

- g) The FSO Training Officer shall exercise general personnel supervision over junior officers during their apprenticeship period, and shall be consulted when decisions concerning a junior officer's promotion, salary, and discipline are being made.
- h) The FSO Training Officer shall control the assignment of junior officers during phase one of the apprenticeship period and shall advise Personnel Operations Division on their posting abroad and on their subsequent assignment in Ottawa.
- i) The FSO Training Officer shall establish regular and formal appraisals and communication with the junior officer and divisional or post supervisor to ensure adequate three-way communication on appraisals.
- j) The FSO Training Officer shall conduct regular formal career planning and development appraisals with the junior officer.
- k) The FSO Training Officer shall be a person with FSO experience at least to the middle working level, have an above-average performance rating, be well respected in the FSO community and have a demonstrated aptitude for working with people.
- l) The number of grade levels of junior officers shall be reduced from three to preferably one and not more than two with the salary steps or spread maintained; also the salary increases for at least the first three years of apprenticeship shall be automatic except where performance is unacceptable.
- m) The programme with its nature, philosophy and administrative procedures shall be established and documented as a Personnel Handbook directive.
- n) The Personnel Planning and Development Division shall have the right and obligation to audit the operation of the training programme to ensure that it meets the design, objectives, and policies set forth here and to obtain corrective action as necessary.
- o) The Personnel Branch shall publish an apprenticeship programme News Letter as soon as possible to stimulate interest and maintain morale amongst junior officers by regularly furnishing news of junior officer training activities, postings, work at posts abroad, departmental plans, etc.