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May 1954

Washington, D.C.

No. **7**

FOUND: Parker 51 fountain pen found by Mrs. Jean Loyd, Bldg. 19, Rm. 416, Ext. 60513.

LETTER TO THE EDITOR

26 April 1954

PERS "SPOTLIGHTS"

CIVILIAN PERSONNEL MANUAL. If you want to check your copy of the NSA Civilian Personnel Manual to be sure it is current, or if you want to compile a new Manual, consult CPM Transmittal Letter No. 80 published 15 April 1954—all the information you need is there. Copies of the Transmittal Letters may be obtained by calling AG Publications, extension 60219, at NavSecSta.

Any questions regarding *interpretation* of policies and procedures should be referred to Regulations Section, PERS, extension 60697, at NavSecSta.

Any questions on the *application* of policy and procedures to an operational problem should be referred to your Civilian Personnel Representative.

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MILITARY PERSONNEL POLICY MANUAL. The MPPM is being reviewed and will be revised to reflect new or changed forms, and new or changed operating procedures.

Any question regarding *interpretation* of policies and procedures should be referred to Regulations Section, PERS, extension 60697, at NavSecSta.

Questions pertaining to the *application* of policy and procedures to an operational problem should be referred to the Military Personnel Representatives, extension 60680, at NavSecSta.

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LENGTH-OF-SERVICE RECOGNITION PROGRAM.

Plans are underway to transfer the responsibility for the NSA Length-of-Service Recognition Program from COMP to PERS. Look in an early issue for a report on the status of the program.

NSA has a surprising number of "old timers" in the 10, 20, and 30 year categories (either as a civilian, military, or a combination of both).

Please hold your questions until the new NSA Regulation on the subject has been published.

TO THE EDITOR:

Just a word of congratulations on the fine job you and the staff are doing on the Newsletter. Of all the publications received in MilPers, I can say sincerely that your Newsletter is the most widely read. In addition to the enjoyment, and interest we receive from the Newsletter, the opportunity it provides for MilPers to disseminate items of interest to military personnel and their supervisors is greatly appreciated. Looking forward to future editions.

Sincerely,

Bettie J. Morden
1st Lt. WAC
MilPers Branch

* * *

SWIMMING TIME IS HERE

Listed below are some of the swimming pools opening in May in the Washington-Metropolitan area. For additional information, call Employee Relations, Code 131 Ext. 60624.

Ambassador Hotel, Ambassador Swimming Pool, 1412 K St., N.W.

Anacostia, Fairlawn Pk., S.E.

Banneker, Howard Place and Georgia Ave., N.W.

Chevy Chase Lake, Chevy Chase, Md.

Francis, 25th and N St., N.W.

Georgetown, 34th and Volta Place, N.W.

Glen Echo Amusement Park, Glen Echo, Md.

Johnson Memorial Pool, 1st and Payne St., Alex., Va.

McKinley, Randolph Pl. and Lincoln Rd., N.E.

Potomac, Haines Point

Rosedale, 17th and Gales, N.E.

Sheraton Park Hotel 2800 Woodley Rd., N.W.

Swimming Pool, 1610 Cameron St., Alex., Va.

Takoma Park, 4th and Van Buren, N.W.

This Newsletter is published, as required, by the Personnel Division to provide information of interest to all Agency military and civilian personnel. Suggestions and articles are welcomed and should be forwarded to the Editor, NSA Newsletter, PERS, Rm. 17-212, Tel. 60427.

CAPTAIN LAURENCE H. FROST, CHIEF OF STAFF

Captain Laurence H. Frost was born in 1902 in Fayetteville, Arkansas and graduated from the U.S. Naval Academy in 1926.

After serving in the USS MISSISSIPPI and USS ELLIOT, he received post-graduate instruction at Annapolis in General Line and Applied Communications. He was then transferred to the staff of COMDESRON ONE of the Scouting Force, on which he served as Radio Officer, first in USS DALLAS, and later in USS INDIANAPOLIS. He was aboard the INDIANAPOLIS when that cruiser took President Roosevelt on a good-will tour to the Argentine Republic in 1936.

