

*Col White has  
seen this  
[initials]*

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No Change in Class.   
Restricted   
20 JAN 1954  
11-28-78 By: **BJ**

*SK  
Pers-4*

MEMORANDUM FOR: Chief of Logistics

SUBJECT: [REDACTED]

REFERENCE: Memo to C/L from Acting Personnel Director dated 18 November 1953, subject as above

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1. In accordance with reference, a thorough but fruitless search has been made of Agency vacancies to which subject might be re-assigned. We now come to the second point advanced by you to the effect that subject should be separated for the good of the Agency.

2. The Office of Personnel has never hesitated to take positive action in unsatisfactory performance cases once the using office has established a reasonable basis for such action. At this point you have indicated your evidence of unsatisfactory performance consists of substantially the following:

- a. Preparation of a communication on printed "Office Memorandum" paper rather than on plain bond paper.
- b. Failure to recognize who had made a particular notation on a Routing and Record Sheet.
- c. Failure to know precisely whether a statement in writing had been prepared involving a security violation of a member of the Logistics Office.
- d. Erroneous routing of a proposed publication submitted for comments.
- e. Failure to determine the amount of space available to Logistics in Alcott Hall and arranging for completed space and equipment as considered necessary for the Chief, Transportation Division.
- f. Failure to prepare an indorsement for the Chief, Transportation Division on a disciplinary action involving a truck driver.
- g. Failure to arrange expeditiously for an advance of sick leave for an ill employee.
- h. Preparation of a Routing and Record Sheet rather than an official memorandum involving a disciplinary action case.
- i. Misaddressing of a memorandum.

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3. From the experience we have had with involuntary separation actions, and particularly with [REDACTED] in the past, I can assure you that the nine items you have documented are not of sufficient severity to support formal discharge proceedings. I will grant you they are indicative of performance which cannot be considered totally satisfactory. But the very fact that the Agency tried once before to separate [REDACTED] only to be reversed by the Civil Service Commission makes it imperative that a clear case of substantial unsatisfactory performance be developed before the effort is again made. I will be glad to review other acts of commission or omission in the future and advise you whether they would appear to support an adverse action.

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4. This office was informed that when the Acting Deputy Director (Administration) arranged with you for [REDACTED] reassignment to your office, it was with the understanding you would give him a thoroughly fair trial in his new assignment. I am sure you can appreciate the necessity for such unbiased action so as to not create any feeling of unreasonableness, capriciousness, or arbitrary dealings.

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*B/*  
[REDACTED]  
Deputy Assistant Director  
for Personnel

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