christmas so very merry that they never once suspected they were children whose names temporarily graced somebody's "indigent" list.

Perhaps you saw some of the wonderful toys which we were able to provide. There were baseball bats and soft balls, ping-pong sets, skates, dozens of games, wagons, tricycles, guns and holsters, wild-west cowboy hats, dishes, and baby dolls that smelled exactly like Johnson's baby powder. A ten-year old "Polly Pigtales" who wanted a real baby-sized doll buggy got not only the buggy, but one of the fragrant Joan Palooka dolls, besides.

Gaily colored scarves which we sent to the girls at the Industrial Home School last year were such a hit that we sent 50 more this year.

A young mother on the D. C. relief roll who has a limited time to live, received a pretty slip and a warm sweater. Her two-year old son, who may have a different mother by next Christmas, got a red tricycle, a monkey that turned summersaults and a gun that shot sparks. Unfortunately, we did not learn until too late that they had no tree to go with the gifts.

All of the toys were displayed around the division Christmas tree before being distributed to the Arlington Public Welfare, Catholic Charities of Northern Virginia and the Industrial Home School at Blue Plains, D. C. On Christmas Eve, they were delivered to all the good little girls and boys on our list by old St. Nick himself, riding, we are told, comfortably atop a flying Yellow Cab.

Two other branches (7243 and 7632) which heard of our Christmas plans, added ten dollars each to our fund, making it possible for us to present a cash contribution of \$50 to the Arlington Community Christmas Committee. The agencies forming this committee, including Family Service of Northern Virginia, Salvation

Army, Boy Scouts, Rotary Clubs, etc., purchase toys and necessities to stock their own Christmas "store. From this store the needy parents may then select toys and small luxuries for the holidays.

In addition, a cash gift of \$10 was used to purchase fresh fruit which was served at the Home for the Aged and Infirm at Blue Plains, D. C., on Christmas Day.

After all this, we still had \$30 set aside for our party. Punch and cookies on a table, gay with holly leaves and Christmas beads, and a 30-minute program featuring talent from each branch of the division were a complete success.

In fact, although Division 93 initiated this Christmas plan for the first time only a year ago, the whole project was an overwhelming success both in 1952 and in 1953. The pleasure we were able to afford to so many children this Christmas was no greater than the pleasure we experienced from our yearly "Operation Santa Claus."

## THE USDA GRADUATE SCHOOL

The USDA Graduate School has organized a spring program of more than 190 courses including ones in:

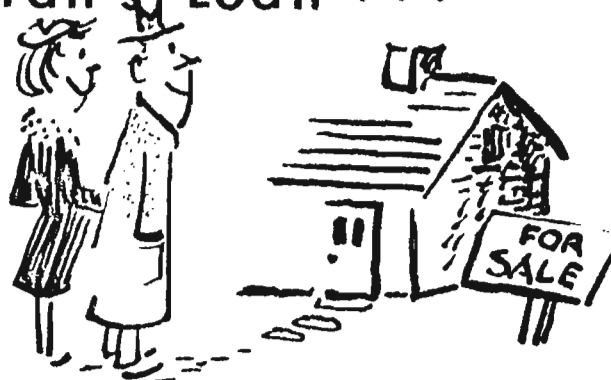
Biological and Physical Sciences  
Foreign Languages - English Composition  
Speech - Mathematics and Statistics  
Federal Government Procedures  
Government Letter and Procedure Writing  
Shorthand, review, beginning, and reporting  
Public Administration - Accounting  
Economics - Sociology - Psychology  
Transportation  
Surveying and Mapping - Meteorology  
Art - Photography - Lithography  
Interior Decoration

Registration will be held in the Patio of the U. S. Department of Agriculture's Administration Building from January 30 through February 6. For detailed information call the Graduate School Business Office on REPUBLIC 7-4142, Extension 6337. Further information concerning registration may be obtained from NSA Training Division.

## FOR IMPORTED AND DOMESTIC DELICACIES

The NSA Duty Officer, his NCO assistant, and the NSA Security Watch Officer at NavSecSta may now mess at The Marine Mess.

## 6 steps in arranging a Veteran's Loan . . .



**1. Find the Property Suitable for Your Needs.**



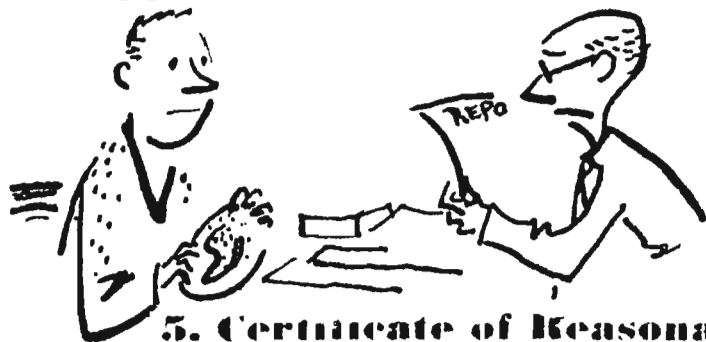
**2. Go to a Bank or Other Lending Agency.**



**3. Present Your Plan and Original Discharge.**



**4. Property Is Appraised by Approved Appraiser.**



**5. Certificate of Reasonable Value Goes to Lender**



**6. If Application Is Approved You Get the Loan.**



## N. SERVICE FOR VETS

In the newly established Employee Relations Section of the Personnel Division, provision has been made for the establishment of a Veteran's Affairs function. This service is set up to save the veteran the time and expense involved in going to the VA Regional Office.

The Personnel Services Unit of the Employee Relations Section now carries stocks of various VA forms. These forms may be obtained in Headquarters Building, Rm. 110. Ext. 147/370

### CIVILIAN EMPLOYEES --- KEEP YOUR 201 FILE CURRENT

The importance of keeping the Official Personnel Folder--201 File--current cannot be overemphasized. The 201 File is the basic source of information used by the Civilian Personnel Branch in processing any personnel action.

Under the present promotion policy it is important that all information which concerns additional training, experience, or special commendations be placed in your 201 File. Information to be included in the 201 File will be forwarded through the supervisor to the Administrative Section of the Civilian Personnel Branch. Material may be abstracted from the 201 File by the employee under the supervision of the Chief, Administration Section.

Capt. J. S. Holtwick, Jr., USN, has been assigned as a Special Assistant to the Director.

### EXTRAS

Classes of social dancing will begin in February for NSA employees. As soon as a definite date is established, it will be announced. Mr. Malcolm Robertson, PROD, will instruct.

Watch the bulletin boards for the first meeting of the Girls' Glee Club "Caroleers." Meeting and rehearsals will be held at the NCO Club-AHS, probably on Wednesdays, during the noon hour.

These groups are sponsored by the NSA Recreation Association. Membership is open to all Agency personnel.

[Redacted] Special Assistant, Technical Information Division, left the Agency on November 10 for major surgery and is now convalescing at home. The Newsletter joins the people of NSA-18 and [Redacted] many other friends throughout the Agency in wishing him a speedy recovery and an early return.