

WAR DEPARTMENT
NOTIFICATION OF PERSONNEL ACTION
(FIELD)

1. DATE: September 18, 1944

2. TO: Norma J. Stuver
First Name Middle Initial Last Name
West Homer St.
Greenville, Pa. 3. S.S. NO. 170-22-6235

4. THROUGH: Office in which Employed or to be Employed

THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION CONCERNING
YOUR EMPLOYMENT. THIS ACTION IS SUBJECT TO THE PROVISIONS
ON THE REVERSE HEREOF:

5. NATURE OF ACTION: 6. EFFECTIVE DATE

War Service Indefinite
Appointment

September 18, 1944

7. POSITION TITLE

(From)

(To)

Clerk-Typist

8. GRADE & SALARY

CAF-1, \$1260 p/a

9. FORCE & SERVICE
COMMAND

ASF-3rd Service
Command

10. INSTALLATION
& LOCATION

ASF Replacement Depot
Camp Reynolds, Pa.

11. ORGANIZATION
UNIT

Camp Surgeon
Administration

12. DUTY STATION
& LOCATION

14. C.S. REPORT SERIES
(Temp) (Perm)

X

15. DATE OF BIRTH

June 18, 1926

16. CIVIL SERVICE AUTH

Eric:RFS:GPJ:
WS3-8859
9-18-44

17. MALE FEMALE

X

18. C.S. RETIREMENT

X YES NO

19. PUBLIC LAW 49
(War Overtime Pay Act)

X YES NO

20. APPROPRIATION
212/50805 M&HDA 1942-45
553-1086 P 413-01 S
36-068

21. POSITION REFERENCE
OR JOB DESCRIPTION
MANUAL NUMBER

22. DATE OF OATH
(Assession Action Only)

September 18, 1944

23. 24. 25.
WHITE NEGRO OTHER

X

13. REMARKS: Application, Form 57, forwarded to Civil Service, Erie, Pa. Fingerprint
chart will be forwarded to the Identification Division, Federal Bureau
of Investigation, Washington 25, D.C.

FOR THE COMMANDING GENERAL:

GEORGE I. McALLISTER,

Chief, Civilian Personnel Branch.

ORIG. - EMPLOYEE
COPY 1 - PAYROLL
COPY 2 - C.S.C.
COPY 3 - 201 FILE

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR () SPECIAL { X }
PROBATIONAL or TRIAL PERIOD

As of 31 Oct 44 based on performance during period from 18 Sep 44 to 31 Oct 44

Norma J. Stuver Clerk-Typist CAF-1
(Name of employee) (Title of position, service, and grade)

Post Surgeon - Adm. ASF Replacement Depot, Camp Reynolds, Pa.
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Good

23 November 1944
(Date of notification)

George I. McAllister
GEORGE I. McALLISTER
Chief, Civ Pers Br
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.

The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.

An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

WAR DEPARTMENT
NOTIFICATION OF PERSONNEL ACTION
(FIELD)

1. Date: November 6, 1944

2. TO: Norma J. Stuver 3. S. S. NO. 170-22-6235
First Name Middle Initial Last Name

West Homer Street
Greenville, Pa.

4. Through: _____
Office in which Employed or to be Employed

This is to notify you of the following action concerning your employment.
This action is subject to the provisions on the Reverse Hereof:

5. NATURE OF ACTION (Use standard terminology) <u>Resignation</u>		6. EFFECTIVE DATE <u>4 hours of</u> <u>November 8, 1944</u>
7. POSITION TITLE <u>Clerk-Typist</u>	(FROM)	(TO)
8. GRADE AND SALARY <u>CAF-1, \$1260 p/a</u>		
9. FORCE AND SERVICE OR COMMAND <u>ASF, 3rd Service Command</u>		
10. INSTALLATION & LOCATION <u>ASF Replacement Depot</u> <u>Camp Reynolds, Pa.</u>		
11. ORGANIZATION UNIT <u>Post Surgeon</u> <u>1501 - Admin.</u>		
12. DUTY STATION & LOCATION		

13. REMARKS:

Reason: Securing employment elsewhere.
Last day of active duty: November 4, 1944.

No Veteran Status.

For the Commanding Officer: General:

Helen E. Slade
(Signature)

HELEN E. SLADE

Jr. Admin. Asst.
(Rank and/or Title)

EMPLOYEE