

MEMORANDUM FOR THE RECORD

SUBJECT : Responsibility for the Retirement Board

1. On 21 November 1962, the Director of Personnel discussed with me the fact that [] would be retiring in mid-Dec. which created a problem concerning the assumption of [] responsibility as Executive Secretary, Retirement Board. Mr. Echols asked whether or not we could assume this responsibility now so as to provide some continuity until such time as an individual could be identified for appointment as Executive Secretary. In response, I told Mr. Echols that I was sure that we could assume this responsibility on an interim basis until such time as a replacement for [] was obtained. I told him that we could use [] for this purpose but asked Mr. Echols to understand that this new responsibility would have a rather serious impact on the rest of our programs until such time as a replacement was received. Mr. Echols indicated his understanding of the problem and said that he would attempt to identify as quickly as possible someone for this purpose.

2. That afternoon, I met with Mr. Echols again to discuss assignment of this responsibility to [] explaining a little of [] background in psychology, interviewing ability, etc. I told Mr. Echols that I thought [] to be a natural for this responsibility. Subsequently, I mentioned that I thought it would be easier to find within the OP Career Service someone to qualify as Executive Secretary Retirement Board. Mr. Echols agreed.

3. In summation, my understanding of these two meetings is that we would assume [] responsibility but that as quickly as possible a replacement would be identified and sent to BCB for the work that [] was to have assumed and that we would gear toward using [] as Executive Secretary, Retirement Board.

[]
Acting Chief, Benefits and Services Division