

01/562-0774

29 FEB 1962

68-1457

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: [redacted]

REFERENCES: (a) [redacted] Involuntary Separations
(b) Memo from DD/5 to D/Pers dtd 2 Jan 62;
Subject: Mary Gertrude Dove (TAB A)

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. [redacted] an Administrative Assistant, GS-9. She was born 30 August 1904 in Washington, D.C. Her educational background consists of high school plus approximately one year of college credit. Her previous CIA employment includes secretarial work with the American Red Cross from 1928 to 1940 and administrative work with the War Department from 1940 to 1946. She transferred to the Central Intelligence Group on 30 June 1946 and has served with this Agency continuously until the present time. Her initial assignment was as a Clerk-stenographer, CAF-5, assigned to the Office of the Director. Most of her Agency service, i.e., from February 1948 to June 1961, was as a member of the former Agency Management Staff, where she served as Administrative Assistant to the Chief of the Management Staff.

3. On 1 June 1961 the Management Staff was deactivated and its various functions were either eliminated or transferred to other Agency components. At that time [redacted] position as Administrative Assistant was abolished. For slotting purposes pending resolution of her status, she was assigned temporarily to the Development Complement of the Office of the Deputy Director (Support). Efforts were then made to reassign her to another position for which she was considered qualified. Although her Fitness Reports have been consistently excellent, the efforts to reassign her to a GS-9 administrative assistant or secretarial position were unsuccessful. Such vacancies existed, but the particular duties involved were too demanding for a person [redacted] Dove's age (57) and temperament. One of the efforts made to effect Miss [redacted] assignment would have involved a change to a different line of work with a two grade reduction. After due consideration, [redacted] refused the position offered and the concomitant downgrading.

4. As a consequence of these unsuccessful efforts to assign [redacted] to a suitable position, the Deputy Director (Support) in a memorandum to the undersigned dated 2 January 1962 recommended that action be taken to terminate her employment with the Agency. On 31 January 1962, representatives of the Office of Personnel apprised [redacted] of this recommendation and gave her an opportunity to reply. She indicated at that time that she did not choose to contest the proposed action, and did not elect to request a personal hearing or file a written statement.

SUBJECT:

[Redacted]

5. Inasmuch as it appears that [Redacted] is not capable of performing the duties of existing positions at her present grade level, I am of the opinion that she is not qualified for continued employment by the Agency at that level, and, if she will not accept an assignment to a position for which she is qualified at a lower level, she should be terminated. Accordingly, I recommend that you approve the termination of the employment [Redacted] [Redacted] under the provisions of Section 102(c) of the National Security Act of 1947, as amended. It is noted that in view of her age and years of Federal service [Redacted] will be eligible for a discontinued service annuity in the event her employment is involuntarily terminated.

Emmett S. Echols
Emmett S. Echols
Director of Personnel

Attachments:

- 1. TAB A
- 2. Official Personnel Folder

CONCUR:

28 FEB 1962

Deputy Director
(Support)

Date

Based on the recommendation of the Director of Personnel and my review of this case, I deem termination of the employment of Mary Gertrude Dove advisable in the interests of the United States, and pursuant to the authority vested in me by Section 102(c) of the National Security Act of 1947, as amended, I hereby terminate such employment effective no later than thirty (30) days after she has been notified of this decision unless Miss Dove elects to resign from the Agency prior to the date when termination would become effective.

(Signed) JOHN A. MCCOMB

10 MAR 1962

Director of Central Intelligence

Date

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