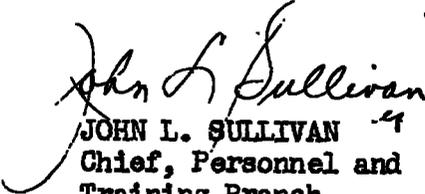


MUST REMAIN WITH ATTACHED PAPERS

NUMBER EACH MEMO OR REPLY IN LEFT BORDER, PLACE NAME, RANK AND TELEPHONE NUMBER BOTTOM OF EACH ACTION. DRAW LINE UNDER EACH ACTION

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| TO | FROM | DATE | SUBJECT |
|--|-------|-----------|-------------------------|
| AS-14 | AS-61 | 10 Nov 47 | Rotation Plan Committee |
| <p>1. Reference is made to minutes of meeting of the Rotation Plan Committee, 30 October 1947.</p> <p>2. No mention has been made in the "Rotation Plan" as to what security the incumbent will have in regard to his original position during his period of rotation and whether or not when rotation is completed he will eventually return to his initial or original position from which the rotation started. This is important to the individual and should be part of the "Plan" so that before rotation begins the incumbent will have assurance where he will finally end up.</p> <p>3. Some guarantee should be given to those being rotated so that both <u>grade</u> and <u>salary</u> will be retained and will not be affected by the rotation. Case of Mr. Douglas is cited: he was downgraded from P-6 to P-5.</p> <p>4. It is suggested that rotation be based on a "detail" basis rather than a transfer to a new position. Detail could be set up for duration of the assignment. This would be a guarantee to the incumbent of both his grade and position unless it was decided by the Chief, ASA, that a reassignment was necessary. In such cases, personnel action would be initiated to effect the change.</p> <p>5. Contact was made with the War Department Civilian Personnel Division in an effort to secure any information they might have on rotation plans or analysis. No material could be obtained from this source as they had not made any such studies. However the following sources have been discovered as good possibilities where desired material may be secured:</p> <p style="padding-left: 40px;">McCormick's Spice & Seed Co., Baltimore, Maryland Public Administration, Chicago, Illinois American University - Public Affairs, Washington, D.C. Department of Agriculture School, Washington, D. C.</p> <p>6. There has not been sufficient time to check with these sources to see if they have anything of value to the "Plan". However if the Committee so desires, it may be advisable for two or more members, including the Chief, P & T Branch, to make a visit to the sources in the Washington Area.</p> <div style="text-align: right; margin-top: 20px;">  JOHN L. SULLIVAN Chief, Personnel and Training Branch Extension 222 </div> | | | |