



AMENDMENTS TO THE FEDERAL EMPLOYEES' PAY ACT

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ANNUAL LEAVE

THE FRINGE BENEFITS AND YOU!

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File in Personnel Newsletters

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NAVY CHAPEL CHOIR OPENINGS ANNOUNCED

The Navy Chapel at NavSecSta. announces openings in the mixed choir which supplies Sunday morning music for the Protestant services. Any person, military or civilian, who wishes to sing with this group, should attend rehearsal on any Thursday evening at 8 pm.

Protestant worship at the Chapel is held each Sunday at 10:45 a.m., Catholic Mass being said at 9 a.m. Everyone is invited to attend these services.

DEER GETS SHAFT

Speaking of shots, as I frequently do at the AHS Officers' Club, reminds me of Bill Mulledy.

Mr. William Mulledy, PROD, is not one to let a lack of experience stand in his way.

Armed with his new bow and arrows, he recently went on a hunting trip to West Virginia, sponsored by the NSA Archery Club.

Beginner Mulledy soon gave the others an archery lesson. He dropped a 120 pound three-point buck from a distance of 50 feet.

Lest you challenge his story, he has the buck and a witness to substantiate it. Major Fred W. Young, chairman of the Archery Club, was with him at the time.

About 90% of NSA is participating in the Federal Employees' Group Life Insurance Plan. Earlier, it was estimated that only 75% of the Agency would take part in this program.

GROUP LIFE INSURANCE BENEFICIARY FORMS

The Federal Employees' Group Life Insurance Act of 1954, which became effective 29 August, specifies the order of precedence in which death benefits will be paid. Group life insurance will be payable in the following order: (1) widow or widower, (2) children, (3) parents, (4) estate, (5) next of kin. Employees who desire to change this order of name someone also must submit a completed Designation of Beneficiary (SF 54) to the Administrative Section Civilian Personnel Branch. Blank forms may be obtained from the Administrative Control Point.

INSURANCE CONVERSION PROCEDURE OUTLINED

The procedure for converting to an individual insurance policy upon termination of employment with the Agency is as follows:

1. The employee will be given a form SF 55, Notice of Conversion Privilege, before he leaves the Agency.

2. If he desires to convert to an individual policy he should ask for Form SF 56, Agency Certification of Insurance Status. The employee is responsible for mailing this form to the Office of Federal Employees' Group Life Insurance, 330 Fourth Avenue, New York 10, New York.

IMPORTANT: The time in which an employee may convert is limited. The Agency Certification of Insurance must be mailed to the Office of Federal Employees' Group Life Insurance within 31 days after the group insurance terminates.

ADMIRAL FROST LAUNCHES CHARITY DRIVE

The fourth annual combined charity drive was opened by Admiral Laurence H. Frost, Chief of Staff, NSA, in post theater exercises on 21 September. The drive, embracing personnel employed at AHS, is chairmanned by Major Charles J. Riley, and will continue through the month of October.

Speaking to Division Chairmen and Section Keymen, Admiral Frost stated NSA personnel should recognize that the Charity Drive needs their concentrated efforts just as the type of work done by the Agency demands their most competent and earnest endeavors. At the close of his address, Admiral Frost officially launched the drive by making the first donation.

Colonel Gordon D. Ingraham, Post Commander, also addressed the Chairmen, stressing the importance of the drive and wishing them success in their campaign.

This combined drive is the only official solicitation made at Arlington Hall Station with the exception of the Red Cross spring collection. It is not the Community Chest drive which is being conducted on a nation-wide scale at this time, but includes this charity or any charity the donor may designate. The Charity Fund Council reserves a percent of the donations made at this time for use in any emergency drive which might be conducted during the year. This prevents the need for any further collections.

The Red Cross, since it often receives Federal aid in times of emergency, considers itself an organization of semiofficial status rather than a charity, and will not permit its name to be included in any combined drive of this sort.

COMMUNITY CHEST DRIVE UNDERWAY

The 1955 Community Chest Drive is underway at the U. S. Naval Security Station for NSA and NavSecSta personnel. The Community Chest Federation encompasses more than 100 groups which are in the field of health, welfare, and recreation. The drive aboard this Station will be held from 1 October through 4 November.

DR. SANFORD ATTENDING GRADUATE SCHOOL

Dr. John A. Sanford, formerly Assistant Chief, Tech, left on 16 September to undertake a year's course in the Graduate School of Library Science at Columbia University.

Dr. Sanford's undertaking this course reflects the Agency's policy of pursuing a program designed to bring more professional strength to bear on the library problems of the Agency.

Mr. William A. Jones, formerly Chief of the Academic Branch, Tng., has been appointed Assistant Chief of Tech.

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, by the 21 of each month.

WILLIAM F. FRIEDMAN—SPECIAL ASSISTANT TO THE DIRECTOR

"I'd like to live another thousand years," claims Mr. William F. Friedman, Special Assistant to the Director of NSA. An ordinary lifetime is simply too short for a man of Mr. Friedman's curiosity and energy. But what he has packed into his years so far makes us think he might drain dry his chosen field of cryptography long before his next thousand years are spent.



