

Assistant Deputy Ministers,
Directors General, Directors

ACB

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STAFFING FREEZE

ENCLOSURES
ANNEXES

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Since the promulgation of the staffing freeze guidelines dated October 30, 1990 (under cover of ACB memorandum 232), the Program Management Board (PMB) has had the opportunity to further review staffing within the organization and the Department's person-year (PY) situation for fiscal year 1990/91 in light of recent discussions with the Treasury Board.

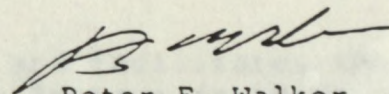
2. The PMB has therefore decided to implement more flexible staffing guidelines and to change the staffing request approval process.

3. The revised guidelines aim to ensure that:

- a) PY utilization is not increased;
- b) Departmental personnel and operational objectives are met; and
- c) flexibility of the work force is not unduly compromised through long term commitments with new personnel.

4. The attached guidelines will remain in effect from December 3, 1990 to March 31, 1991.

5. Managers are asked to ensure staffing requests are submitted at least two (2) weeks before the effective date of the proposed action. Managers seeking clarification of the guidelines are invited to consult personnel stream divisions or staffing personnel within APS.



Peter F. Walker
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Personnel Branch