Captain Frost's next cruise was as Aide and Flag Lieutenant to COMCRUDIV FOUR, in USS NORTHAMPTON, after which he was assigned to duty in the Communication Division, Office of Chief of Naval Operations.

His first command, the destroyer USS GREER, was attacked by a German submarine in United States waters during September 1941. He was next ordered to fit out the USS WALLER and in command of that ship, fought in the Southern Solomons and in the New Georgia Operation until 1943. The WALLER contributed essentially to the sinking of two Japanese destroyers and took important part in mine laying operations, shore bombardment, and invasion preparations in the Solomons; for his part in these operations, Captain Frost was awarded the Silver Star with Gold Star in lieu of a second award and the Bronze Star. On his next assignment he received the Legion of Merit for his efficient maintenance of large scale naval communications as Communications Officer on the staff of Commander Air, Central Pacific Task Force.

His post-war duty included a tour in DNC, Command of DESRON SIX, and instruction at the National War College, from which he was graduated in 1951, then assuming command of USS MANCHESTER. (A model of this ship is in the lobby of building 19). He was awarded a Gold Star in lieu of a second Legion of Merit for the operations of his ship against enemy forces in Korean Waters.

In April 1952 he was transferred to duty as Chief of Staff and Aide to Commander, FIRST Fleet, and a year later was ordered to the NSA Directorate as Chief of Staff. His selection for the rank of Rear Admiral was approved by the President on July 24, 1953.

NAVY OFFICER TRAINING

Qualified career-minded warrant and enlisted personnel of the Navy, with a high school education or equivalent, can now apply for selection to officer candidate school leading to commissions in the Line or Supply Corps and Civil Engineer Corps as ensign in the Regular Navy.

Previously, the two years of formal college or the service acquired equivalent (USAFL 2CX) was the minimum educational requirement.

July 1 is the date eligible personnel will submit requests for consideration to their commanding officers for selection to OCS next year. Details are carried in Bureau of Naval Personnel Instruction 1120.7A.

--Army-Navy-Air Force Register. March 13, 54.

CONGRATULATIONS TO MR. FRIEDMAN ON HIS PROMOTION TO THE SUPERGRADE GS-16. MR. FRIEDMAN HAS THE DISTINCTION OF BEING THE FIRST TO RECEIVE THIS PROMOTION IN NSA.

SOLAR ECLIPSE

The most comprehensive study of a solar eclipse in history will take place on June 30, when scientists of the Air Force Cambridge Research Center and cooperating agencies study the first eclipse spanning two continents since 1947.

In a brief period of two and three quarter hours, while the shadow of the moon races at 3,000 miles an hour from Nebraska, USA, to Pakistan, experts will work at observation sites, some in extremely remote sections of the world. A year of preparation has been spent in making plans to view the eclipse because there will not be another total eclipse that spans North America and Europe until the year 2151.

TRUXTUN-DECATUR NAVAL MUSEUM

"CARRIER WARFARE" EXHIBIT OPENS IN MAY.

NSA personnel are cordially invited to visit the Truxtun-Decatur Naval Museum at 1610 H Street, N.W. The Naval Historical Foundation sponsors periodic exhibits of Naval and Maritime items at the above location.

The current exhibit is entitled "River Navies-Civil War" and consists of many interesting photos, sketches, and relics of the River Warfare during the Civil War.

A new exhibit "Carrier Warfare" will be open 14 May to 31 Oct. This exhibit will be a complete pictorial and historical review of Carrier Warfare during World War II and the Cold War in Korea.

The museum is open daily except Mondays from noon to 5 p.m. Admission is free.

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**AHS OFFICERS' CLUB ACTIVITIES
for MAY**

BINGO-18th and 25th-at 2030 hours Bingo is played. Officers and civilians, members and non-members are invited. Don't forget the baby-sitting service-

Call the Open Mess, Ext. 147/738, so we may know how many children to expect.

CLUB HOUR-19 May. All refreshments half price from 1630 to 1800 hours.

CARD NIGHT-26 May-From 2000 hours until...play bridge or canasta.

BREW NIGHT-the 28th-Free beer and pretzels. The hours-1630 to 1930.

The above activities are planned for your enjoyment. Plan to attend at least one function a month.