When asked how he happened to become the father of American cryptography, Mr. Friedman smiles and says, "I was seduced".... Having done graduate study in Genetics at Cornell, in 1915 Mr. Friedman went to work for Colonel George Fabyan, founder and patron of the Riverbank Laboratories, Geneva, Illinois, as director of the Department of Genetics. To the Laboratories also came Elizabeth Smith, a young college graduate—a cryptologist—whose job was to direct the work of a group of persons employed at Riverbank in an attempt to prove, by cryptography, the thesis that Sir Francis Bacon wrote Shakespeare. Mr. Friedman and Miss Smith were soon married. It was during the courtship that he became interested in his future wife's field.

In 1917 and early 1918, Mr. Friedman served as director of the cryptologic training school, established at Riverbank by Colonel Fabyan; to that school the U.S. Army sent young officers for cryptographic instruction. On the wall of Mr. Friedman's office hangs a picture of one of his classes at this school, a seemingly typical group pose. But the observant cryptographer will discover that each group of five officers, by the direction in which each member of the group is looking (forward or to one side) represents a letter of the so-called "bilateral cipher" devised by Bacon. The secret message conveyed by the picture reads: "Knowledge is Power."

Before and during World War I Mr. Friedman penned several brochures on cryptology; these have become classics and book-collectors' items known now as the *Riverbank Publications*.

In 1921, the Friedmans came to Washington for what was intended to be only a six month's piece of work for the War Department; they have been here ever since, Mr. Friedman pushing his chosen field forward with great strides. Since he continues to be a full-time employee in NSA, he has been active in the cryptologic field longer than anyone else in the U.S. certainly, and perhaps longer than anyone else in the world. An inventor of many cryptographic devices and related machinery, writer of texts and technical papers, and guiding head of the Army's Signal Intelligence Service for many years, he was the first to receive for his outstanding work, the War Department's highest civilian decoration, the Exceptional Service Award, in 1944; in 1946, he received the U.S. Government's highest decoration for civilian service, the Medal for Merit. Only about 300 men have been so honored since the Order was established by General George Washington in 1782. Mr. Friedman's Civil Service grade, GS 18, is one of the 35 such grades in U.S. Government Service.

Mrs. Friedman also has kept her hand in cryptologic work. For a number of years she was chief cryptanalyst for the Navy Department; later she was employed by the Treasury Department to direct the solution of codes and ciphers used by rum-runners and smugglers. Shortly before World War II she set up the secret communications used by the Office of the Coordinator of Information, the predecessor of the Office of Strategic Services (OSS), which later became the Central Intelligence Agency.

Today, the Friedmans own what is thought to be the largest collection of unclassified material on cryptology in the U.S. It is bequeathed to the Library of Congress with the provision that it be housed in the technical library of NSA, if the Director will allocate the space for this collection.

During the past two years Mr. and Mrs. Friedman have spent every free moment in the preparation of a book which they will complete within the month. It deals with the types of ciphers employed by writers who carry on the so-called Bacon-Shakespeare controversy, and gives a technical analysis and evaluation of each of these ciphers. The work will be entered in the 1954 Folger Shakespeare Library contest for the best book-length manuscript on the Elizabethan period.

Someday, Mr. Friedman hopes to find time to work on a decipherment of the *Voynich Manuscript*, a document of more than 200 pages written several centuries ago (it was known to be old in 1560), and which has never been deciphered. He is also interested in deciphering some ancient Mayan codices, only three of which now exist because of the book-burning campaign carried on by the missionaries accompanying and following the Spanish Conquistadors in the 16th century.

On the desk in Mr. Friedman's office, a small, flashing light, not connected to any visible source of electricity, attracts your attention. He has inscribed on the base of the apparatus:

"There's no great mystery here. A long-life (about 3 years) dry cell charges a condenser which discharges a neon tube at the steady rate of approximately 60 times a minute—just about the same as my pulse rate. I have the gadget on my desk to serve as a reminder to keep going—steadily, calmly and at an even pace—just as does the tube—day and night, Saturdays, Sundays and holidays."

BASIC ELECTRONICS COURSE GIVEN AT NSA SCHOOL

A basic electronics course, initiated by the Training Division for Agency technicians, is being taught at the NSA School. This basic course, adapted from the commercial training program of the Philco Corporation, started 8 September and will continue through

February. At that time, another group will start the course.

A course in intermediate and advanced circuitry is being planned.

Notices for these courses will be sent to all interested personnel in advance.

WORK SIMPLIFICATION PAYS OFF

The Office of Communication's Work Simplification Program, in operation since the first of March, is saving Uncle Sam "Daily Dollars." Feeling that operating personnel best know the problems associated with their jobs, the Chief, Operations Division, initiated a program which provides operators the opportunity of voicing their opinion on operational matters.

Suggestions received from operators are evaluated by a panel consisting of various branch heads. Contributors of suggestions which are adopted are awarded Certificates of Achievement or Letters of Commendation. In addition to an award at Division level, suggestions which will result in dollar savings to the Agency or which may be of value to other NSA activities are forwarded to the NSA Efficiency Awards Committee for evaluation.

