

Ser U104/NIC-112

24 JUL 1970

From: Commander, Naval Intelligence Command
To: All Civilian Personnel NAVINTCOMHQ

Subj: Freeze on all civilian hiring and professional promotions

1. Due to a recent cut in the NAVINTCOMHQ budget and an underestimation of civilian personnel costs for FY 71 it is necessary to freeze all civilian hiring and all professional promotions. The above action is most regretted but is necessary if we are to avoid a major reduction in force in professional positions. Supervisors should take extreme caution in assigning duties and responsibilities to civilian positions to avoid the necessity of upgrading civilian positions at this time.

2. The Civil Service Commission in response to a request from the Department of Defense has authorized a "resignation requested" procedure permitting involuntary separations of eligible civilian personnel for discontinued service retirement. Retirements under this procedure would minimize the impact of manpower reduction.

3. The procedure applies to civilian personnel:

- a. Who have reached 50 years of age and who have completed at least 20 years of Federal service.
- b. Who have completed 25 years of Federal service regardless of age.

4. The procedure does not apply to civilian personnel who by reason of age and service (55/30; 60/20; 62/5) are already eligible to retire on an immediate annuity.

5. Civilian personnel who may wish to consider early retirement may obtain further information from Mr. C. Naquin, NIC-112 on 274-0590 or from Mr. H. Adams, Civilian Personnel Branch, Office of the Chief of Naval Operations OP-09822, on OX7-1065.

WILLIAM R. HATCH
By direction _____

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JUL 27 1970

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Sign
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Copy to:
OP-09822

Orig. CWP Naquin 274-0590
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Called J. R. Whiteley
24 JUL 1970