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27 MAY 1968

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Retirement Extensions

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 4.
2. Under present procedures, requests for extensions of employment beyond scheduled retirement dates are forwarded to the Director for approval. Normally, these requests are for substantial periods of time and the documentation submitted to the Director includes a precise statement of the duration of the extension and the new effective date. There are, however, certain cases which do not appear to warrant the documentation and compliance with procedures normally associated with the handling of extension requests. Yet because the cases require an adjustment of scheduled retirement dates, these must be prepared for submission to the Director even though relatively short periods of time are involved. Examples follow:
  - a. Under current retirement policy, employees covered by the Civil Service Retirement Act are required to retire at age 60 if they have 20 years of service or age 62 if they have at least five years of service. The exact date of retirement could fall in the middle of a week or pay period and for administrative reasons, it is more orderly to effect retirement at the end of the week or pay period.
  - b. Under retirement procedures odd days are dropped and are not used in computing an employee's retirement annuity. By permitting the employee to remain on duty for enough additional days to round out a full month, his annuity will be improved by an additional month's service. There have been actual instances where employees needed only a few extra days in order to obtain an additional month's creditable service.
  - c. In the pre-retirement counseling of a prospective retiree, he is informed that he will receive, after retirement, a lump-sum payment of his unused annual leave ceiling maximum. If our review of the employee's leave record discloses that he will have some excess annual leave which will not be included in the lump-sum terminal leave payment,

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the employee is advised to make arrangements to use the excess leave if he does not wish to lose it. Occasionally, the employee is unable to take the necessary leave. When this results because of duty requirements, it seems appropriate to consider extending his retirement date to permit him to use the excess leave.

3. From a technical standpoint, each of the examples noted above and other similar situations require the submission of extension requests to the Director. Normally not more than 60 days is involved, and the cases could be resolved if an appropriate delegation of authority were made authorizing the Director of Personnel to approve retirement extensions up to 60 days.

4. It is recommended, therefore, that the Director of Personnel be authorized to approve requests for extensions of scheduled or mandatory retirement dates for periods not to exceed 60 days.

/s/ Robert S. Wattles  
Robert S. Wattles  
Director of Personnel

Concur: s/ Lawrence R. Houston 24 MAY 1968  
General Counsel Date

\*These requests will be processed normally through the Retirement Board.

Concur: \* [Signature] 31 MAY 1968  
Deputy Director for Support Date

The recommendation contained in paragraph 4 is approved:

/s/ Richard Helms 5 JUN 1968  
Director of Central Intelligence Date

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CENTRAL INTELLIGENCE AGENCY  
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TO	NAME AND ADDRESS	DATE	INITIALS
1	General Counsel 7D-01 HQ	27 May	
2	Deputy Director for Support 7D-18 HQ	31 May	
3	Executive Director-Comptroller 7E-12 HQ	5 Jun	
4	Director of Central Intelligence 7E-12 HQ	5 Jun	Approved
5			
6	Director of Personnel 5E-56 HQ		

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Remarks: *This authority should be used sparingly and with great care.*  
*[Signature]*

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Director of Personnel 5E-56 HQ 27 MAY 1958

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