

14 JUL 1966

NOTE TO : C/RB

Attached is a series of recommendations taken out of the IG survey for the exit processing and in-processing of Agency employees. BSD is required to take some action.

Recommendation No. 10 a: We have to develop a system for monitoring the compliance by components of the requirement to interview employees on retirement plans one or two years before retirement. Please let me have any suggestions you have.

Recommendation No. 10 b: The view is held that after you send your five year letter, you should wait approximately 6 months for some kind of reaction from the employee. If you have received none, it is felt that you should then report the "no contact" to the component and ask them to be sure that the employee realizes that your services are available and that the employee be encouraged to drop by to see you. At the DDS level, the three year letter is not felt to be necessary but we will have to be more aggressive in documenting evidence of the two and one year letters. Also, I want to talk with you about action to be taken by us one year in advance of the employee's due date.

Recommendation No. 11 a., b., & c: Please study these and give me any comments you have.



G/ BSD

*Answered*

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