

SECRET

11 FEB 1963

Pers. 17

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Agency Retirement Policy

REFERENCE : Memo for DDCI fr D/Pers dtd 29 Jan 63, subject: Employees Eligible for Optional Retirement (Attached)

1. As you requested, this memorandum elaborates on paragraph 3 of referenced memorandum explaining the standards applied by the Deputy Directors and by the CIA Retirement Board in approving exceptions to our normal retirement policy.

2. The Deputy Directors deal with the question of "best interest of the Agency" in making their determinations for retention of employees who are eligible for optional retirement. They determine "whether or not it is desirable, because of skills or other qualifications which are needed and should be preserved for the Agency" to retain an employee beyond his normal retirement date. There is no provision for a Deputy Director to approve retention of an employee on the basis of the individual's personal circumstances.

3. On the other hand, the CIA Retirement Board has dealt almost exclusively with the requests of employees to remain because of their personal circumstances. Typical situations in which the Board has authorized an extension include the following:

a. To provide additional time to obtain other employment for an employee whose annuity would be insufficient for support.

b. To enable an employee whose short-term financial obligations (for example, to enable a child to complete his college education, to complete payments on a home, or to liquidate other substantial indebtedness) cannot be met from his annuity or other income.

c. To enable an employee whose career objective was to remain in Government service until mandatory retirement age, to obtain employment in another agency.

d. To provide a reasonable period of time for an employee to obtain additional education or training to equip him for employment which will supplement his retirement annuity.

In all of these cases, the individual's entire financial situation including his commitments, other income, and prospective annuity are essential factors.

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4. Since the current policy was adopted, we have established a pre-retirement counseling program which alerts individuals five years prior to their eligibility for retirement and offers them assistance in planning for it. Also, we have been careful in appointing new employees to ensure that they will have 30 years of service credit by the time they reach age 60. These steps, and improvements in our manpower planning should make exceptions decreasingly necessary in future years.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Attachment: A/S

Distribution:

0 & 1 - Addressee

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2 - D/Pers (1 w/held)

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ORIGINAL DOCUMENT MISSING PAGE(S):

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