To date, sixty-five suggestions have been evaluated by COM., 25 of which have been adopted. Successful contributors who have received either a Certificate of Achievement or Letter of Commendation are: CT1 R. E. Cox, SFC M. Buckley, Sgt. C. D. Willis, S/Sgt. J. R. Bruce, A/2C M. J. Steiner, A/2C W. T. Featherly, M/Sgt. B. S. Calvert, A/1C A. W. Handlesman, A/2C K. E. Gray, Jr., Mr. G. C. Barron, A/1C W. L. Moyer, Sgt. A. J. Dean, S/Sgt. V. V. Ball, Mrs. D. H. Brown, M/Sgt. F. R. Robb, 1st Lt. R. N. McDougall, A/1C E. K. Headrick, A/1C J. F. Kasper, CT3 G. A. Olsen, Mrs. E. M. Haley, A/1C H. T. Keller, Ctsn P. A. Powers, 1st Lt. G. J. Beshens, Jr., M/Sgt. H. C. Schroeder, and S/Sgt. F. R. Steffanuski.

NSA PERSONNEL SEEK GRADUATE DEGREES

Eleven persons from NSA have recently taken leave from their jobs to do graduate work toward degrees.

Robert E. Thayer, R&D, and John Young, PROD, are attending Harvard University under special contract to the Agency. Thayer is working toward a Ph.D. in Electrical Engineering. Young seeks an M.S. He is studying automatic data processing. Harvard offers the only such university course in the United States.

Back to school on partial fellowships to work for doctorates are Michael Martino, Jr., PROD, (mathematics, University of Illinois), Charles M. Terry, R&D, (mathematics, Princeton), and Joseph J. Rankin, PROD, (linguistics, Cornell).

The remainder have accepted full fellowships at the schools of their choice. Willard C. Unkenholz, R&D, aims for a master's degree in engineering management from Rensselaer Polytechnic Institute. Paul D. Oyer, PROD, plans to receive his Ph.D. in mathematics from Indiana University. Melville H. Klein and Robert E. Lyons, both of R&D, are pursuing electrical engineering at M.I.T., Klein for an M.S. and Lyons for a Ph.D.

MANAGEMENT CONFERENCE APPROACHING

The fourth 3-day Management Conference, Phase I of the NSA Executive Development Program, will be held in the Departmental Auditorium Conference Room on 1, 2, and 3 November. Fifty Agency executives will participate.

Following the Conference, participants will continue the Program with a series of weekly seminars and case studies.

Agency personnel learned with deep regret of Lt. Colonel John F. Laudig's death, Tuesday, 5 October.

Colonel Laudig was assigned to NSA in 1952 as Chief, Military Personnel Branch, PERS. Following this he was Chief Personnel Plans Group and at the time of his death was Chief, Plans Branch, Personnel Division.

Colonel Laudig, a native of Chicago, was graduated from Pennsylvania State College and received a master's degree in chemistry from Carnegie Tech. After serving as a private in World War I, he accepted a position with H. J. Heinz Company as chemist. He returned to active Army duty in 1941.

Before coming to the Agency, he was staff personnel officer for the Tenth Armored Division in Europe in World War II and later served with occupation forces in Germany and Japan.

Colonel Laudig was awarded the Legion of Merit, Bronze Star Medal with one oak leaf cluster, Army Commendation Medal with pendant and Croix de Guerre with palm.

LESSARD TO LEAD WORKSHOP IN 'GROUP DYNAMICS'

A workshop, composed of people from the Washington area who are interested in personnel problems, specifically the problem of "Group Dynamics", will be conducted by Mr. Arnold Lessard, Training Division. The sessions will be held at the National Science Foundation each third Wednesday, from 8 to 10 p.m., beginning 20 October and continuing through the winter.

The workshop, sponsored by an international association, the Society for Personnel Administration, will be particularly concerned with various techniques used in teaching human relations and leadership to supervisory personnel. It will delve into the practical uses for recent research on group functioning.

If you are interested in attending, call Mr. Lessard on Code 131, Ext. 60662.

DEPARTMENT OF DEFENSE BUS SERVES NAVSECSTA

That commercial bus you see standing by the NavSecSta gatehouse at half-hour intervals is part of the Department of Defense shuttle system.

The bus leaves NavSecSta every half hour from 0900 to 1600 hours. It stops at Mc Lean Gardens, the State Department, and Main Navy. Transfers may be made to other buses in the system at Main Navy.

A detailed map of the routes and schedules of the shuttle system is shown on the back of the Department of Defense telephone directory.

Any NSA employee who wants to ride the bus on official business may obtain a pass from any ACP, the Officer of the Day at NavSecSta, the Transportation Officer at AHS, or the Facilities Officer at "R" Bldg., NSA School. The passes are good only for the day issued.

CHRISTMAS PARCELS FOR OVERSEAS

Christmas parcels for members of the Armed Forces overseas should be mailed between 15 October and 15 November.

The Department of Defense has announced that boxes addressed to an Army or Fleet Post Office should not exceed 70 pounds and 100 inches in length and girth combined. Air parcel post may not exceed two pounds.

GROUP LIFE INSURANCE

The new federal employee life insurance coverage recently voted by Congress is such an innovation that nearly every eligible employee has been curious enough to investigate the benefits it offers. Then too, by now, all NSA employees have decided whether or not they wish to be covered by such a policy. However, questions about the intricacies of the plan may be lurking in many minds, so the following run-down may be welcomed.

● *Can anyone be named as a beneficiary?*

Yes. There are no restrictions whatever. When a person is insuring his own life, he can name anyone as the beneficiary. It is only when he is insuring someone else's life that the beneficiary is restricted.

