

23 MAR 1973

NOTE FOR: Director of Finance

SUBJECT : Management and Services Directorate Surplus Procedures

1. After you have met with the individuals concerned please call me so that we know (1) whether they have agreed to retire or (2) you found it necessary to present the surplus letter. I will then arrange for Mr. Brownman to sign the surplus memorandum (attachment A) to the Director of Personnel which also transmits the surplus declaration (attachment B) signed by Mr. Brownman. I have retained both letters for his signature. You will receive copies as soon as Mr. Brownman has signed them.

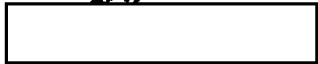
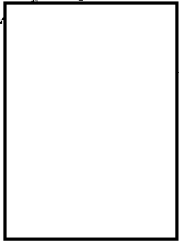
2. To retain as systematic procedure as possible, we suggest that after you discuss the surplus matter with the individual, you direct them to see your Personnel Officer/Support Officer who will arrange for an appointment with Mr. [redacted] or the Retirement Affairs Division, Office of Personnel, whichever is appropriate. Your Personnel Officer/Support Officer is being asked to then notify me so we can schedule the employee for interviews on a Directorate basis. This step is critical because Mr. [redacted] office and the Retirement Affairs Division need to schedule appointments because of the volume involved. We want to create as organized situation as possible under the circumstances.

3. If I can assist you in any other way, please let me know.

action
✓

- 3452
c/c 3303
Cin. 3257

W/O



UNCLASSIFIED

(Date)

MEMORANDUM FOR: Director of Personnel.

SUBJECT : Declaration of Excess - Mr. _____

STATINTL

In accordance with paragraph b.(2) of I forward herewith my declaration of _____ (date) that Mr. _____ is excess to the manpower requirements of this Directorate.

Deputy Director for _____

(Date)

Declaration as Excess

STATINTL

In accordance with paragraph b.(1) of [redacted], and taking into consideration the current and anticipated manpower requirements of this Directorate, as well as the performance, nature of service, qualifications and grade of Mr. _____, I hereby determine that Mr. _____ is excess to the manpower requirements of this Directorate and I so declare him as excess.

Deputy Director for _____