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(When Filled In)

21 February 1966

Hubert E. LeBlanc

MEMORANDUM FOR:

THROUGH : Senior Communications Officer

SUBJECT : Notification of Non-eligibility for Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Organization to identify those who are eligible for designation as a participant in the Organization Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the Organization Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements for participation, I have accepted this finding without further review by the Organization Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the technical requirements of the applicable regulation for designation as a participant. I have accordingly made the formal determination as required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Organization service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the Organization Retirement System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the Organization Retirement System, I suggest that you read paragraph e of Attachment 1 and paragraph 3 of Attachment 2 to referenced Book Dispatch.

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Organization. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the Organization Retirement System, please feel free to forward them to Headquarters through normal command channels. If such questions are not answered to your satisfaction, you may request that your case be formally considered by the Organization Retirement Board.

APPROVED FOR RELEASE
DATE: 26-May-2010

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