● *How does the government know who the beneficiary is?*

The employing agency is responsible for designating the beneficiary at an employee's death. If the employee has not changed the order of beneficiaries listed in the law, payment will be made in the following order of precedence: (1) widow or widower, (2) children, (3) parents, (4) estate, (5) next of kin.

● *Does the insurance cover an employee engaged in private flying?*

Yes. The employee is covered at all times and in all activities, 24 hours a day.

● *Does payment on a disability or a dismemberment cancel the life insurance coverage on a policy?*

No. The employee would be paid for the disability, and the life insurance policy would remain in effect.

● *When an employee goes on active duty for 2-weeks training from a reserve status, is he covered by NSLI or by the Group Insurance?*

While on active duty the employee would be automatically covered by NSLI. His group insurance would terminate, but since he has 31 days to convert his group insurance under the law, he would still be covered. Therefore, in effect, he would be covered by both policies.

● *If an employee, age 50 or over, once waives the insurance, is he ever eligible for the insurance again, under any circumstances?*

No. He is forever barred from coverage under this Act.

● *What re-insurance considerations will an employee receive in converting to a private policy when he leaves the government?*

The employee will not be required to take a medical examination. The new policy will be issued at the standard rates of the insuring company.

● *If an employee is leaving the Government in 3 months, is it worth taking the Group Insurance?*

Yes. He will have the cheapest possible coverage for the 3 months. When he converts to a private policy, no medical will be required, and he will have 31 days to convert to a private policy at standard rates

● *Will an employee be eligible for free coverage after age 65, even though he has worked for the government only 5 years?*

No. An employee has to have 15 years of civilian government service to be eligible for free coverage after age 65.

● *How does this affect an employee on leave without pay when the insurance went into effect?*

An employee on leave without pay will automatically be covered from August 29, the effective insurance date. If LWOP continues for more than 12 months, the insurance is discontinued. Deductions for the insurance will start with the employees first paycheck.

● *What about people on TDY?*

People on TDY will automatically be covered by insurance. Deductions will be taken out of their checks, but they can be refunded if the employee chooses to waive the insurance after he is notified.

● *Will there be any dividends declared from the insurance?*

No, not likely. Any money accrued from interest payments will be used by the government to defray its expenses in administering the program.

PROD AND CIVPERS ROTATING KEY MEN

There will be an exchange of personnel between PROD and CIVPERS effective 13 September. The personnel affected are Mr. Al Ulino, PERS, and Mr. Claude Sweitzer, PROD.

The rotation will be temporary and will serve a dual purpose:

To promote a better understanding of functions as performed among operating levels of PROD and PERS.

To more effectively handle the problems in each office.

This is the initial step in a PERS plan for rotation of key men.

Colonel Howard F. McManus, USA, has been appointed Assistant Director of the NSA Support Group. Colonel McManus has just returned from Korea, where he was assigned to G-4 Section, Headquarters, X. Corps.



"NASTY LEAK—SURE GLAD IT'S NOT IN MY END OF THE BOAT!"

VETERANS WANT TO KNOW-

Q I bought a house with a GI loan back when the top VA guarantee was \$4,000. I'd like to sell and buy a larger house. Would I have any additional GI loan entitlement coming to me?

Yes. Your new GI loan could be guaranteed for \$3,500—the difference between the \$4,000 you already used and the current maximum of \$7,500.

Q I'm getting a VA pension each month from VA. Is this money subject to Federal tax?

No. VA benefit payments, such as pensions, are not subject to Federal taxation.

Q I am enrolled in a two-year business course under the Korean GI Bill. I understand I am entitled to 30 days' absences a year. If I don't use up all my absences the first year, can I carry over the rest to use in the second year?

No. Unused absences may not be carried over from one year to the next. During your second year you still will be allowed no more than 30 days' absences.

Q I have just been separated from service and I intend to apply for Korean GI term insurance. What is my deadline?

You must apply, and pay your first premium, within 120 days after the date of your separation. Remember, 120 days is not always four calendar months, so be sure you apply within the 120-day period.

Q I have an unused certificate of entitlement for Korea GI training, but it states I must have started by August 20, 1954. Now that a new law gives me another year to begin, is this certificate still good?

The unused certificate is still valid. Present it to your school when you enroll along with a photostat of your separation paper. The school will admit you under the Korea GI Bill so long as your separation paper shows you are beginning within three years after your discharge.

Q I was discharged from service on July 1, 1951. Will the new Korea GI Bill extension help me get into school this fall?

No. Under the new law, veterans separated before August 20, 1951, must have begun Korea GI training by August 20, 1954.

A communist intention to try to divide the free world further through another so-called "Peace" campaign has been disclosed in the New York Daily Worker. The communist "Peace" campaign which promises to be carried on with even more subtlety than the Stockholm Peace Petition Drive, was planned at a communist party conference held recently in New York.

Agency personnel should be alert to this new communist campaign, lest loyal personnel unwittingly jeopardize their security status through sympathy for another phony peace movement.

Vic vet says

MORE THAN \$450,000,000 OF WORLD WAR TWO GI TERM INSURANCE WAS CONVERTED LAST YEAR TO PERMANENT PLANS OF GI LIFE INSURANCE SUCH AS ORDINARY LIFE, 20-PAY, 30-PAY AND THE ENDOWMENTS.



