

TAB

CONFIDENTIAL

Office of Personnel

Plans and Control Activity

Contents:

Covering memo from DD/Pers/P&C

Memo from Chief, Control Division

Reports from Chief, Transactions and Records Branch/Control Division and subordinate sections

Report from Chief, Statistical Reporting Branch/Control Division

25X1A

Report from [REDACTED] re search in Qualifications Analysis Branch/Control Division

Report from OP Records Management Officer

25X1A

Memo concerning Service Computation Date on [REDACTED] from [REDACTED] former 25X1A Chief of Transactions and Records Branch

List of phone calls to credit desk of Transactions and Records Branch acknowledged to ITT, etc.

Memo from Chief, Position Management and Compensation Division certifying all his holdings as Category A - attached is a list of holdings by cubic feet.

25X1A

[REDACTED]

Extract from History of the Retirement Counseling and Placement Staff--mentions [REDACTED] companies.

25X1A

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23 April 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Watergate-Agency File Review

REFERENCES : (a) Memo fr IG to Senior Agency Officials dtd
26 Mar 74, same subject

(b) Memo for the Record fr EA/D/Pers dtd 12 Apr 74,
same subject

1. All files under the jurisdiction of this Office of Personnel Directorate have been reviewed in terms of the categories and procedures in the references to determine whether such files contain Watergate-related information. Most of our record holdings are under the jurisdiction of the Control Division and the Position Management and Compensation Division. Copies of their reports of review are attached (Tabs A and B respectively). Files of the immediate Office of the DD/Pers/P&C and the Plans and Review Staffs together amount to a total of about 48 cubic feet.

2. From this review I certify that the files under the jurisdiction of this Directorate have been grouped in Categories A and B in terms of their relationship to Watergate as indicated below. None of the files fall in Category C as being likely to contain Watergate-related materials.

a. All files of the immediate Office of DD/Pers/P&C, PMCD, CD, and the Plans Staff, and those Review Staff files concerned with policy, regulations, procedures and studies are best characterized in Group A as "records which by their nature are highly unlikely to contain Watergate-related materials." Those P&C records which have been retired to the Archives also fall in this category.

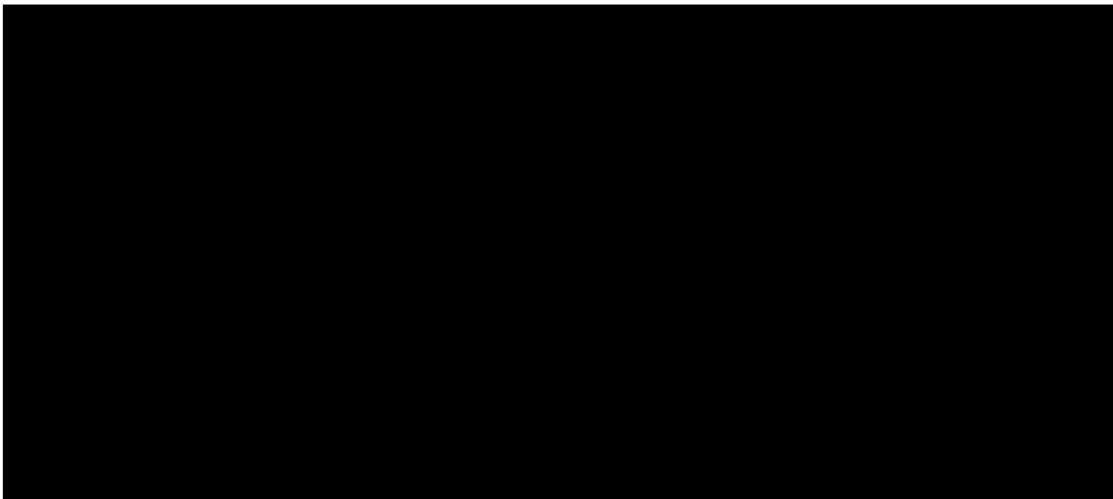
b. Those Review Staff files concerned with OP Histories and with Annual Reports fall within Category B as "records which by their nature may contain Watergate-related materials" and have been reviewed carefully.

3. This review has identified no files pertinent to Watergate per se. However, it has identified the following references of possible interest. Copies of each of these items are attached.

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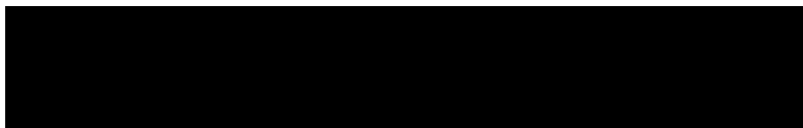
a. A copy of a memorandum held in TRB which is addressed to [redacted] dated 7 March 1969 and replies to his request to the Director of Personnel for clarification of his service computation date (Attachment B of the CD report, Tab A).

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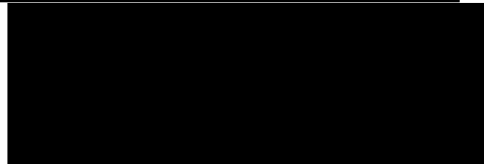


d. A report from C/Military Personnel Branch to D/Pers through ADD/Pers/R&P, "Workload Data Accomplishments for FY 1973" includes the following statement under paragraph 4, "Significant Events":

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Deputy Director of Personnel
for Plans and Control

Atts

25X1A

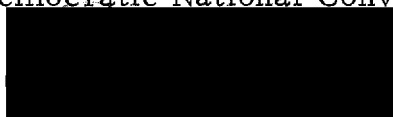
25X1A

* [redacted] Chief, Military Personnel Branch, advises me that the military guards shifted to [redacted] during the Republican National Convention were not associated in any way with protecting anyone at the Convention. At the time it was thought that there might be rioting or other civil disturbances that would put the Agency's [redacted] in jeopardy. Additional guards were also sent to protect [redacted] during the Democratic National Convention.

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23 April 1974

MEMORANDUM FOR: DD/PERS/P&C

SUBJECT : AGENCY-WATERGATE FILE REVIEW

REFERENCE : A. EA/D/Pers Memo for the Record, dtd 12 April 1974, w/att, same subject.

B. DD/PERS/P&C Definition of Categories for Agency-Watergate File Review.

1. In accordance with referent memorandums a selective review of the materials and files held by the Branches of OP Control Division (TRB, SRB, QAB, and RAO) has been conducted. The general description and volume information of the records reviewed is included in Attachment A. The findings of our review are best characterized by definition 1. a. of Reference B -- "Those records which by their nature are highly unlikely to contain Watergate-related materials."

2. Of possible interest to you, however, may be a copy of a memorandum held in TRB which is addressed to [REDACTED] dated 7 March 1969 and replies to his request to the Director of Personnel for classification of his Service Computation Date -- see Attachment B. Also, since the attachment to Reference A included the consideration of certain commercial and financial organizations, the TRB Credit Desk searched its records for information attributable to any company specifically listed. Attachment C shows the company and for whom the TRB Credit Desk made acknowledgements. The general purpose of the acknowledgements were to provide employment and salary verification related to mortgage and credit forms.

STATINTL

[REDACTED]

STATINTL

Chief, Control Division

Enclosures: As above

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