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NPIC/TSSG/RED-120/70
14 April 1970

MEMORANDUM FOR: Research & Engineering Division Personnel
THROUGH : Chief, Research & Engineering Division
SUBJECT : Annual Leave during Summer Months

1. The summer vacation season is fast approaching. The time to be thinking about vacations and vacation schedules is now. By 1 May 1970 each Branch Chief is requested to have formulated a leave schedule for his Branch personnel covering the period of June, July, and August. This schedule is to be forwarded to DC/RED.

2. In terms of general policy guidance, leave schedules should be worked out so that they do not effect the caliber of the contract monitoring operation and so that adequate personnel are available to represent each Branch during the peak leave season--remember leave is a privilege not a right. Generally speaking, either the Branch Chief or his Deputy should be available at all times. Secretarial personnel present a special problem. Their leave must be coordinated with both their Branch Chief and [] to make sure that the over-all Division has adequate coverage. Sharing arrangements will be worked out. Where conflicts exist, they should be worked out within the Branch. Where there are special problems or mitigating circumstances, these special cases should be referred to Deputy Chief, RED, for resolution.

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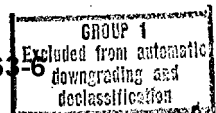
3. Mr. Lundahl has taken a strong stand that people should not lose annual leave. The way to prevent the loss of annual leave is by prudent planning. Start early and plan for the entire year; do not wait until the Christmas season to discover that you suddenly have two weeks to "use or lose."

4. The Division will make a studied effort to be accommodating--within reason; however, remember that our primary responsibility is to make sure that the Division is adequately staffed against all reasonable contingencies. Extended leave, leave in excess of two weeks (ten working days), will require special permission from Chief, RED, with

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each case decided on its own merits. The Division Secretary will compile a composite Division leave schedule upon receipt of individual Branch inputs.



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Deputy Chief
Research & Engineering Division, TSSG

Distribution:
1 - Each Branch

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