For full information contact your nearest VETERANS ADMINISTRATION office

LT. COLONEL WILLIAM F. DILDINE, USA, OMC, RECENTLY REPORTED TO NSA FOR DUTY WITH THE MOVEMENT GROUP. LT. COLONEL DILDINE'S PREVIOUS ASSIGNMENT WAS IN EUCOM.

SUPERVISORS AND MORALE

First line supervisors have an excellent opportunity to control the attitudes and feelings of the employees. High morale is evident when employees respond cheerfully and willingly to the regulations governing their behavior.

Some of the factors which indicate high morale are:

- The number of satisfied workers.
- The care given to equipment.
- The harmony among workers.
- The relationship between the supervisor and the employee.
- The productive efforts displayed by workers and the loyalty and respect shown by the employee toward the rest of the organization.

When people complain about rules and regulations, management policies, and equipment; when an antagonistic attitude is displayed toward the supervisor and when they are reluctant to carry out orders, there is certainly evidence of low morale. The ultimate result of conditions such as these will be production difficulties, lower efficiency, poor workmanship, and a waste of time, energy and material.

The problem of morale must be faced squarely by the supervisor. He must locate the real causes of such attitudes on the part of employees. When it is realized that such attitudes are not conducive to high morale, he should take immediate steps to improve the conditions which are affecting the morale and causing the difficulty if he ever expects to gain control of the situation.


FORT MEADE MOVEMENT NEWS
COUNTRY MANOR ESTATES CO-OP

On 8 September a group of approximately one hundred NSA employees met in the Post theatre at Arlington Hall Station to organize a Cooperative Housing Association. A summary of the tabulated cooperative housing questionnaires was presented to the assembly. The proposed By-Laws were adopted and Country Manor Estates, a non-profit cooperative housing association, was formed. The temporary board of directors of the association are *George A. Harper, Robert E. Dugard, Carey C. Tison, James Lockard, and Jerome D. Moskowitz*. The board elected the following officers: President, *Jerome D. Moskowitz*; Vice President, *Victor Klima*; Treasurer and acting Secretary, *George A. Harper*.

Mr. Roger Willcox, of the Foundation for Cooperative Housing located in New York City, and Mr. David Krooth, a local attorney who is closely associated with cooperative developments, gave brief talks and participated in the question and answer period which followed the formal meeting.

Thirty-seven were signed up as paid members by the end of the day and as of this writing 48 paid members belong to the association. By the time you read this we expect to reach the goal of 50 members which will permit the association to be incorporated.

Necessary action to incorporate the association will be initiated as soon as there are 50 members.

The architectural and site committees are actively engaged in planning and are making contacts with commercial firms. All planning for the cooperative is being done on the basis of having 100 members by the time construction starts.

The following information will give those who have expressed interest but have not yet joined the Co-op a clearer picture of our plans:

o *The Co-op will be incorporated in the State of Maryland as a non-profit housing corporation.*

o *The purpose of the association is to construct homes for the members.*

o *A community of single-family homes within easy commuting distance of Ft. Meade is planned.*

o *A Board of Directors, elected by the membership as provided in the By-Laws, will conduct the affairs of the corporation.*

o *Application will be made to a lending institution for a blanket mortgage loan which will be insured by the FHA. Other arrangements may be made at the time of transfer of title for those who desire it.*

o *The construction of the project will be handled by a general contractor to be selected by the corporation. All construction must meet local building code requirements and be acceptable to the corporation, the mortgage and the FHA.*

Inasmuch as this is a cooperative project, the title to the property will be held by the corporation until the construction is completed at which time titles will be conveyed to individual members of the project. This cooperative will be a SALES TYPE project.

Working capital for technical services during the initial phases of planning will be provided by the deposit

agreement fund. The balance of the down payment will be due and payable prior to the start of construction.

For additional information call Mr. Jerry Moskowitz, King 9-0348 or Mr. Carey Tison, HEMlock 4-5523.

FREE LEGAL ADVICE AVAILABLE

Mr. A.K. Mc Guire, attorney, has been added to the Meadmobile staff on a part-time basis. Mr. Mc Guire offers legal advice on individual problems created by the pending move to Fort Meade. This assistance is available each Tuesday and Thursday evening between 4:30 pm. and 9 pm. and on Saturdays from 9 am. until 1 pm.

FAMILY TOURS TO NEW SITE CONTINUE

NSA personnel and their families may still take the Saturday bus tour to Fort Meade. Along with the new Agency site, the participants see various housing projects in the Meade area. They may dine in the Civilian Club at Fort Meade at their own expense.

STATUS OF MILITARY PERSONNEL IN INTERIM MOVE

Will PCS orders be issued to all military personnel? If so, will that mean a new NSA tour of duty?

• *Yes, PCS orders will be issued to all military but it will not mean a new tour of duty.*

Will married military personnel, now occupying quarters at Fort Meyer be required to move?

• *Yes, since it is a PCS assignment.*

Where will enlisted men live during the interim move?

• *The Army and Air Force currently plan on living in Fort Meade Barracks. The Navy has not decided.*

If Fort Meade is the answer to the above, will they be required to stand KP, barracks duty, etc.?

