

26 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Retirement Award Review - Mr. John F. Herlihy

1. Recently, the employee identified above signed an application for retirement to be effective 3 January 1985 . In order to insure that this employee is considered for an award consistent with [ ] you are asked to initiate a review of this employee's career performance to determine whether a recommendation for a career award is appropriate. If you determine that a career award recommendation is appropriate, I ask that it be made sufficiently in advance of the employee's retirement date to ensure presentation prior to the employee's departure. We find that greater significance is attached to an award when it is received close to the date of retirement. I have been somewhat disappointed to have to inform employees of a retirement award by letter months after they have separated from the Agency. While the letters are nicely prepared, it is a very cold practice which does not reflect particularly well on us nor does it communicate to the recipient the real degree of gratitude we have for the many years of loyal service. Surely we can do better than this.

2. Because retirement is a significant event in an employee's life, we suggest some form of retirement recognition for each employee. While you will likely have some thoughts of your own for this recognition, we suggest that you consider personalizing this event by arranging a farewell meeting with the retiree, you and your senior officers, on the last day of employment. At that time you can express the Agency's gratitude for the employee's career contributions and extend best wishes for the future. Most retirees have found this type of meeting meaningful after giving many years of their life to the Agency.

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Robert W. Magee

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(26 November 1984)

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