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Administrative Registry
60-5410

OFFICE OF THE DIRECTOR

Action Memorandum No. _____

Date 31 JUL 1964 A-415

TO : Director of Personnel

VIA : Deputy Director/Support

SUBJECT : Review of the Agency Placement Program

REFERENCE: Memorandum from the DD/S dated 18 May 1964, subject
Review of the Agency Outplacement Program

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1. Although the reference contains considerable data and figures on Placement Activities, I am still not convinced that the Agency is supporting a Placement Program that is fully capable of meeting the challenge that it will shortly be facing. Action Memo No. A-410, which I signed on ~~27~~²⁷ July 1964, calls for a greater reduction in on-duty strength levels. If we are effectively to accomplish this and maintain our strength levels through sound management procedures, it is essential that we have a first-rate placement program. This means that we must be able to offer all the help possible to each individual who is leaving the Agency for whatever reason.

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2. The type of action (the survey of Mr.) that the Chief of Operational Services is undertaking strikes me as very constructive because it will lead to placement actions that will meet some of our unique requirements. This is the type of action I have in mind.

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3. I do not feel that paragraph 4 of Action Memorandum A-367 has been adequately answered. Please let me know precisely what the charter of the Placement Branch is and precisely what services the Placement Branch is prepared to offer the various categories of departing personnel. How does this program measure up to the one

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conducted by the Department of State? Basically, I wish to know if we are really preparing ourselves to give the type of placement service that our management policies call for. In addition please let me have your recommendations on how we can more effectively approach the various problems of placement.

4. This memorandum is in no way intended to find fault with the present activity of the Placement Branch. What I am questioning is whether the Office of Personnel and Agency management is setting its sights sufficiently high in regard to a placement program. Please let me have your response by 21 August.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

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