

28 July 1953

OPM 20-580-1
PERSONNEL DIRECTOR MEMORANDUM NO. 51-53

SUBJECT: Temporary Promotions to Grades in the Supergrade Category

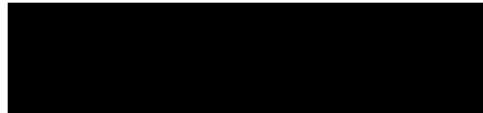
1. The Acting Deputy Director (Administration) has advised that certain promotions to grades in the supergrade category will be approved with the understanding that such promotions are temporary, the duration of which will be determined by the DCI, with the further understanding that the individual will revert to his permanent grade upon termination of the temporary promotion. This constitutes an interim procedure only and is subject to change.

2. In such cases the following statement will be typed under Remarks on the Standard Form 50, or Standard Form 52 used in lieu thereof:

Promotion to the grade indicated is temporary and for such duration as the Director will determine. Your permanent grade is the grade from which you are temporarily promoted.

The Nature of Action will be shown as "Promotion (temporary)".

3. In these cases particular care will be taken to ensure that the employee copy of the Standard Form 50, Notice of Personnel Action, is routed to the individual concerned so that he will have a record of the "temporary" promotion. When the Standard Form 52 is used in lieu of the Standard Form 50 for documenting the action, a memorandum similar to the attached will be routed to the individual concerned through proper channels. A copy of the memorandum will be stapled to the Personnel Folder copy of the Standard Form 52 for inclusion in the Official Personnel Folder.



25X1A

GEORGE E. NELSON
Personnel Director

Attachment

*X ref 20-240
OK per 37-55*

RESTRICTED
Security Information