Major Collins says the response of NSA Employees to the extending of memberships to civilians in February, has been more than gratifying. Increased zeal and enthusiasm among the members has pepped up the activities "and a good time is had by all."

The Easter Egg Hunt on Easter Sunday for young and old-was a 100% success. There were not only plenty of hidden eggs (which created much activity) and prizes but movies and refreshments.

Statistics are no substitute for judgment.

--HENRY CLAY.

TEC LIBRARY'S "NEW SITE"

A new look, a new location, and better services are the final results of a ten day move for the NSA Library at NavSecSta.

Now located at the top floor of Building 17, the Library can accommodate 12 persons in its private reading room which is enclosed by three ranges of new Remington Rand book shelving. Outside of the reading room and within easy reach of library customers are the charge desks, catalog files for both documents and books, and magazine display shelving.

The Librarians, Miss Olive Jordan and Mrs. Francine Buchanan, are awaiting new library charge units. When these arrive, the library furnishings will be complete.

The Library move has also resulted in faster interlibrary loan services. Within one or two days this unit can obtain books from any government or public library in the area for official Agency usage, i.e., Library of Congress, Army Library, etc.

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CANCER CONTROL MONTH

The month of April is designated as "Cancer Control Month" by the President of the United States. Military and civilian personnel will be given an opportunity to participate voluntarily in the Crusade. Contribution canisters will be placed throughout various offices on the Station. Your cooperation and support may mean the saving of lives of many of your fellow workers.

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EXTENSION CORDS SAFETY HAZARD

The Headquarters Commandant says that extension cords for electrical equipment are the most prolific source of fire.

All NSA personnel are reminded that electrical equipment such as fans, typewriters, computers, hot plates, etc., must be disconnected at the close of office hours. Electric time stamps and clocks are not included in this category.

Security Patrols have been instructed to report violations of the above instructions.



Who's Who

IN EFFICIENCY AWARDS FOR
APRIL 1954

SUPERIOR ACCOMPLISHMENT STEP INCREASES

Edith C. Bevan
Ethel A. Bullock
Maczine W. Carpenter
Theodore Edley
Bertha N. Edmond
Ruby F. Evans
Chineta S. Gamble
Lois W. Gant
Mary T. Higgins
Alice C. Johnson
Harriet T. Johnson
Anna E. Jones
Thomas L. Lindsey
Marjorie A. Lyle
Virginia H. Williams

AWARDS TO MILITARY

Major Robert H. Dean
Major Eliot N. Pearl
Captain John H. Woolnough

OUTSTANDING PERFORMANCE RATING

Robert J. Zack

CASH AWARDS \$10 to \$30

Helen C. Durkin
Joseph W. Guccione
Harry Goff
Mary K. Smith
Herbert W. Worden
John L. Walsh, Jr.
Walter W. Conklin
Robert W. Long

Mrs. Mary K. Smith wins an award in the first drawing of names for the Public Service Awards sponsored by the Good Government Institute.

The drawing was held 28 April at the studio of Radio Station WWDC. Mrs. Smith's award is a choice of a luxurious two-week vacation for herself and husband at the Savoy Plaza, Miami, Florida, or in New York at the George Washington Hotel.

Eligibility to participate in the drawings (there will be a total of four, with four award winners in each drawing), is based on the submission of a worthwhile suggestion, which was adopted after 1 January.

42 NSA Employees participated in this first drawing and will also participate in the second which will be held approximately 28 May.

MR FRANCIS ALBERT RAVEN, DEPUTY TECHNICAL DIRECTOR, DEPARTMENT OF PRODUCTION, WAS PROMOTED TO THE SUPERGRADE OF GS-16, EFFECTIVE 18 APRIL.
MR. RAVEN, A GRADUATE OF YALE WAS FORMERLY IN THE NAVY WITH THE RANK OF COMMANDER AND WAS ASSIGNED HERE DURING THE WAR, CONVERTING TO CIVILIAN STATUS IN 1946.
BEFORE ENTERING THE NAVY HE WAS ASSISTANT MANAGER OF ALLEGHENY LUDNUM STEEL COMPANY, PITTSBURGH, PA.

