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ASSIGNMENT OF JUNIOR OFFICER TRAINEES

OBJECTIVES:

- (1) To insure that JOT's are utilized in Agency positions for which they are qualified and available in preference to personnel recruited externally.
- (2) To insure that JOT slots are freed as soon as possible after an individual JOT has completed all training requirements in order that a new JOT candidate may be entered on duty.

PROCEDURES:

1. Through surveys conducted jointly by the Office of Personnel and the Office of Training, Agency positions will be studied to identify those in which the duties and qualifications requirements are generally of such a nature as correspond to the skills for which JOT's are recruited and trained.
2. Whenever action is requested by an Agency component to fill a position identified pursuant to paragraph 1, above, through external recruitment of an individual, the Office of Personnel will determine that no JOT is available prior to approving recruitment and/or appointment of such non-JOT person. If a JOT is available whom the Office of Personnel and the Office of Training believe to be qualified, this will be indicated to the requesting office.