

CONFIDENTIAL

8 August 1972

*Cannot be sent  
to contact  
employee in  
this form*

MEMORANDUM FOR: Mario K. GIORDANO

THROUGH : Head of Career Service

SUBJECT : Retirement Planning

1. In order to assist employees in planning for their eventual retirement, it is the practice of the organization to notify each employee at a point in service prior to the date of scheduled retirement. Unless your contract is sooner terminated by either party you are scheduled to retire on 13 September 1974

2. The prospect of retirement from the Organization deserves serious thought and careful planning so that you may make the transition to the next phase of life with purpose and confidence. To assist you in this regard, the Organization offers various resources which are attuned to the needs of prospective retirees. A retirement information seminar and individual counseling sessions are offered to prospective retirees. Whereas the seminar is a group effort concerned with general retirement information, the counseling sessions are conducted on a strictly individual basis. Thus, the two activities are complementary and, together, are designed to provide a prospective retiree with a wide range of information that will assist him in planning for his own retirement.

3. Since you are overseas you may not be back at Headquarters to attend the seminar that will be conducted this year. You will, however, be invited to the seminar that will be conducted after your return PCS. You may arrange for the individual counseling session (more than one, if you wish) any time after your return.

4. Some persons overseas wish to commence their planning as soon as possible and consequently carry on correspondence with the Retirement Affairs Division to that end. An analysis of the Government insurance coverage and the estimated annuity, for example, provide a useful basis for advance planning. These are projections and must be used with the realization that changes (e.g. pay raises) are likely. The Division stands ready to respond to inquiries on other aspects of retirement also, and while such correspondence cannot completely substitute for the face to face meetings during the counseling sessions it has proved to be useful to many persons overseas. The dispatch address to be used is Chief, Retirement Affairs Division.

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(unless impossible, insert date or event)

*[Signature]*  
Director of Personnel

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