

AFSA-00T/af

4 April 1951

## MEMORANDUM FOR CAPTAIN DYER

SUBJECT: Temporary Assignment of Captain Lane

1. On or about 6 February 1951 you were kind enough to make Captain Lane available to me for an agreed period of one month, pending the finding of a suitable secretary for me by AFSA-153. Steps toward the latter end were initiated without delay and a GS-4 secretarial job was established. No suitable candidates for that job having been turned up by AFSA-153 by the end of the agreed temporary assignment of Captain Lane, I requested, and you courteously granted, an extension of Captain Lane's temporary duty, for another two or three weeks.

2. When it developed that a suitable candidate could not be found on the basis of a GS-4 position, steps were immediately taken to re-evaluate the job and a GS-5 position was established, in lieu of the GS-4. It was hoped thus to find an experienced GS-4 secretary in AFSA who was qualified for promotion and who could perhaps fill the job for me. It was on that basis that I felt warranted in imposing further on your good nature and requesting the extension of Captain Lane's temporary duty until 21 March. More than two weeks have already passed since that date - in other words, the extension has been exceeded by 50%, and you have been so courteous as to raise no question with me, nor to complain, as you well might be justified in doing, about my carrying this business too far.

3. I have just been called by Mr. Holleran of AFSA-153, who notified me that no suitable candidate for the new position, even in GS-5, is available. He wanted to know if I would accept a new employee. Any new employee would, of course, have to go through the clearance procedure, so that such an employee, even if a qualified secretary, would not be available for actual duty for several months. I told Mr. Holleran that I could hardly be pleased with such a proposal, since a secretary qualified for satisfactory service in my office would have to have a background of at least two or three years experience in our field of work, and that as the oldest civil employee in the establishment I didn't think I should be asked to put up with such a situation, just as though I was a newcomer myself.

4. Mr. Holleran stated that the difficulty is that I want somebody who can take dictation. I told him I would be willing to give up that requirement if he could find me an assistant properly qualified in other respects, but it would have to be at least somebody who has the requisite background experience. He stated that he would investigate and that is how the matter now stands.

5. I am much disappointed with the delay, the extent of which has been much greater than I ever expected. I think AFSA-153 has been diligent but there seem to be problems and difficulties beyond either their or my ability to solve.

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6. Nevertheless, because my problem is not yours, and because you have been so courteous in the past in this case, I am not going to ask you again for another extension of Captain Lane's temporary duty and will release her at the end of this week. I will just have to manage the best I can without her or a suitable assistant.

7. I wish to assure you of my appreciation of your cooperation in this matter. Captain Lane has been of the greatest assistance to me in many ways and I am very sorry to lose her. I need hardly commend her to you since I think you are well aware of her ability and other excellent qualifications.

WILLIAM F. FRIEDMAN  
AFSA-OCT

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