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MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting at FBI

I met with the following members of the FBI personnel organization on 31 Aug. 88:

Jim Carlsile - Staffing Unit
Walt Wilson - Employee Benefits
Jerry Donahoe - Administrative Summary Unit
Betty Jo Sizermore - RIF Specialist

We discussed the Director, FBI authority to terminate and remove, adverse action and RIF procedures, outplacement, and appeal processes. Copies of regulations and documented procedures relating to these subjects were obtained and are attached. FBI experience with RIF's, removals and other adverse actions were also discussed.

Incls:

1. Extract, Title 5 USC, Sec 0.137
2. Sec 13, FBI Personnel Manual, Disciplinary Matters
3. Sec 14, FBI Personnel Manual, Appeals & Grievances
4. Part 351, 5 USC, Reduction in Force