

Deputy Director (Support)
125 East

O/DDCI Attention: Mr. Elder
203 Admin Bldg.

Per our telecon 25 Sep, I am attaching copies of our basic retirement letters revised for General Cabell's signature. In each case, the change made has been to add "On behalf of Mr. Dulles and myself" in the final paragraph and other appropriate changes of "my" to "our".

In reviewing our procedures for preparing these letters, I find that we send with each letter a form memorandum giving specified information concerning the retiree: name, type of retirement (and nature of disability, if applicable), entrance on duty date, and present position and assignment. This memo also routinely indicates Security concurrence in the letter but a concurring signature from Security is also provided on the ER copy of

letter. In the future, we propose to provide this standard information on a routing sheet or, if you prefer, on a slip of paper similar to that prepared for applicant correspondence drafted for signature by the Director of Central Intelligence.

Would you bring this to the attention of General Cabell and let us know if the letters meet with his approval and if he is agreeable to the proposed elimination of the transmittal memoranda?

Director of Personnel 2611 Curie ☐ 9/26/61

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OD/Pers ☐ (26 September 1961)