

STANDARD FORM 135  
JULY 1961 EDITION  
GENERAL SERVICES ADMIN.  
FPMR (41 CFR) 101-11.4

# RECORDS TRANSMITTAL AND RECEIPT

## TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO.

330-75-093

RECORD GROUP NO.

SIGNATURE

Robert. G. Grotter

DATE RECORDS RECEIVED

TITLE

Chief, Accession &amp; Disposal Branch

### INSTRUCTIONS

Send original and two copies to appropriate  
Federal Records Center.

EXCEPTION—Send original and three copies to the  
Alexandria, Virginia, Center

FROM: (Name and address of Agency transferring records)

Office of Secretary of Defense

OASD(Manpower & Reserve Affairs) Education

Pentagon - Washington, D. C.

TO: Federal Records Center, GSA

Washington National Records Center, C

Washington, D. C. 20409

Attn: Accessions Branch

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

### UNCLASSIFIED

2. SQUARE FEET OF SPACE CLEARED

A. OFFICE

B. STORAGE

3.

FILING EQUIPMENT EMPTIED

A. FILE CABINETS (No.)

B. TRANS. FILES (No.)

C. SHELVING (Lin. Ft.)

4. CUBIC FEET OF RECORDS  
TRANSFERRED

8

5. NAME OF AGENCY CUSTODIAN OF RECORDS

OASD(M&RA) Education

6. BUILDING AND ROOM NO.

Pentagon, 2D 261

7. TELEPHONE NO.

71969

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☐ NO

9. AGENCY OFFICIAL (Signature)

*James S. Nash*

10. TITLE James S. Nash  
OSD Records Administrator

11. DATE 26 Nov 74

14 NOV 1974

12. BOX NUMBER(S)

FRC ONLY

AGENCY

Box 1

13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  
(Show organizational component creating records)

A Study of the Military Retired Pay System & Certain Related Subjects (A Report to Committee on Armed Services, USS) dtd July 6 1971

Consolidated Referral Skills Inventory and Job Order Summary - Sept 1972

Instructions for Use of DoD REFERRAL Job Order Summary - November 1971, Sep. 71, Aug 71, Jun 71, May 71, Apr 71, Mar 71, Jan 71.

Instructions for Use of REFERRAL Skills Inventory List Sep 70 thru Aug 71.

Monthly REFERRAL Management Report  
Sept 70 - Mar 72

REFERRAL Brochures Folder (Procedures Manual, Employers Guide, REFERRAL for the Employer, REFERRAL for the Military Retiree, Consolidated Skills Inventory & Job Order Summary (May 72), Abbreviated DoD Job Thesaurus & Coding Elements, REFERRAL Fact Sheet, Report of the REFERRAL Counselor Tng Course Apr-May 70, DODI 1404.9, DOD Directive 1332.26, News Release dtd Feb 1, 1971 (More than 13,000 Career Servicemen & Women Registered in Computerized Referral Program); Sample Certificate of Training; Target Tomorrow.

Permanent  
Preservation

Ref. Inst.  
1515

01-57

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Reference Material: Largest Urban Areas in US; Responses of Public & Private Sector Organizations to REFERRAL Questionnaire a/o 20 Aug 69; Skill Level Matrix Forms; ASPA Study (Jan 2, '69); An Examination of the Transferability of Certain Military Skills & Experience to Civilian Occupations; Skill Data Referral System (includes memo fr ASD (M&RA) TO SecDef on ~~REFERRAL~~ REFERRAL; Estimated Costs, etc.)

*ASD Adm. Inv.  
15/5*

*01-50*

Box 2

Monthly Management Report on REFERRAL  
June 71; Jul 71; May thru Dec 72.

File A: Study on DoD Military Skill Referral Service Directives and Background Information from Aug 68

File D: Aug 68 Chron File on Post-Retirement Second Careers ; Ltr to ASD(M&RA) fr VA dtd Oct 1968 thanking him for including VA in ad hoc group. File contains memos from Gen Benade on developing the Skill Data Bank Study.

