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**CONFIDENTIAL**

26 APR 1965

MEMORANDUM FOR: Chairman, CIA Retirement Board

SUBJECT : Procedures for Considering and Processing Participants for the CIA Retirement and Disability System

REFERENCE : Memorandum for DD/P, 21 April 1965, from D/PERS, Subject: Identification of Employees for Nomination as Participants in the CIA Retirement and Disability System

1. In accordance with referent memorandum, the Clandestine Services is proceeding to process nominations for the CIA Retirement and Disability System. Prior to forwarding nominations and lists of individuals not being nominated, I would like to call to your attention one or two points which bear on the processing of the nominations.

2. Early publication of the Employee Bulletin on CSC and CIA Retirement should receive high priority. In the processing of nominations, it will be necessary to contact a number of employees concerning their service, and others will be notified that they are not eligible. The explanations of retirement systems in the bulletin will materially assist us in the prompt completion of the first phase of the program, particularly in dealing with employees.

3. I recommend that the memorandum of Notification of Non-eligibility be revised to provide a fuller explanation to the employee of the reasons he is not eligible and to assure him that if he meets stated criteria, he would then be considered for nomination as a participant. Although I know it was not the intention, the memorandum gives the impression of being abrupt and impersonal and tends to generate a reaction that an "adverse action" is being taken. In certain cases individually prepared notifications providing specific information covering the employee concerned should probably be considered.

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Richard Helms  
Deputy Director for Plans

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