NAVY RELIEF SOCIETY

All Naval personnel are urged to make their annual contributions to the Navy Relief Society before 6 June. Contributions may be made to keymen within NSA activities or they may be mailed to Chief, Employee Relations Section, Rm. 7127, NavSecSta. For information about the Society or contributions telephone code 131, Ext.60624 or Special Services Office, Ext. 60294/5.

MILITARY AFFAIRS

LEAVE POLICY

In accordance with NAVSECSTA Regulations, Article 4115, requests by enlisted personnel for annual leave must be submitted to the Personnel Office, NAVSECSTA, five (5) days in advance of the commencement date. It is, therefore, necessary that requests reach the Enlisted Personnel Office, NAVSECSTA, one (1) week prior to commencement of leave for administrative purposes.

Requests for emergency leave will be handled as rapidly as possible. Substantiation of the emergency should be furnished and verification by the American Red Cross will normally be required.

EFFECTIVENESS REPORTS ON AIRMEN

The 6969th Support Squadron has recently established a policy requiring the accomplishment of Effectiveness Reports on all personnel in grades E-4, E-5, and E-6. The purpose of these reports, which will be submitted once every six months, is to provide information for the use of promotion selection boards. Use of the Effectiveness Report Form 76 (NCO) will eliminate the accomplishment of Recommendation for Promotion Form #2 which was formerly submitted once every two months.

STATION DANCE

A Spring Dance for the Military personnel of the U.S. Naval Security Station is being planned by the Special Services Office. This dance will be held at the Hotel Washington on 14 May 1954 from 2100-0030. There will be music by Tiny Meeker's Orchestra, corsages from Lowe's Florist and the usual refreshments. Watch the Station Bulletin for the announcement of the sale of tickets.

FREE BASEBALL TICKETS

There will be a limited amount of free Baseball tickets available for the enlisted Naval and Marine personnel aboard NavSecSta. Contact Special Services Office 60294/5 so that your name can be placed on the list.

The requisite of a natural resource is an idea. There are no known limits, therefore, to the multiplication of natural resources of the earth, and exhaustion of them is impossible.

--JAMES C. MALIN.

PREPARATION OF REPORTS OF DELINQUENCY

Chapter XII of the Military Personnel Policy Manual has recently been rewritten to set forth a new method of initiating disciplinary action. Changes were forwarded to holders of the MPPM on Transmittal Letter No. 4. Supervisors are urged to read this new chapter and to become familiar with its provisions.

ARMY OFFICERS CLASSIFIED MOS'S

Department of the Army has recently issued SR 605-105-5 Commissioned and Warrant Officer Personnel MOS's, which outlines the specifications, job titles, and code numbers for Army officers and warrant officers. Attention is invited to the fact that jobs listed in Series 9600 are classified "SECRET". Any use of the job description, or job title, with the job number in the 9600 series, must carry the security classification "SECRET."

UNIFORM SERVICES CONTINGENCY OPTION ACT

ALNAV ELEVEN STATES THAT AN EXTENSION OF TIME HAS BEEN GRANTED TO THOSE PERSONNEL WHO WERE REQUIRED TO MAKE AN ELECTION UNDER THE UNIFORM SERVICES CONTINGENCY OPTION ACT OF 1953 PRIOR TO 30 APRIL 1954. THE ORIGINAL DEADLINE DATE HAS BEEN EXTENDED TO 4 NOVEMBER 1954.

SAVINGS BONDS

Everyone wants to save money. In order to prosper, we must spend less than we earn. This is difficult because there seems to be so many needs for our money. The Navy Pay Roll Savings Plan will provide that much desired "Nest Egg" for those unforeseen and urgent needs for money which we face from time to time. For information on how you may make use of the Navy Pay Roll Savings Plan contact ENS Dolph in the Education Office, Room 1138, at the U.S. Naval Security Station, Extension 60464.

STATION TENNIS COURTS—NavSecSta

The Station tennis courts are available to all military personnel (and their guests) attached to this Station. Reservations may be made by calling the Special Services Office Ext. 60294/5.

FORT MEADE

MOVEMENT NEWS

**THE "OWN YOUR HOME"
CO-OP DEVELOPMENT**

The first general meeting of National Security Agency personnel to consider development of cooperative housing was held Wednesday evening, 14 April, in the Federal Security Administration Auditorium.

