

~~CONFIDENTIAL~~

DRAFT/27 May 54

NOTICE
NO.

PERSONNEL
June 1954

RETRAINING FOR REASSIGNMENT

1. POLICY

It shall be the policy of the Agency to afford reasonable training or retraining to any individual whose services have been satisfactory and who has been declared and is in fact excess to an organizational component by reason of the completion of a project or assignment, organizational changes, or reduced workload. Specific training shall be provided when there is reasonable expectancy that such training will qualify the individual for another assignment in an allied or different line of work.

2. RESPONSIBILITIES

a. ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel will identify placement possibilities for individuals in this category and may recommend to the head of the appropriate career service an assignment. He will participate with the head of the career service and the Director of Training in establishing a training program which will be consistent with the education, experience, and estimated work potential of each individual concerned.

b. HEADS OF CAREER SERVICES

The head of the career service will cause the individual to be immediately reassigned to the table of organization of the gaining component. If the individual fails to perform acceptably, the head of the career service will take action in accordance with existing regulations either to effect a new assignment or to terminate the services of the employee.

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c. DIRECTOR OF TRAINING

The Director of Training will provide such formal training as is determined to be necessary in order to prepare the individual for the new assignment.

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