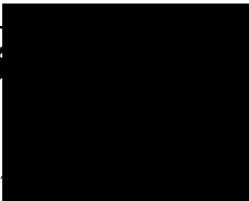


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LIST OF MRB ROSTERS AND REPORTS REQUIRED BY PERSONNEL IN JANUARY AS OF 31 DECEMBER 1953

17/28

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A. Following is a chronological list of rosters and reports which have already been requested of MRB for January (excluding the quarterly T/O listing):

1. Agency Draft Deferrals
2. Agency True Separations Listing
3. Agency True Accession Listing
4. Agency Strength
5. Security Strength Report
6. Combined Alpha List
7. Monthly Security Cancellations
8. MRB Status Register
9. MRB Security Monthly Register
10. Agency Gains and Losses Report
11. Security Tabulation by Month, By Office
12. Agency Promotions During Month
13. Security Monthly Activity Report
14. Monthly Name Changes Listings
15. Agency Grade Distribution Report By Office
16. GS-15 through GS-18 Office Changes During Month
17. Security Tab 30-60-90 Day Report (Minus EOD & Cancel.)
18. Security Tab 30-60-90 Day Report (Plus EOD & Cancel.)
19. Employee Qualifications Register
20. Security EOD, By recruitment Source, By Grade
21. Monthly Comptroller Special Report
22. Semi-Annual Age - Grade Study
23. 3 X 5 Accessions and name changes for RI
24. CD Tabulation By Office
25. CD Promotion Tabulations
26. Type of Action Tabulation, By Office
27. EOD's Annual Report thru 30 November plus December
28. Separations Annual Report thru 30 November plus December
29. PER Register
30. Archives File Data

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B. The following items have not as of this date been requested on a written job order to MRB, however, specify job orders will be completed and forwarded to MRB within the first few days of January for completion during January:

1. Agency employee Longevity Report by Years, by component for Career Service Board
2. Staff Employee Status Deck ~~not to be used~~ from use by Insurance Actuaries.
3. Key punch completed Consultant Status Cards for Codes prepared by Personnel
4. Consultant strength report based on status cards referred to in paragraph 3 above
5. Key-punch and establish Staff Agent Status Deck

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- C. The quarterly T/O position listing and/or Position Control listing have not been included in the above job listings pending General Service review and recommendations on MRB capabilities to handle the overall job within the time available. Regarding the distribution of the T/O listings it has been determined that a minimum of 12 copies will be required.

DEC 54 11 05 AM '23

PERSONNEL DIRECTOR
OFFICE OF

GENERAL SERVICES
OFFICE OF THE CHIEF

DEC 50 11 10 AM '23

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