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Title: **104-10291-10013_p193.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

19 February 1970

be submitted at least 12 months prior and not more than 18 months prior to the scheduled retirement date.

MEMORANDUM FOR: Chief, DO

SUBJECT: Retirement of Cecil J. KLOBUKAR (P) under the CSC Retirement System

4. If a replacement is required, early notification to CSPPS will assist in locating a qualified replacement. (See CSPPS Memo No. 15-69, dated 9 July 1969, "Staff Personnel Requisition.")

1. This memorandum is to remind all concerned that Cecil J. KLOBUKAR (P) GS-15, of your component is scheduled for retirement under the CSC system during the month of March 1971.

Robert W. Shuey

Chief, Clandestine Service Personnel Staff

2. As you know, the normal retirement date is the last day of the month in which the individual becomes eligible to retire. To insure complete understanding, it is suggested that this matter be again explained to the employee and an appointment be arranged with the Retirement Counseling Branch, Retirement Affairs Division, Office of Personnel, extension 3326, for further discussions or counseling on benefits available upon retirement. Formal application for retirement should be made at least three months prior to the scheduled date.

S-E-C-R-E-T GROUP 1-Excluded from automatic downgrading and declassification

3. If you should propose to take any steps to retain this employee after his retirement date, your attention is invited to EN 20-32. Any recommendation in that connection will require the concurrence of the Deputy Director for Plans and should