

25X1A

PERSONNEL

ASSIGNMENTS

1. GENERAL

This regulation states policies which apply to the assignment of employees (staff employees and staff agents), ~~of grades GS-15 and below. It does not apply to the assignment of employees of grades GS-16, 17 and 18~~ [REDACTED]

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2. ASSIGNMENTS

- a. According to the needs of the Agency, personnel will be assigned to positions involving duties and responsibilities which are commensurate with their abilities and which will, whenever possible, offer them opportunity for growth and development.
- b. Employees of this Agency are expected to serve wherever the Agency requires their services. Those employees who are members of the Career Staff must be particularly mindful of this responsibility and be willing at times to tolerate considerable personal inconvenience, if necessary. Employees of this Agency are assured that their personal circumstances will be given full consideration in connection with the determination of their assignments. Thus, the decision concerning each assignment involves the exercise of judgment, taking into account the Agency's requirements for an employee's services as well as any personal circumstances affecting the employee which may have a bearing on his suitability for the assignment. An employee's preference may not be substituted for a determination by the Head of the Career Service concerned as to the course of action which is in the best interests of the Agency. Should an employee refuse to follow a course of action so determined, appropriate disciplinary action will be taken based upon the recommendation of the Head of the Career Service. Such action will include review of the employee's status as to Career Staff membership.
- c. The Heads of Career Services will plan the next assignment of each employee serving at a foreign field station in advance of the anticipated expiration date of his

- 25X1A current tour of duty. This planning will take into consideration the requirements of the Agency and the expressed preferences of the individual. Every effort will be made to advise the employee of plans for his next assignment prior to his departure from the field.
- d. Chiefs of Stations and Bases are authorized to effect such details of personnel under their jurisdiction as are necessary to meet critical emergency situations. Permanent changes in the assignments of field personnel will require the approval of the Heads of the Career Services concerned.
- e. Each Deputy Director will identify positions on his table of organization with a Career Service under his jurisdiction or with another Career Service provided the Head of that Career Service concurs.
- f. The assignment of a member of one Career Service to a position identified with that Career Service but under another command jurisdiction will be made by mutual agreement between the Head of the Career Service and the Operating Officials concerned. The assignment of a member of one Career Service to a position identified with another Career Service will be made by mutual agreement between the Heads of the Career Services and the Operating Officials concerned. In both cases, these assignments will be for a period of service agreed upon by these officials during which the individual will not be reassigned except by similar agreement. However, it will be understood that upon an employee's completion of that period of service he will be available for such assignment as the Head of his Career Service may determine.
- g. Normally, individuals will be assigned to positions which are commensurate with their grades. However, employees may be assigned to higher graded positions when it is in the best interests of the Agency or to lower graded positions and retain their grades if they are accorded personal rank status.