• *Yes.*

Will all NSA bachelor officers, regardless of service, be required to live in BOQ's at Meade?

• *All bachelor officers will be required to live in BOQ's at Meade depending upon availability of BOQ space.*

Will married officers, not accompanied by their dependents, be authorized to occupy BOQ's?

• *Yes, depending on availability of BOQ spaces.*

Will Maryland state income tax be withheld from military pay?

• *No. State income tax is never withheld from military pay.*

Will it be compulsory for all NSA officers to join the Fort Meade Officers' Club?

• *Yes.*

Will military personnel at Meade be required to stand any kind of duty at AHS or NSS?

• *No.*

How far in advance of interim mover will orders be issued?

• *Date of orders has not been determined; however, married personnel desiring to move to a location nearer Fort Meade prior to date of move may request advance PCS orders. Personnel desiring advance issuance of orders will submit a written request in duplicate, via appropriate NSA DIV/OFFICE channels to Chief, MilPersBr, giving: NAME, RANK/GRADE, SERVICE NUMBER, SERVICE, DATE ORDERS DESIRED. In addition to the above, Air Force personnel should include: NUMBER AND AGE of dependents; TO AND FROM address of dependents; WEIGHT of household effects; TO AND FROM address of household effects. Only those who intend to move prior to January should request advance orders. MilPersBr will submit formal requests to the appropriate service.*

Average processing time required by Army, Navy is 3 weeks; Air Force, 4 weeks. Personnel should allow an additional week for NSA processing.

THE FRINGE BENEFITS AND YOU

Fringe benefits for Federal employees are provided by the legislation enacted 1 September, Public Law 763. Here is a run-down on the major provisions of this act. Further details will be published as the Civil Service Commission puts this legislation into effect.

AMENDMENTS TO THE FEDERAL EMPLOYEES' PAY ACT (applicable to Classification Act Employees)

Compensation for overtime work.—For any employee whose basic rate does not exceed the minimum scheduled rate of GS-9 (\$5060) the overtime hourly rate of compensation shall be one and one-half times his basic rate.

For any employee whose basic rate exceeds the minimum provided for GS-9, the overtime hourly rate shall be one and one-half times the minimum (\$5060) scheduled basic rate. Combined overtime and basic compensation may not exceed the maximum scheduled rate of basic compensation for Grade GS-15 (\$11,800).

Unofficial information has been received indicating the new overtime rates will become effective 14 Nov.

Compensatory time.—Employees, whose basic rate exceeds the maximum of a GS-9 (\$5810), may be required to take compensatory time in lieu of overtime pay.

Call-back overtime.—For unscheduled overtime work performed either on a non-work day or on a regular work day, if called back to the Agency after completing his regular tour, an employee will be paid for a minimum of two hours.

Night differential.—The night differential of ten per cent of basic compensation for regularly scheduled night work, between 6 P.M. and 6 A.M. will be paid on a holiday when no work is performed, and for periods of leave with pay, which total less than eight hours in any pay period.

Holiday differential.—A minimum of two hours pay, at the holiday rate, is authorized for work performed on a holiday, in addition to night differential.

Premium compensation.—Premium compensation, provided by the Federal Employees Pay Act of 1945, shall not be paid if an employee's basic rate exceeds the maximum scheduled rate for GS-15 (\$11,800). If an employee's rate is less than the maximum for GS-15, such premium compensation may be paid only to the extent that his aggregate rate of compensation does not exceed the maximum scheduled rate in any pay period (\$453.85).

LONGEVITY STEP INCREASES

Longevity step increases are provided for employees in Grades GS-11 through GS-15, effective the beginning of the first pay period following the date of enactment. For GS-15, which has within grade steps of \$250, longevity step increases are limited to \$200. The three years of service, at or above the maximum scheduled rates, immediately preceding the effective date of this provision shall be counted toward longevity step increases.

An employee who has earned credit toward the three year longevity period at the maximum rate or longevity rate of his grade, and is transferred to the

maximum rate of lower grade, shall apply this earned credit toward a longevity step increase in the lower grade.

EMPLOYEES' INCENTIVE AWARDS PROGRAM

The new "Government Employees' Incentive Awards Act" becomes effective on or about 1 December at which time the various provisions of law governing our present Efficiency Awards Program are repealed. A major advantage of the new legislation is the fact that both Wage Board and General Schedule employees are now eligible for any type of award.

The intent of the law is to pay cash awards in all instances instead of salary step increases, which may now be granted for superior accomplishment and management improvement awards.

Other significant provisions are: the payment of cash awards to and honorary recognition of, employees whose suggestions, inventions, superior accomplishments, or other personal efforts contribute to efficiency, economy, or other improvements.

Monetary awards are limited to \$5000 except in special cases. Awards not to exceed \$25,000 may be granted with the approval of Civil Service Commission for highly exceptional contributions.

ANNUAL LEAVE

The law which required that excess leave accumulations be reduced has been repealed. Maximum accumulations will be 30 days or the amount the individual had at the beginning of the current leave year, whichever is greater. However, employees with a leave carryover of 30 days are still not permitted to exceed this amount. Employees with accumulated leave of 30 days or more as of 1 January 1954 must use or forfeit additional leave accruals within the current leave year.