At this meeting, Mr. Morton W. Noble, AIA, talked on the subject "Selection of a House Plan for Living" pointing out the advantage of building one's own home rather than buying someone else's.

Mr. Louis Cohen, builder, then opened a question and answer period which introduced the main business of the meeting--the appointment of committees to implement the work of forming the cooperative. The following persons volunteered to work on the required committees:

Charter and By-Laws Committee:

Mr. Fleming Ely
Mr. Carey C. Tison

Architectural Committee:

Mr. Robert Dugard
Mr. W. H. Erskine
Mr. John G. Britton
Mr. Eugene K. Hinkle
Mrs. Fenchter

Site Committee:

Mr. Robert Jones
Mr. Jerome D. Moskowitz
Mr. James R. Lockhard
Mr. John S. Elliker

Membership Committee:

Mr. George A. Harper
Mrs. Anne Kitchens
Mr. Victor Klima
Mr. Harry L. Davis
Mrs. Genevive Brown

* * *

CONSTRUCTION ON NEW SITE PROGRESSING

Colonel Cunkle, MjG, stated today that the final plans for the main building, have been reviewed and approved. Bids are being prepared and will go out the first part of May.

All items under contract will be completed on schedule. The 3½ barracks to be used for the interim operation will be ready for occupancy 1 January, 1955.

MILITARY PERSONNEL INTERVIEWED

The interviewing of PROD military personnel has been completed. This completes Personnel Task Unit interviews of all PROD personnel involved in the interim move. Interviewing of staff personnel is continuing.

Some of the questions asked most frequently by those in the service are listed below. Answers have been supplied by NSA Military Personnel Branch and are based on current available information.

Q. Will my move to Fort Meade be a permanent change of station?
Yes, however, a new NSA tour will not begin.

Q. Where will I be quartered?
All single enlisted and single officer personnel will be quartered on post. Enlisted personnel will live in barracks and will be separated according to branch of service. All single officers will be quartered in the BOQ.

Q. Will parent services have an administrative unit at Fort Meade?
Yes, there will be a detachment from each of the parent services.

Q. Are medical facilities available on post for military personnel and their families?

Adequate military facilities are available for dental and medical care.

Q. Will transportation be provided from quarters to NSA site for those living at Fort Meade?

Yes. The barracks are two miles away from site and necessary transportation will be provided.

Q. Will housing for married military personnel be available at Fort Meade?

Applications may be made for Wherry Housing once PCS orders are received; however, there is a long waiting list and personnel are not encouraged to count on getting Wherry Housing shortly. Plans are under consideration for Wherry Housing for NSA personnel, but there is no definite information available at this time.

Interviews have shown that housing, transportation, and school problems of military and civilian personnel are similar.

**From
NSA-40**

Recently, the Deputy Director, COMSEC, published a manual titled, "An introduction to Machine Processing Section," which covers training and career development opportunities for newly assigned personnel in this section. COMSEC, TNG, and PERS collaborated in the preparation of the pamphlet. In all probability this will be part of a new Agency program to develop training opportunities for the career programs in various segments of the Agency as well as to indoctrinate and provide an incentive to personnel.

* * *

**PRESENTATION AT
VINT HILL FARMS STATION**

Mrs. Ruby V. Boswell, NSA-42, Vint Hill Farms Station, was presented a letter of commendation and congratulations by Colonel F. E. Herrelko, Deputy Director, COMSEC, for outstanding performance of duty. Mrs. Boswell has been with the Agency since November 1958.

Colonel Duncan Sinclair, Chief, PERS, Mr. Donald Dahlquist, Chief, NSA-421, and Mr. Billy Durham, Mrs. Boswell's immediate supervisor, were also present for the presentation at Vint Hill Farms Station.

LT. COL. FRED E. WILSON, MPO, WAS PRESENTED THE BRONZE STAR MEDAL BY LT. GEN. CANINE IN A SPECIAL CEREMONY 19 APRIL.

