

OP

22 September 1977

OFFICE OF PERSONNEL NOTICE NO. 20-77-11

SUBJECT: Advance Notification of Proposed Changes in Personal Rank Assignment Policy

As one result of a recent study of the use of Personal Rank Assignments in the Agency, [REDACTED] is being revised. The following information is provided in advance of the publication of the revised regulation; the policy and requirements stated herein are effective with the issuance of this Notice. STATINTL

(1) The basic concept is that a Personal Rank Assignment (PRA) is temporary in nature, and the approved period will be limited to the amount of time required to take appropriate action to resolve the matter.

(2) PRAs involving two or more grades, PRAs of supergrades, and all extensions of the initial PRA must be justified in writing by the Operating Official, and concurred in by the Head of the Career Service or a single senior designee. The memorandum addressed to the Director of Personnel must include the reason(s) for the assignment or extension, and the plans for subsequent reassignment of the employee to a position commensurate with the individual's grade. The memorandum must be attached to the Request for Personnel Action (Form 1152) and forwarded to the OP Mail Room so that it may be properly time-stamped and attached to the OPF for review.

(3) Employees currently in a PRA status, approved under prior guidelines, may continue in their current assignments. However, when such individuals are programmed for reassignment, or near the NTE date of the present PRA, guidance contained in paragraph (2) will be followed.

(4) This OPN will remain in effect until the new policy and procedures are issued in the revised [REDACTED] STATINTL

[REDACTED]  
F. W. M. Janney  
Director of Personnel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

<input type="checkbox"/> UNCLASSIFIED	<input checked="" type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET
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**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	D/ODP		RM
2			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

*I thought you should be aware of the attached OPM. I've also sent copies to MZ Board Members. +EO.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
<i>Margaret</i>	