February 2, 1999

MEMORANDUM TO:	William D. Travers
FROM:	Annette L. Vietti-Cook, Secretary /s/
SUBJECT:	STAFF REQUIREMENTS - SECY-98-277 - THE COMMISSIONER'S ASSISTANT CANDIDATE POOL

This is to advise you that the Commission has not objected to the staff's proposal to abolish the Commissioner's Assistant Candidate (CAC) pool. However, the staff (Office of Human Resources) should maintain a list of recommended and/or self-identified employees interested in being Commissioner Assistants. The list, including associated resumes, should be available for review by Commissioners for initial or replacement staffing. The Office of Human Resources should make the existence of the list known to all employees and inform the employees of the process for submitting resumes. The Commissioner's Assistant Handbook should be revised to delete references to the CAC and to include the new process for submitting resumes.

cc:
Chairman Jackson
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
Commissioner Merrifield
OGC
CIO
CFO
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR
DCS