RESERVE CENTER ESTABLISHED

The long heralded Air Reserve Center in Washington got officially under way on 1 April with authorization from Headquarters, First AF. As one of the 50 new centers being established throughout the US, the 2617th Air Reserve Center, located at 1400 Pennsylvania Ave., NW, will serve as Headquarters for all reservists in the Capitol area.

Major Charles A. Herzog, USAF, formerly Liaison Officer for the 9110th Air Reserve Group, has been designated as Commandant of the Center.

THE MESSAGE STATING THE "US" INSIGNIA WOULD NOT BE WORN ON AIR FORCE UNIFORMS, EFFECTIVE 1 JULY, WAS RESCINDED BY A MESSAGE, HEADQUARTERS, USAF, 15 APRIL

NSA JOINS NATIONAL INDUSTRIAL RECREATION ASSOCIATION

AHS CIVILIAN WELFARE COUNCIL DONATES \$25 FEE

The AHS Civilian Welfare Council voted to contribute \$25 to NSA for a one year membership fee in the National Industrial Recreation Association. Our's is the second government Agency in the Washington area to become a member. The Association serves as an exchange for recreational ideas for government agencies and private industries throughout the U.S.

Other recommendations, approved at the last monthly meeting of the Council, are: \$100 to purchase books for the Civilian Personnel Library; 25 additional table and bench sets, and gravel for the AHS picnic area; 7 new lounges for the restrooms at AHS.

55 Electric hand driers were purchased with funds donated by the Council and installed in AHS restrooms in the last two months.

SAFE DRIVING AWARDS

ALL AHS MOTOR POOL DRIVERS ELIGIBLE

All drivers of the AHS Transportation Motor Pool who drive 10, 20, or 30 thousand miles *WITHOUT AN ACCIDENT* will be presented a white, silver, or gold card-size laminated certificate denoting miles safely driven.

To encourage safe driving practices, curtail unsound driving habits, and to give due recognition to the *SAFE DRIVERS*, the *SAFE DRIVING AWARD* has been established.

Upon a driver's attainment of the prescribed number of miles without an accident, and certification by the Motor Transportation Officer, the Commanding Officer of AHS will present this award together with a larger certificate to be displayed in the driver's vehicle.

The award will be a factor toward promotion, passes, and special privileges. In addition, it may be of value with civilian employers and officials.



security wise

In peacetime we relax. The enemy does not. He is busy filing every scrap of information about our war potential, our personnel, even our security safeguards, to use against us when the time is ripe.

It is time to start a systematic investigation of our own working areas to make sure what security leaks might possibly exist, and then to plug them. "I have a very small job," you hear someone say. "I work with small details. Nothing important." Until we realize that everything is important to the enemy, and every job in the National Security Agency is an important job, the leaks could continue.

The remedy is simple, so easily within our grasp. That remedy is the security consciousness of each one of us. Security consciousness is more than a name for something. It is a constant awareness of the dangers of espionage, compromise, subversion, and other acts that would hinder the NSA mission, plus alertness that inspires both deliberate and reflex action to promote internal security. There is no substitute for the voluntary cooperation of NSA personnel who have made up their minds and know what they want. When enough people want security, we shall have security. The last security leak will be stopped, cutting off the flow of vital information to the enemy.

What do you do when someone in your section is careless about security regulations? This question is sure to plague you sooner or later. The problem grows more complex if the person is a friend of yours. Not too long ago one of our employees whom we shall call John was observed by a fellow employee, Bill, to be breaking security regulations in small ways. "John," said Bill, you had better watch your step, you might get into trouble if you don't observe the regulations more closely."

"I've got too much work to do to bother about these silly regulations," was the reply. "I've got deadlines to meet and if I try to follow all the rules Security lays down, I'll never get my work done.

John continued on his careless way, breaking security rules in small ways just often enough to worry security-conscious people who worked with him. On several occasions John was observed putting classified documents into his desk. Each time this happened, Bill thought, "I ought to report this." But he could not do it. According to his code of ethics, reporting was disloyal.

When John did not appear for work one morning word went around that he had been in an accident and might be gone for some time. Bill thought about the classified documents in John's desk. What should he do? When a search began for a certain document, Bill decided to report to his supervisor. John's desk was searched. The documents were not there. They are still missing and so is John.

