

**EYES ONLY**  
**CONFIDENTIAL***Personnel 17*

27 September 1957

## MEMORANDUM FOR THE RECORD

25X1A9a

SUBJECT : ██████████ Management Staff

REFERENCES: (a) Memo for the Record dtd 10 Aug 57 by DD/S, same subject.  
(b) Memo for the Record dtd 19 Sep 57 by DD/S, same subject.

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1. On 27 September 1957 ██████████ came to see me and said that apparently there had been a misunderstanding as to the effective date of his retirement. He alleged that he had understood he would submit his application on 1 October 1957 rather than retire on that date. He also said that he had in mind actually retiring about the 19th of October.

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2. I told ██████████ that it had been my clear understanding for some time that 1 October would be the effective date of his retirement and that he would recall that at our last meeting on 19 September I had urged him repeatedly to submit his papers to the Office of Personnel without delay so that out-processing could be completed in an orderly manner by 1 October. He said that he would go ahead and retire on 1 October if I insisted, but hoped that he might have a little more time.

3. After a brief discussion it was agreed that he---

a. would apply immediately for retirement to be effective on 31 October 1957;

b. could remain in a duty status through 19 October 1957; and that

c. he would be in a leave status from 19 through 31 October 1957.

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4. I repeated the above arrangements to ██████████ and there can be no question but that he fully understands and has agreed to these conditions.

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DD/S:LKW:laq

Distribution:

✓ 1 - DD/S E.O. file - ██████████

1 - D/Pers

1 - C/Personnel

1 - IG; 1 - DD/C chrono(ref); 1 - DD/S subject (ref).

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██████████  
L. K. White  
Deputy Director  
(Support)

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No Change In Class.

Declassified

Class. Changed to: TS S C

Next Review Date: \_\_\_\_\_

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Date: \_\_\_\_\_ By: \_\_\_\_\_