

COPY

November 15, 1955

Mrs. Corienne R. Morrow  
Housing and Home Finance Agency  
Office of the Administrator

Dear Mrs. Morrow:

Because the organizational unit to which you were assigned has been eliminated and because the incumbent has resigned from the position for which you were found qualified by the Civil Service Commission and this position has been abolished, it will probably be necessary to take reduction in force action. This is a general reduction in force notice issued under the Commission's regulations.

If during the 30 day notice period it is found to be impossible to withdraw this notice or to make an acceptable offer of position change, you will be separated effective midnight December 16, 1955. You will receive a specific notice as soon as final action is decided upon. If a specific notice is not issued during the notice period, this general notice is automatically cancelled.

The 10 day time limit concerning your appeal to the Agency and the Civil Service Commission will not begin until after 10 days of the issuance of the specific notice. Since neither the Agency or the Commission can act upon an appeal of an employee until his specific notice, it will serve no purpose to appeal until final action is determined. Your specific notice will give a fuller explanation of your appeal right and will give other information.

If you desire to discuss this notice, please contact Mr. Douglas E. Chaffin, Director of Personnel who will be glad to talk to you.

Sincerely yours,

/s/

Lewis E. Williams

Lewis E. Williams  
Assistant Administrator  
(Administration)

Reduction in Force Information  
Career Employee, Subgroup I-B  
Racial Relations Adviser, GS-13  
Competitive Area: OA, URA, CFA  
Competitive Level: GS-101 A-13