Is there any question in your mind about loyalty? To whom does your loyalty belong? The answer is obvious. When it is a question of the security of the United States of America and the National Security Agency, your loyalty must override personal feelings.

NSA SECURITY EDUCATION PROGRAM

DR. R. W. PETTENGILL, RESEARCH ANALYST FOR NSA-18, HAS RETURNED TO WORK AFTER BEING ABSENT BECAUSE OF ILLNESS. THE NEWSLETTER STAFF JOINS THE PEOPLE OF NSA-18 AND DR. PETTENGILL'S MANY OTHER FRIENDS THROUGHOUT THE AGENCY IN WELCOMING HIM BACK.

The TB X-ray unit will be at AHS 17, 18 June, and 21-25 June.

Did you get your Hospitalization Survey Form filled out and to your Group Treasurer?

INCREASED PARTICIPATION BY MILITARY PERSONNEL IN THE SUGGESTION PROGRAM HAS REACHED AN ALL TIME HIGH DURING THE MONTH OF APRIL. OF 119 NEW SUGGESTIONS SUBMITTED, 20% WERE BY MILITARY.

**TRAINING
ANNOUNCES**



This spring and summer a number of Agency people are attending special conferences, seminars, and workshops throughout the country in various technical and management fields under NSA sponsorship.

CAPT J.S. Holtwick, Jr., USN, Special Assistant to the Director, NSA, will attend a special course in Operations Research at the Massachusetts Institute of Technology from 16 June to 20 June.

This two week program will consist of a series of lectures on the use of the scientific method as applied in the management of industrial, business, and government problems and a series of laboratory sessions in which groups of the participants work out some typical problems.

Mr. Kenneth Kuhn, Chief, Cryptographic Engineering Division, COMSEC, is scheduled to attend the Executive Development Program given by the School of Business and Public Administration at Cornell University, Ithaca, N.Y., from 19 July through 27 August.

The Cornell program is designed to help scientists, engineers, and other specialists from government and industry who are in managerial positions to improve their grasp of management's tasks and responsibilities.

Two others from COMSEC, Mr. Bertram L. Zirn and Mr. Alton L. Sykes attended the annual Society of Tool Engineers in Philadelphia from 26 through 28 April.

Mr. F. T. Johnson, Chief, Records Branch, AG, is enrolled in the Institute on Records Management to be held at the American University, 21 June to 2 July.

The Institute will deal with all phases of the field of records management and will emphasize a constructive approach aimed at the effective and economical creation, maintenance, and retention of records.

Mrs. Ellenora Kesler, Supervisory Training Section, TNG, will travel to Milwaukee, Wisconsin, to attend the 10th Annual Conference of the American Society of Training Directors starting the week of 5 May. The outstanding talks and discussions will provide a means for participants to acquire ideas for more effective training programs.

Mr. Ralph G. Leonard, Organization and Methods Examiner, COMP, will be attending a three day American Management Association Office Management Seminar on Clerical Work Measurement, from 7 through 9 June in Chicago, Illinois.

Mr. Arnold F. Lessard, Chief, Executive Development Section, TNG, is scheduled to attend the National Training Laboratory in Group Development held at Gould Academy in Bethel, Maine, from 20 June through 10.

In this laboratory new scientific knowledge of human relations will be explored and basic skills in this field will be practiced.

Major George T. Grottle, USAF, Chief, Industrial Engineering Section, COMP, will be attending the American Institute of Industrial Engineers this Spring.

**AGENCY SPRING DANCE
MUSIC BY THE AIRMEN OF NOTE**

All NSA, ASA, AHS, and NavSecSta--Military and Civilians--are invited to the Event of the Season--The Agency Spring Dance to be held Saturday, 22 May.

The "Airmen of Note," the incomparable music men of the U.S. Air Force is a big reason why--another, there will be plenty of dancing space, tables, and entertainment.

The D.C. National Guard Armory, 2001 East Capitol Street, is large enough for everyone including your friends--and dancing begins at 2100 to 0100.

The NSA Welfare and Recreation Council is sponsoring the dance. Tickets can be purchased from your Recreation Representative or from members of the Recreation Council for \$1.50 per person.