

31 July 1953

20-330-2

PERSONNEL DIRECTOR MEMORANDUM NO. 32-53 (Revision 1)

SUBJECT: Notifying Employees of Medical Disqualification

1. In the event an employee is found to be medically disqualified for Agency employment, the following procedures will be used to notify the individual concerned of his disqualification:

a. The Transactions and Records Branch responsible for processing actions of the employee concerned will notify the appropriate Personnel Relations Branch immediately upon receipt of information indicating medical disqualification. *PSD, per 37-57*

*b. The ~~Personnel Relations Branch~~ *Counseling Branch, PAD, per 37-57* concerned will then advise the employee of his disqualification for medical reasons. Personnel Relations Officers will not attempt to provide further explanations as to why the employee's services are no longer acceptable. If, however, the employee specifically requests further information relating to his failure to meet medical standards, the Personnel Relations Branch will arrange an appointment for the employee with the Medical Office. During the appointment professionally qualified personnel will either discuss with the employee the reasons for his medical disqualification or will make arrangements to give this information to the employee's personal physician. In exceptional cases where the interests of the Agency might be jeopardized by such information, the Medical Office will so notify the Personnel Director, who will instruct the Personnel Relations Officer to withhold the reason for disqualification.*

2. The above steps will be taken prior to processing a separation action for the employee concerned.

/s/
GEORGE E. MELOON
Personnel Director

* Revised Material

RESTRICTED