

(CORRECTED COPY)

23 April 1953

~~OP 11-20-110-1~~  
PERSONNEL DIRECTOR MEMORANDUM NO. 27-53

SUBJECT: Career Designations

REFERENCE: Agency Notice [REDACTED] Determination of Career Designations (proposed)

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1. The following procedures are prescribed for the administration within the Personnel Office of Career Designations to be assigned to Staff Employees.

2. Initial Career Designations Assigned on 27 April 1953 and Afterwards.

a. Assignment of Career Designations by Personnel Office.

Effective 27 April 1953 and thereafter, each Staff Employee will normally be assigned a Career Designation by the appropriate Placement Branch when he enters on duty. Employees assigned to the Interim Assignment Branch will be assigned a Career Designation by the Placement Branch when they are reassigned to a definite organizational unit, as evidenced by an official personnel action.

b. Criteria for Making Determination.

Career Designations will be determined pursuant to the provisions in sections 2 and 4b of Agency Notice [REDACTED], Determination of Career Designations (advance copy attached).

c. Recording Career Designations.

Career Designations will be entered in Item 14 of Standard Form 52, Request for Personnel Action by the appropriate Placement Branch. For vouchered personnel, Transactions and Records Branches will record Career Designations in Item 14 of Standard Form 50.

3. Initial Career Designations for Personnel on Duty Through 24 April 1953.

a. Submission of Career Personnel Rosters to Major Components.

(1) The Heads of the five major components in the Agency will assign Career Designations for all Staff Employees who entered on duty through 24 April 1953.

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(2) For this purpose, the Assistant Director (Personnel) will transmit to each Head of the five major components a listing of all such personnel under his jurisdiction. The Career Development Staff will be responsible for preparation of transmittal memoranda and for subsequent coordination of this project.

b. Review and Revision of Listings Submitted by Components.

Upon the return of the rosters to the Personnel Office, they will be referred to the Career Development Staff for review and resolution of those cases which have undetermined Career Designations and/or which require additional reference for concurrence or assignment of Career Designations. When such cases have been resolved, the rosters will be forwarded to the Transactions and Records Branches, for recording the designations on Standard Form 7, Service Record Card, and subsequently to the Machine Records Branch, for appropriate recording on machine records.

4. Documenting Career Designations.

a. Personnel Actions.

After the establishment of initial Career Designations, all subsequent personnel actions will show the current Career Designation (SF-50 or SF-52, as appropriate).

b. Employee Record Cards.

(1) The Transactions and Records Branch will record the Career Designation for each career employee in Item 13 of Standard Form 7, Service Record Card, including any subsequent changes in his Career Designation.

(2) Whenever the Transactions and Records Branch initiates an Employee Record Card, OF 4b, on a new employee, it will record his Career Designation in the blank to the right of Item 3.

5. Employee Request for Change in Career Designation.

a. Approval of Proposed Change.

Any career employee may request by memorandum a change from his Career Designation to some other specified designation.

b. Processing Changes in the Personnel Office.

(1) If the request is approved by the two Career Service Boards concerned, an original and four copies of the memorandum, containing

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the signatures of officials authorized to sign for the Career Service Boards, will be forwarded to the appropriate Personnel Division.

(2) The Transactions and Records Branch will enter the change on the employee's Standard Form 7, Service Record Card. It will distribute the original to the individual concerned and one copy each to the losing Office, gaining Office, Machine Records Branch, when appropriate, and the employee's Official Personnel Folder. The copy in the folder will be maintained on the right side.



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*for* GEORGE E. MELCON  
Personnel Director

Attachment

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