Current accrued leave may be added to the accumulated leave of deceased employees and paid to their beneficiaries in a lump-sum payment even though the total leave equals or exceeds 30 days.

WHITTEN AMENDMENT

Generally, the modifications to the "Whitten Amendment" are applicable to the competitive service and do not affect the status of NSA employees. The time-in-grade restrictions of the "Whitten Amendment" remain unchanged.

* * * *

FALL BALL IN NEW HALL

The brand-new Grand Ballroom at the Hotel Willard will be the scene of our NSA Fall Dance on Saturday, November 13th.

It should be quite a clambake, with the music of Tiny Meeker's ten-piece orchestra, plenty of set-ups, and lots of room. The lavish new hall, largest hotel ballroom in Washington, will accommodate 1500 people. So why not plan to attend our party on the 13th? Added inducements are the door prizes--several bottles of bonded cold preventive and snake bite remedy.

Tickets are only \$1.50 per person. Dancing from 9:30 to 1 a.m. Dress is optional.



Who's Who

IN EFFICIENCY AWARDS FOR
SEPTEMBER, 1954

CASH AWARDS - \$125 to \$225

Woodrow F. Raper } Co-suggesters
Robert W. Shields }
Anthony J. Gambardella } Co-suggesters
M/Sgt. D. C. Weigle, USAF }
Jack B. Rinehart } Co-suggesters
Francis M. Kolumber }

CASH AWARDS - \$50 to \$100

George B. Mulligan
Joseph Falcone

CASH AWARDS - \$10 to \$49

Thelma B. White
Walter W. Conklin
James C. Childers
Jessie L. V. Finch
William L. Lewis
Donald S. Povie
Joseph H. Davis

SUPERIOR ACCOMPLISHMENT
STEP INCREASES

Robert J. Zack
Mary Ann Sisto
Rachel L. Bowie
Malba J. Harbough
Willard H. Lee
Mildred Marquess
Amy B. Meyerhoeffer
Hazel B. Miller
Opal A. Smith
Bessie L. Thornton
Norma H. Wooten
Mary Louise Loeffler
Mary M. Wolfe
Jean B. Noel

OUTSTANDING PERFORMANCE RATINGS

Ruth Johnson
M. J. Cheseldine
James P. Dolbear
Frank C. Austin
Helene F. Bassols
Oscar E. Croson
John J. Keenan
Jeremy H. Peirce
Wayne E. Stoffel
James W. Thompson
Otis D. Wilson
Barbara Crimmins

LETTER OF COMMENDATION FOR
OUTSTANDING WORK PERFORMANCE

CT3 Robert Badgley, USNR

LETTERS OF COMMENDATION
FOR ADOPTED SUGGESTIONS

Comdr. Donald I. Mather
M/Sgt. Daniel C. Weigle, USAF

FIRE HAZARD CREATED BY AHS PARKING

Fire at Arlington Hall is up there, giving communism a good fight for top spot among the rogues in the gallery of Station enemies. The Provost Marshall, whose duty it is to help safeguard AHS from both these blackguards, warns, in regard to the former, that impending winter means heating systems will soon go into their full-scale operation. Fire hazards, then, necessarily are increased. And although the Hall possesses an efficient, swift fire crew, they are seriously hampered if obstacles in fire lanes prevent the movement of fire equipment toward its destination. Employees are urgently called on to aid in the capture of old Rogue Fire, by making triply sure their cars are not blocking fire lanes, but rather are left in the proper parking areas. Who can tell when the chase might be on?

DAILY RELIGIOUS SERVICES CONDUCTED AT AHS

A suggestion submitted by S/Sgt. John A. Russell that there be daily noon-hour devotional services in the AHS chapel was adopted and went into effect two weeks ago. According to Chaplain Knight who conducts the fifteen minute Protestant worship which begins at 12:15 pm., this daily program will be carried on indefinitely on a trial basis. The chapel is located in the building to the rear of the Post theater. All civilian and military personnel are welcome at these services.

Chaplain Knight, who received his theological training at Southern Baptist Seminary in Louisville, Ky., is a Regular Army officer with 19 years service. Since arriving at the Hall last March, he has redesigned and redecorated the Post worship center, and now conducts services in a beautiful and inspiring chapel.

The warmth of the new and enlarged chapel is its salient feature. Knotty pine walls and blonde wood pews are complimented by rich red carpets and drapes. The windows, given by the military personnel attached to the Post, are of stained glass. Symbolism embracing Catholic, Protestant, and Jewish thought has been used in decorating the room.

Also new to Post worship services are recorded chimes, which Chaplain Knight hopes to have played as an invocation to the daily noon-hour devotionals.

SECOND INTERIM MOVE PLANNED

In order to utilize all available space in the new Agency buildings at Fort Meade, NSA 721, NSA 724, and NSA 73 will move to the new site on or about 1 July, 1955.

HOBYISTS INVITED TO ENTER AGENCY SHOW

Have a hobby or collection? We would like to know about it. The NSA Welfare and Recreation Council is making plans for the Agency's first annual Hobby and Exhibition Show to be held December 4th and 5th at the Agency School. The show will be open to all NSA members and their families.

Some suggested exhibits are handcrafts, models, drawings or paintings in all media, etching, wood-working, plastic arts, photography, mechanical or technical creations, sewing, cooking, decorating, collections of china, stamps, coins, minerals, books, or what have you.