File E: Oct-Nov 68 Brief of Visit to HEW Regional Office, NEA Data Processing Facility; Steering Cmte Brief outline.

DoD Dir. 1332.25 "REFERRAL" dtd Dec 1, 1969

Weekly Highlights on REFERRAL 1970

Early (Sept 1970 ) responses to letters on REFERRAL Comments in response to Gen. Chapman's memo on REFERRAL of 18 Aug 1970.

Memo for Mr. Packard advising him of HAC criticism dtd Dec 2, 1969 /s/ Paul Wolstadt

A Study on the Difficulties a Military Retiree Faces in Seeking a Second Career in Civilian Life (LTC Bean)

GAO 1969-1972 letters on REFERRAL

Chron Files - REFERRAL - Dec 69 + Jan-Jun 70; Jul 70; Oct 70; Jan/Mar 71; Apr/Jun 71; Jul/Sep 71; Oct/Dec 71. All on REFERRAL

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	Box 3	<p>Folder marked LEGAL AFFAIRS:</p> <p>Memo for ASD(M&amp;RA) dtd Jan 19, '69, subj: Second Careers in Retirement from AF(M&amp;RA) w/attach Memo for GC of AF subj: Restrictions on Employment of Retired Military Personnel</p> <p>Memo for ASD(M&amp;RA) from 4 Services on DoD Skill Data Bank Study (in Legal Affairs Folder) dtd Dec 1968</p> <p>GAO '73 - Approval Form for Referral Forms</p> <p>Internal Memos (Background Report on Employment Opportunities for Separated Military Officers dtd 15 Jan 73)</p> <p>Jobs For Veterans (Support to Chairman; Fact Sheet; Current Statistics on Employment &amp; Tng dtd May 73; Costs for Operating the National Committee, JFV for calendar year 1973; Termination of DoD Support to Nat'l Cmte, JFV dtd Dec 73; Minutes of Staff Meeting JFV outlining phaseout procedures Feb 74.</p> <p>Private-Sponsored Job Fairs-Memo fr GC Jul 73</p> <p>FY 74 Training Budget: Memo for Mr. Morris, SA, subj: Review of Program Element Proposals Apr 73.</p> <p>Training: Recruit Training (functions proposed) '73</p> <p>European JIF Nov 73 Pacific JIF Sep 73 Pacific JIF Sep 72 European JIF Oct 72 European JIF Mar 72 European JIF May 73</p> <p>Weekly Highlights Jan 70 - Oct 71</p> <p>Chron Files - Col Fierke's 1972, 1973 &amp; 1974</p> <p>POW File</p> <p><del>Office of Minority Enterprise Program Military Retirees</del></p>		<p>OASD Asst. Dir. 15/5 01-500</p>

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] Box 3 Folder marked "Recruit Training" contains "A Report on Literacy Training Programs in the Armed Services"; HumRRO's Literacy Research for the US Army: Progress and Prospects (Oct 10, 1973); Recruit Training (undated); DoD Education Services Programs for Enlisted Personnel (undated).

Final Report - European Job Information Fairs -  
27 March - 7 April 72 prepared by Col A.H. Fierke

Box 4 Papers on REFERRAL dated from June 69. Covers  
Time Phasing of REFERRAL; Progress Reports;  
REFERRAL Contact Numbers; Directives; etc.

Papers on REFERRAL: Memo fr Gen Benade re:  
Initial Planning Conference 28 Jan 69; Memo to  
ASD(M&RA) s/Clifford dtd 28 Dec 68, subj: DoD  
Skill Data Referral Service; Actions for Services;  
Master Plan: Actions for Services, etc.  
Also contains LTC Barnes study for GWU on  
"A Computerized Man-Job Matching System for  
Military Retirees" dtd 5 May 69.

Papers marked "Automated Placements by CRA"  
a monthly record of placements; Job Orders Received,  
returned, resumes issued, etc.

