

OFFICE OF THE GROUP ADJUTANT

Prepared for
The Historical Office of the 308th Aviation Depot Group
by TECHNICAL SERGEANT JOHN A WINN

TABLE OF CONTENTS

	PAGE NUMBER
FOREWORD	B-3
THE MISSION AND ITS IMPLEMENTATION	B-3
EVALUATION	B-10
SUPPORTING DOCUMENTS:	
Personnel Utilization Chart	B-11
Sample Top Secret Control Log - AMC Form 9H	B-12
Sample TSCO Receipt - AMC Form 9J	B-13

FOREWORD

Since evolution of the methods of national defense have created a "security era" in the military armed forces, it is realized that this change naturally affects certain phases of the Air Force's administrative management program. Each new day brings about new and different problems in the handling and transmission of what was only a short time ago routine correspondence. Specifically, documents with a security classification stamped at the top and bottom in bold letters warning "this document requires special attention in accordance with security regulations". And what are those special attentions? New control logs, special receipting systems, increased postal registration and courier requirements, security clearance requirements to be met by the personnel who must handle these documents in performance of their duties and, last but not least, additional training and workloads for existing administrative manpower.

Because of the classified nature of the mission of the 3084th Aviation Depot Group, it follows that a great portion of the Administrative details must also be classified. Thus, the problems inherent to the classified administrative phase of our operation have been given special attention in preparing this report.

THE MISSION AND ITS IMPLEMENTATION

The Group Adjutant's Office of the 3084th Aviation Depot Group is empowered to:

- (1) Operate a central classified distribution center with the function of recording and controlling all

Top Secret documents generated for retention within or dispatch from this headquarters and Top Secret documents received by this headquarters from outside agencies. In addition, the classified distribution center is responsible for recording and controlling all Secret and Confidential documents emanating from or received by the 3084th Aviation Depot Group.

- (2) Operate a central unclassified distribution center with the function of recording and routing all unclassified documents emanating from or received by the 3084th Aviation Depot Group.
- (3) Maintain a reports control system to insure timely submission of required reports.
- (4) Maintain a forms management program to insure maximum utilization of command forms and limit the number of local forms to an absolute minimum.
- (5) Operate the administrative reproduction facilities which, when completely installed, will include mimeograph, multilith and verifax.
- (6) Operate a station postal activity which is responsible for pick-up and delivery of personal and official mail for the 3084th Aviation Depot Group.
- (7) Maintain a central publications file to include pertinent Air Force and command directives.
- (8) Supervise preparation of local command directives and bulletins and publish and distribute same.

NOTE by Editor

Page B-5 was not included in the declassified documents by the United States Air Force, Department of Defense and the Pentagon. Reason is uncertain.

In May, a newly approved personnel distribution table raised the Adjutant's total authorized strength by 2 enlisted administrative clerks, however, shortage of administrative personnel throughout the 3084th precluded obtaining personnel to fill the newly authorized vacancies.

On 17 June, A/LC Vaughan received overseas reassignment orders. Due to lack of replacement, it was necessary to assign Airman Vaughan's duties to Miss Perreault, to be handled in addition to her own.

Additional personnel problems occurred in June in the form of overseas assignment of M Sgt Fontaine and the overseas alerting of Lieutenant Hudack. Alleviation was made by the assignment of T Sgt John A Winn, 70270, who assumed Sergeant Fontaine's duties as Group Sergeant Major. Sergeant Winn had been formerly assigned to the 3084th Security Squadron as Chief Clerk.

On 10 June, further temporary augmentation was furnished by the assignment of A/LC James E Charles, 70250, who had been assigned with a three-month's retainability status pending discharge. The cost precluded processing of a security clearance, however, by assigning this airman to non-sensitive duties, full utilization was obtained.

In interim evaluation of the personnel situation within the Adjutant's office, it is believed that in spite of heavy personnel

NOTE by Editor

Pages B-7 to B-10 were not included in the declassified documents by the United States Air Force, Department of Defense and the Pentagon. Reason is uncertain.

Capt Leo E Mullin Adm Off 07024 (1 Jan-30 Jun 55)
GROUP ADJUTANT

1/Lt David M Hudack Adm Off 7024 (1 Jan-30 Jun 55)
ASSISTANT GROUP ADJUTANT

MSgt C E Fontaine Adm Supv 70270 (1 Jan-2 Jun 55)
TSgt J A Winn Adm Supv 70270 (2 Jun-30 Jun 55)
GROUP SERGEANT MAJOR

A/IC J R M R Turenne Sr Clk 70250 (1 Jan-30 Jun 55)
DUTIES:

- Unclassified Distribution Clerk
- Reports Control Clerk
- Forms Management Clerk
- Reproduction Clerk

NOTE: Dates following individual's names are respective dates individual performed duties listed.

A/IC J H Vaughan Sr Clk 70250 (1 Jan-17 Jun 55)
Miss Phyllis A Perreault Civ Clk (17-30 Jun 55)
DUTIES:

- Classified Distribution Center Clerk
- Top Secret Control Clerk

Miss Phyllis A Perreault Civ Clk (1 Jan-30 Jun 55)
DUTIES:

- Stenographic and Clerical Duties
- Group Publication File Clerk

PERSONNEL UTILIZATION CHART
Office of the Group Adjutant
3084th Aviation Depot Group (AMC)

SSgt C Williams Postal Tech 70251 (1 Jan-21 Apr 55)
A/3C H A Ricks Adm Helper 70010 (19 Apr-30 Jun 55)
A/2C D P Jeffers Postal Tech 70231 (21 Apr-30 Jun 55)
DUTIES:

- Operation of Group Postal Activity

TOP SECRET CONTROL LOG

SERIAL NO.	COPY NO.	RECEIVED BY	DATE	TIME
NAME, GRADE, AND SERIAL NO. OF OFFICER COURIER			OFFICER COURIER NO.	
SOURCE				
ADDRESSED TO				
DESCRIPTION, DATE AND SUBJECT				
INCLOSURES				
REMARKS				
LOGGED BY:			DATE	TIME

DISPOSITION

AMC NO.	ORGNL. CODE	COURIER INITIALS	RECEIPT SIGNATURE	DATE	TIME

AMC FORM NO. 93A
(REV 19 NOV 48)

Air Force-WFAPB-O-28 JAN 52 245M

THIS FORM SUPERSEDES AMC FORM NO. 46-2B, EXISTING STOCKS OF WHICH WILL BE DESTROYED.

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TSCO RECEIPT (Original)		SUSPENSE DATE	NUMBER	COPY NO.
FROM:		TO:		
SHORT TITLE AND DATE				
INCLOSURES				
TO	RECEIVED BY: (FULL SIGNATURE)	DATE	HOUR	

AMC Form 91 (1 Mar 52)

Supporting Document # 3

55ESE 1269