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Title: **104-10291-10013\_p20.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

MEMORANDUM FOR: James A. Noel

your retirement planning and we encourage you to contact him.

SUBJECT: Retirement Planning

[Signature]

1. As a participant in the CIA Retirement and Disability System, you will reach mandatory retirement at age 60. The prospect of retirement deserves serious thought and planning because of its impact on each of us and for this reason, we are taking this opportunity to provide you with this advance notice that according to our records you will be required to retire on March 1971.

Emmett D. Echols

Director of Personnel

2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals and the Agency is anxious to assist you in your retirement planning.

3. We would like to make available to you as much information as possible on the general subject of retirement, your annuity estimates, life and health insurance protection in retirement, opportunities for other employment, Social Security benefits, and other additional material which is available. The Agency feels that this type of information and advisory service should be made available and, hopefully, will be used by employees well in advance of the date of retirement.

4. Our Chief, Retirement Branch, on extension 3257, is available to discuss with you any aspect of