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DDK/AF-5251

18 October 1968

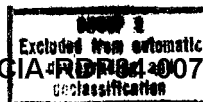
MEMORANDUM FOR: Special Assistant to the Deputy  
Director for Support

SUBJECT : OTR Resignation Cases

REFERENCE : SA-DDS Memo DD/S 68-5003 dtd  
7 Oct 68, Subject: Support  
Services Resignation Cases

1. Referent memorandum requested certain information concerning the processing of resignation cases of the Training Career Service and asked for resignation statistics for Fiscal Years 1966, 1967 and 1968. The following responses are keyed to the queries of the corresponding paragraphs of that memorandum:

a. In the processing of OTR resignation cases which do not fall into the "solicited" category, the only paper prepared, other than the Request for Personnel Action effecting the resignation, is the individual resignee's notification of intent to resign. In a few cases this notification has been made by utilization of the appropriate space on Form 1152, but the majority of individuals have been responsive to our request that they submit a formal letter of resignation to the Director of Personnel through the Head of the Training Career Service. It has been our experience that most resignees are candid in expressing their reasons for leaving the Agency. Of the six cases noted as questionable in our Resignation Statistics, only two failed to disclose in personal interviews the real reasons for their resignations. The other four were reluctant



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to put on paper the true facts prompting their separation as they centered on dissatisfaction with their work and/or living environment and involved persons with whom they were closely associated.

b. It has been our experience in OTR that most resignees first give notice of their intent via direct consultation with their supervisors. In those very few instances where individuals have first given notice to the Personnel Branch, they have been urged to discuss their resignation and the reasons prompting it with their supervisors rather than to rely on Personnel to give notice on their behalf. Supervisors are encouraged to resolve, if at all possible, any problems which have their roots in the work situation and to suggest a postponement of resignation until adjustments, where appropriate, can be made and the employee has the opportunity to reassess his situation in a different atmosphere. At such time as an employee has made a positive determination to resign, he is interviewed by members of the Personnel Branch who advise him of exit processing procedures and attempt to determine if any corrective steps need to be taken in his unit to avoid dissatisfaction among other employees in the future. Deserving employees are offered assistance in obtaining other employment if such is needed. All resignees are reinterviewed by the Personnel Branch during the last week of employment to determine if the employee is satisfied that he has all information necessary concerning his terminal pay, retirement contributions, transfer of insurance, etc.

c. The Office of Training has not received any paper feedback from the Office of Personnel Exit Processing Unit on resignation cases processed over the past three years.

d. Per our Resignation Statistics, only two professional employees in the unsolicited category have resigned during the past three years. Handling of such resignees through the initial stages is similar to that of the non-professionals. The professional employee is then invited to discuss his case personally with the Head of the Career Service. Every effort is made to identify any areas of dissatisfaction and, if so, to

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determine if there might be some way by which the valued employee could be persuaded to remain with the Agency. As discussed in paragraph 3 below, such action was not appropriate to the two cases mentioned.

2. Resignation Statistics for Fiscal Years 1966, 1967 and 1968, categorized as requested, are attached as Tab A.

3. Paragraph 3 of referent memorandum requests that we identify resignation cases of "comers" and prepare a brief resume for each. The two professionals whose resignations were not "solicited" had, in the opinion of the Training Career Service, reached their terminal grade with us and could not be classified as "comers". One left to accept a higher grade with another organization. Nonetheless, he lacked the potential for advancement within CIA. The second left because of a desire to relocate himself in another area of the country and accepted a lower grade to achieve this end. The loss of these officers did not create critical vacancies in OTR. Among the non-professionals, a few junior secretaries were considered to have the potential for development into executive secretaries. In each case, however, career planning for them was negated by marriage.

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Chief, Personnel Branch  
Office of Training

Attachment:  
As stated

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TAB

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RESIGNATION STATISTICS

I. Fiscal Year 1966

A. <u>Solicited</u> .....	4
1. Professional	4
2. Non-professional	0
B. <u>Unsolicited</u> .....	20
1. Professional	0
2. Non-professional	20
a. Valid	17
b. Questionable	3

TOTAL RESIGNATIONS ..... 24

II. Fiscal Year 1967

A. <u>Solicited</u> .....	6
1. Professional	0
2. Non-professional	6
B. <u>Unsolicited</u> .....	20
1. Professional	1
a. Valid	1
2. Non-professional	19
a. Valid	18
b. Questionable	1

TOTAL RESIGNATIONS ..... 26

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III. Fiscal Year 1968

A. <u>Solicited</u> .....		1
1. Professional	0	
2. Non-professional	1	
B. <u>Unsolicited</u> .....		24
1. Professional	1	
a. Valid	1	
2. Non-professional	23	
a. Valid	21	
b. Questionable	2	
TOTAL RESIGNATIONS .....		25

IV. GRAND TOTALS

A. <u>Solicited</u> .....		11
1. Professional	4	
2. Non-professional	7	
B. <u>Unsolicited</u> .....		64
1. Professional	2	
a. Valid	2	
2. Non-professional	62	
a. Valid	56	
b. Questionable	6	
<u>TOTAL RESIGNATIONS FY-66, 67, 68</u> .....		75