Undoubtedly we have overlooked a great many possibilities. You can add to the list by calling us about your hobby.

Competent judges will award cups, ribbons, and honorable mentions in the various classes.

There is no entry fee. Entries may be made by individuals or groups, regardless of age. Each person will be responsible for his own exhibit.

Entry blanks must be returned by October 22nd. They are available in each building at the recreation bulletin boards.

A meeting of all exhibitors from AHS will be held at noon Monday, November 1st, in Room 117, Headquarters Building. NavSecSta participants will meet at noon, Wednesday, November 3rd, in Room 155, Dispensary Building. For further information, call 131/60614.

NOBLETT AND MEADOWS TIE FOR GOLF CROWN

B. E. Knobblett, ComSec, and Miles Meadows, SEC, whacked that ball better than anybody to tie for Championship Trophy in the NSA Fall Golf Tournament. Each posted a low gross score of 138.

Knobblett's net of 120 was good for the Championship Flight trophy, while Meadows took runner-up honors in that division.

New faces dominated the winners' ranks. Although several winners from last summer's tournament took part in the recent putt-fest, none were able to duplicate their victories except Dorothy and Bill Arey, PERS, who captured another Family Trophy.

PROD members made a clean sweep of the First Flight and Second Flight awards. Emil Turda took First Flight. Greg Plaskon and S/Sgt. Donald Juan tied for runner-up. Second Flight champ was Ralph Johnston with Ron Kinter runner-up.

Division trophies went to ComSec and SEC.

BOWLING LEAGUE RESULTS

After four weeks of competition, the Comets were leading the 18-team NSA Bowling League with a record of 12 wins and 4 losses. The Unpredictables were second and the Clowns third.

Other records at the four week mark were:
 Team high series--Unpredictables--2971
 Team high game--Gaspergoos--1053
 Individual high series--Bill Conover, PROD--582
 Individual high game--Michael Ross, SEC--236

LOST AND FOUND--UNCLAIMED PROPERTY

The following items, found on the Post, Arlington Hall Station, have been turned in to the Lost and Found Bureau of the Provost Marshal's Office. Owners may recover lost items by calling at Bldg. T-301 and identifying them, within 30 days from date of this publication:

- BELT--black silk
- BELT--dark blue velvet
- BRACELET--double strand of pearls
- BROOCH--gold colored w/dark settings
- BROOCH--silver, form of crown
- COIN PURSE--brown leather
- COIN PURSE--black zipper type
- CUFF LINK--gold w/initials "W H"
- EAR RING--silver w/pearl and glass settings
- EAR RING--gold w/glass setting
- EAR RING--gold w/pearl setting and drop
- EAR RING--gold w/long flat drop
- EAR RING--gold w/5 white petals
- EAR RING--w/numerous beads
- EAR RING--5 silver petals and pearl drop
- EAR RING--pear shaped ring drop
- EAR RING--gold w/triangle drop
- EAR RINGS--pair, gold w/blue and clear settings
- EAR RINGS--pair red plastic
- FOUNTAIN PEN--black Sheaffer
- FOUNTAIN PEN--green Sheaffer
- GLASSES--dark lenses, tortoise shell frames
- GLASSES--dark lenses, tortoise shell frames
- GLASSES--GI
- GLASSES CASE--blue leather
- GLOVES--lady's white for right hand
- GLOVE--lady's white knit for right hand
- GLOVES--GI, identification No. S-3233
- GLOVES--lady's white, button at wrist
- HANDKERCHIEF--white, mark D 6125
- HAT--genuine Panama, "Panacool"
- IDENTIFICATION Bracelet--"R V Allie"
- JACKET--lady's gray flannel w/black velvet
- JACKET--blue windbreaker "Hercules Outerwear"
- JEWEL CASE--blue w/coin purse
- KEY--on chain w/tab Va 872 035 (53)
- KEY--"Schlage" 33923
- KEY--silver colored "Fram"
- KEY--brass for Ford
- KEY--GM No. 8344
- KEY--"Master" No. 3603
- KEYS--3 ea on a chain, tab w/initial "G"
- KEYS--2 ea on key tag No. 72F97, Yale
- KEYS--2 ea in leather case "Mt. Vernon Motors"
- KEYS--2 ea on a wire ring "Slaymaker" K134
- NECKTIE--Air Force, blue
- NECKTIE--Army, shade 51
- NOTEBOOK--Leather, black, address book inclosed
- NOTEBOOK--black binding, 6" x 4"
- PIPE--imported short stem briar
- RAINCOAT--gray plastic
- RING--Army insignia
- RING--gold wedding band
- SCARF--Various colored designs
- UMBRELLA--Lady's black, w/striped border
- WRIST WATCH--white metal "Laprosa"

AHS OFFICERS' OPEN MESS CALENDAR FOR OCTOBER

- CLUB HOUR--20 October--all refreshments half price from 1700 to 1800 hours.
- LADIES' BRIDGE--20 October--1300 to 1630 hours.
- FREE BUFFET--29 October--1700 to 1900 hours.
- BINGO--every Tuesday night, beginning in October. Cards go on sale at 1930 hours; games start at 2000 hours.
- SPECIAL DRINK NIGHT--One unannounced evening a week, the bartender will serve a special drink at a reduced price.