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*See  
File*

14 JAN 1966

MEMORANDUM FOR: Acting Chief, Insurance Branch

SUBJECT : Proposed Move of Personnel

I believe you are aware of our thinking on the matter of moving [redacted] but I am sure you have not heard yet of the final decision. In a very short time it is planned to expand the Cashiers' office in its present location in the Credit Union, making certain equipment adjustments and move [redacted] into that area under [redacted]

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As I mentioned to you by telephone, we will leave the four cashiers presently there with the understanding that they can learn each other's work so that at no time will it be necessary for a person to be unable to be accommodated either for claims or for normal cashier activities.

At your first opportunity, I will be very glad to show you the space we will be obtaining or in the event I am not available, [redacted] can show you. I hope that we can do something about this move sometime during the month of February, so I think it would be to your advantage if you would come over to this building for a "look-see".

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[redacted signature box]

Deputy Chief, Benefits and Services Division

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*(Bea file)*

*1/7/66  
W: De/BPK  
c/BPK*

**IMPORTANT DATES FOR 1966  
CONCERNING INSURANCE BRANCH ACTIVITIES**

**JAN.**

1. Replacing I. D. cards.
2. Final payment to Underwriter DENTA.
3. Expected yearly visit from Audit Staff. *(could be Feb.)*
4. Report for Annual GEHA Meeting.
5. Move to Magazine Building.
6. Annual GEHA Meeting.

**FEB.**

1.  Board Meeting.
2. Special GEHA Meeting.
3. Replacing I. D. cards.
4. Notices re Emergency Travel Insurance.
5. Notice re Medicare.
6. Procedures, I. D. cards, Bank Account, etc. re new I. D. cards (NACS).

**MARCH**

1. Replacing I. D. Cards.
2. Refund of prepaid premiums on DENTA.
3. Start use of new I. D. Card (NACS).
4. Distribution of Premium Due Reminders re FAP policy-holders.

**APRIL**

1. Submission of Leave Schedule for year.
2. Replacing I. D. cards.

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- MAY**
1. Discussion with Mutual and Civil Service Commission as to possible changes in Association Plan Hospitalization.
  2. GEHA Board of Directors Meeting (Regular).
- JUNE**
- JULY**
1. Annual Report for D/Pers.
  2.  Board of Directors Meeting (Regular).
- AUGUST**
1. Determination of amount and authorization of payment of Return Premiums on UBLIC, if any.
  2. GEHA Board Meeting (Regular).
- SEPT.**
- OCT.**
1. Nominating Committee to be named by Board--slate for January 1967 election.
  2. Preparation of Notice Annual Meeting.
  3. Flu Shots ?
  4. Distribution Premium Due Reminders all policyholders Specified Diseases.
- NOV.**
1. Distribution of Notice of GEHA Meeting and Absentee Ballots.
- DEC.**
1. GEHA Board of Directors Meeting (Regular).
  2. Preparation of Reports for GEHA Meeting (Annual).
  3. Flu Shots ?
  4. Investment of UBLIC Return of Premiums.

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**SECRET**

Chief, Building Security Branch  
Attn : Physical Security Division, Room 1-E-20 HQ  
Acting Chief, Insurance Branch/BSD/OP

December 29, 1965

**Alarm System**

1. Effective 3 January 1965, Room 402A, Magazine Building, must be ready for occupancy with alarm system installed and combination lock set. Also, Insurance Branch must have the number of the combination lock.

2. The normal work hours of the Insurance Branch are from 8:30 a. m. to 5:00 p. m. but it is requested that the planned hours of operation be shown as 8:00 a. m. for opening and 5:30 p. m. for closing.

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3. A list of custodians and their badge numbers follows:

4. I am sorry that this memorandum was not written at an earlier date but memorandum requesting this information, dated 12/28/65, has just been received in this office.

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**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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