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7DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D. C.AFSA MEMORANDUM
NUMBER 32-77/1

9 April 1952

EFFECTIVE UNTIL 1 APRIL 1953 UNLESS SOONER RESCINDED OR SUPERSEDED
LIMITATIONS ON PERSONNEL ACTIONS - WHITTEN AMENDMENT

1. The version of this memorandum dated 14 December 1951 is hereby superseded.

2. The First Supplemental Appropriation Act, 1952 (Public Law 253, 82nd Congress) became effective 1 November 1951. Section 1310 of this Act, the "Whitten Amendment," contains detailed provisions which apply to administration of AFSA and ASA civilian personnel as follows:

a. Classification Act Employees.

- (1) Appointments and promotions. All appointments and promotions will be made as Schedule B excepted appointments.
- (2) Actions to grade GS-5 and below, or equivalent. No employee or former Federal employee may be advanced more than 2 grades from the lowest grade held within the past 12 months. This advancement may be 2 grades at one time or in 2 separate actions.
- (3) Actions to grade GS-6 and above, or equivalent.
 - (a) No employee or former Federal employee may be appointed or promoted to a higher grade within 12 months after the appointment which began his latest period of continuous Federal employment, or after his last appointment or promotion to a higher grade (whichever is later), and
 - (b) No employee or former employee may be advanced more than one grade above the lowest grade he held within the past 12 months. However, in the following cases he may be advanced 2 grades above the lowest grade he held within the past 12 months when the position to be filled is:

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- 1 Not higher than grade GS-11 and is in a line of work properly classified at two-grade intervals under the Classification Act of 1949 or properly established at equivalent intervals under other wage-fixing authority.
- 2 In the agency in which he is serving if there is no position in the normal line of promotion in the grade immediately below that of the position to be filled and prior approval of the Department of the Army has been obtained.

(4) Employees demoted or separated by reduction in force. The restrictions of the Whitten Amendment do not apply to any employee who is being advanced to any grade up to that from which he had never been demoted or separated, by any Federal Agency, because of reduction in force. Any time or grade requirement for advancement above the grade from which he had been separated or demoted will begin with the effective date of his advancement to that grade.

b. Wage Board employees. The provisions of the Whitten Amendment do not apply to Wage Board employees.

3. Equivalent Grades

a. Following is a table of the General Schedule (GS) grades and their equivalents in the Crafts, Protective and Custodial Schedule (CPC) for use only in determining which restrictions under the Whitten Amendment are applicable to personnel actions within the CPC schedule, or to actions from one schedule to the other:

<u>GS Grade</u>	<u>Equivalent CPC Grade</u>
	CPC-1
	CPC-2
GS-1	CPC-3
GS-2	CPC-4
GS-3	CPC-5
GS-4	CPC-6
GS-5	CPC-7
GS-6	CPC-8
GS-7	CPC-9
GS-8	CPC-10

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- (1) The restrictions on personnel actions to positions at GS-5 or below apply to actions to positions at CPC-7 or below.
 - (2) The restrictions on personnel actions to positions at GS-6 or above apply to actions to positions at CPC-8 or above.
- b. In taking a personnel action involving a change from one CPC position to another CPC position, each successive grade counts as a one-grade change. For example, a promotion from CPC-2 to CPC-3 is a change of one grade, from CPC-2 to CPC-4 is a change of two grades, etc.
 - c. In taking a personnel action involving a change from the CPC Schedule to the General Schedule, the restrictions will be the same as would be applicable if the change were to the CPC grade equivalent of the GS grade. For example, a promotion from CPC-2 to GS-2 would be a change of two grades, since GS-2 is equivalent to CPC-4.
 - d. In taking a personnel action involving a change from the General Schedule to the CPC Schedule, the restrictions will be the same as would be applicable if the change were to the GS equivalent of the CPC grade. For example, a promotion from GS-1 to CPC-5 would be a change of two grades, since CPC-5 is equivalent to GS-3.
 - e. For the purpose of changes between Classification Act and Wage Board positions, Wage Board grade 12 will be considered equivalent to grades GS-5 and CPC-7. Three Wage Board grades will be considered equivalent to one GS grade.
4. The Chief, ASA, concurs that these provisions apply to ASA personnel.

BY COMMAND OF MAJOR GENERAL CANINE:

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