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D/S 64-6090

K-6125

Executive Registry
64-8440

DEC 1964

MEMORANDUM FOR: Executive Director, Comptroller

SUBJECT : Suitability of Employees [redacted] - Roles
of the [redacted] Review Panel [redacted]

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- REFERENCES :**
- (a) Memo dtd 5 June 1964 to DDCI fr IG, subj: Inspector General's Survey of the Office of Personnel (specifically Recommendations Nos. 6 and 13)
 - (b) Memo dtd 3 Sep 1964 to DDCI fr A-DD/S, subj: Review of Cases of Employees Returned from Overseas Short of Completion of Tour
 - (c) Memo dtd 4 Sep 1964 to DDCI fr DD/P, subj: Recommendations Nos. 6 and 13 of the Inspector General's Survey of the Office of Personnel
 - (d) Memo dtd 5 Nov 1964 to ExDir-Compt fr DD/S, same subject

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. I have carefully reviewed the referenced papers, particularly as they relate to Recommendations Nos. 6 and 13 of the Inspector General's Survey of the Office of Personnel dated 5 June 1964. I believe that it may be helpful to review the roles of the existing Agency mechanisms for coordinated evaluation of the suitability of Agency employees. Such a review is contained in the attached paper.

3. It seems clear to me that it was the intent of the Inspector General to strengthen the Agency's program for evaluating the suitability of all employees scheduled [redacted] by extending the existing program to include

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25 YEAR RE-REVIEW

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all personnel who have an employer-employee relationship with the Agency rather than limit it to staff employees [redacted] as is now the case. Further, I believe that it was his intent to ensure that post-mortems be conducted on all cases where [redacted] as assignments prior to the completion of a full tour of duty.

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4. I concur in these objectives and for the reasons which I have explained orally to the Deputy Director for Plans, the Inspector General, and the Executive Director-Comptroller believe that these objectives can best be accomplished by assigning responsibility for the evaluation of suitability as follows: [redacted]-staff employees, [redacted] and [redacted]

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25X1;X1

[redacted] and [redacted] However, in recognition of the responsibility of the Deputy Director for Plans for the supervision of all employees [redacted] the membership of the [redacted] should be expanded to include a single, senior member [redacted] who will be designated by the Deputy Director for Plans and will be particularly well-qualified to deal with the subject of suitability.

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5. I recommend that Recommendations Nos. 6 and 13 of the Inspector General's Survey of the Office of Personnel dated 5 June 1964 be amended and approved as modified by paragraph 4 above.

(/s/) L. K. White

*See note on following page.

L. K. White
Deputy Director
for Support

Att: Memo dtd 12 Nov 1964 to DD/S fr D/Pers,
subj: Recommendations Nos. 6 and 13 of
the Inspector General's Survey of the Office
of Personnel, w/atts

CONCUR:

(Signed) Richard Helms

Richard Helms
Deputy Director for Plans

Date

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CONCUR: (Continued)

((Signed))

30 DEC 1964

John S. Earman
Inspector General

Date

The recommendation contained in paragraph 5 is approved:

(signed) Lyman B. Kirkpatrick

31 DEC 1964

Lyman B. Kirkpatrick
Executive Director-Comptroller

Date

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R. L. Bannerman

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