

12. SUPERVISION OVER OTHERS. IF NO EMPLOYEES ARE SUPERVISED, WRITE "NONE". IF NOT MORE THAN FIVE, LIST NAMES OF EMPLOYEES SUPERVISED, GIVING TITLES. IF MORE THAN FIVE, GROUP THEM BY TITLES, INDICATING HOW MANY OF EACH TITLE, AND OMIT NAMES. DESCRIBE NATURE OF SUPERVISION.

NO.	TITLE	NAME	NATURE OF SUPERVISION
6	Adjutant's Office)	General coordination re personnel activities.	
2	Finance Office)		
2	Security Office)		

13. GIVE NAME AND TITLE OF IMMEDIATE SUPERVISOR:
 Commander Edward J. Green, USNR, Deputy Chief of Mission

14. DESCRIBE FULLY HOW ASSIGNMENTS ARE MADE TO YOU BY YOUR SUPERVISOR.
 Assignments are discussed in general terms at conference but implementation and procedures left to my initiative and responsibility.

15. WHAT REVIEW IS MADE OF YOUR WORK AND BY WHOM IS THIS REVIEW MADE?
 Periodic review of general plans, policies, procedures by Deputy Chief of Mission.

16. HOW LONG HAVE YOUR DUTIES AND RESPONSIBILITIES BEEN AS DESCRIBED ABOVE?
 Three months

I CERTIFY THAT THE FOREGOING STATEMENTS ARE CORRECT.

SIGNED _____
 DATE 10 April 1946 (EMPLOYEE)

TO BE FILLED IN BY SUPERVISOR

17. None NAMES OF PERSONS DOING SIMILAR WORK IN THE SAME UNIT

18. ARE THE ABOVE STATEMENTS ACCURATE AND COMPLETE? (INDICATE ANY INACCURACIES OR INCOMPLETE ITEMS)
 Above statements are accurate but it is exceedingly difficult to reflect full scope and importance of duties.

19. GIVE YOUR IDEA OF THE ESSENTIAL NATURE OF THE POSITION AND THE SUPERVISION IT REQUIRES.
 The efficient operation of this entire mission depends to a large degree on successful personnel administration. It is neither practical nor desirable to attempt to maintain close supervision over this position.

20. STATE THE KNOWLEDGES, ABILITIES, SKILLS, AND EXPERIENCE THE INCUMBENT OF THIS POSITION SHOULD HAVE. KEEP THE POSITION IN MIND, RATHER THAN THE INCUMBENT WHO OCCUPIES IT.

The position requires patience, tact, diplomacy, keen insight into human nature, broad knowledge of organizational plans and policies, extensive detailed knowledge about our personnel and personnel administration, integrity, judgment, discretion, initiative, intelligence, personality, willingness to accept responsibility, experience in office management.

I CERTIFY THAT THE STATEMENTS MADE BY ME ARE CORRECT
 DATE 10 April 1946

SIGNED _____ (SUPERVISOR) Cdr. USNR

IF A SUPERIOR OF THE IMMEDIATE SUPERVISOR WISHES TO ADD ANY COMMENTS TO THE STATEMENTS OF THE EMPLOYEES AND IMMEDIATE SUPERVISOR, FEEL FREE TO DO SO.