Folder marked Directives and Backup on REFERRAL

Project REFERRAL Plan for the Preparation of the  
Detailed Systems Description prepared by Information  
Sciences and Technology dtd July 2, 69. (3 cys)

Papers on "POW" includes Federal Agency & Industry  
Contacts for Assistance to Returned POW/MIA; Industry  
Committee on POW Employment form; Employment  
Assistance for Repatriated POW personnel; DoL  
Handbook for Implementation of Program; Career  
Planning for POWs; Guidelines for Career Planning  
& Other Assistance for Returned POW/MIA personnel

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Box 5		<p>Correspondence with Labor Dept (71-72-73)</p> <p>America's Community/Junior Colleges: A Guide for persons separating from military service</p> <p>Best Bets for Jobs with Fed Gov (Jul-Sep 72)</p> <p>DoD Career Plans Questionnaire</p> <p>Counseling in Project TRANSITION, Aug 68</p> <p>Transitional Manpower Programs, Oct 70</p> <p>Conference on Transitional Manpower Program, 1970</p> <p>List of Transition Sites, June 72</p> <p>Industry Program, June 72</p> <p>Counseling for Second Careers, Sep 72</p> <p>Conference on Separating Servicement, 29-31 Oct 69</p> <p>Transitional Manpower Programs Objectives, 1970</p> <p>Major Correspondence, July 71 - Aug 72</p> <p>Report of the President's Committee on the VN Vet Objectives of the Transitional Manpower Programs</p> <p>Jobs for Veterans, Job-Related Programs of Interest to Veterans (A Selected List)</p> <p>Description of Project 100,000, Apr 68</p> <p>Water Pollution Control Technicians</p> <p>Navy Project TRANSITION Manual</p> <p>Marine Corps Report on TRANSITION</p> <p>Report on Conference on Counseling, Vocational Tng, and Job Assistance for Servicemen under Drug Rehabilitation program</p> <p>File containing background with implementing memos, &amp; miscellaneous policy memos</p>	

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TRANSITION Information Bulletins &amp; Program Letters

Report of the Conference on Returning Serviceman  
& Opportunities for the Apprentice Occupations

Basic facts about Military Servicer (1968)

Booklet, TRANSITION Program, May 69

Booklet: Crossroads

Booklet: College Prep & Specialized College Programs

Booklet: America's Community/Junior Colleges

Booklet: Employment Opportunity Aids

Booklet: How to move up through higher education, 1969

Booklet: Counseling in TRANSITION Program

Booklet: Counseling for Second Careers (Sep 72)

Booklet: Report on Conference on Counseling, Vocational  
Training, & Job Assistance for Servicemen under the  
Drug Rehabilitation Program (7-8 July 71)

Group of papers w/cover memo "Training Responsibilities:  
(includes Organization & Staffing Pattern; par-  
ticipating installations w/list of courses to be  
offered; Fact sheet on Transition Law Enforcement  
Program; Observations of Progress to Date; Memo  
to Svc Sec dtd July 12, 69 from Laird, subj:  
Separation Procedures; memo to Svc Sec from ASD  
(M&RA) subject: Strengthening Manpower Programs  
dtd 16 Jul 69; Transition Information materials

Folder marked FILM DoL (ID Release #MF 61-5683;  
also list of Transitional Manpower Program Pub-  
lications List

Dr. Ullmann's Chron Files for Jan-Jun 72; Jul-Dec 72;  
Jan-Jun 73.

Box 7

Auto Mechanics Course File

File on Government Liability

File on Reclamma on REFERRAL

Labor Dept Correspondence - 70 and prior

OVR-2 File

Reclamma on House app cte-1Dec69

Team Concept - Civ Readjustment Procedures for O/S per.

Correspondence with Mil Dept & other High Level OSD Ofcs

Material on Interagency Task Force on Education

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Box 8		Conference on Separating Serviceman-29-31Oct69	Adm Inst 15/5 01-5A
q		Readjustment Profile for Recently Separated VN Vets	
		Briefing charts on "TRANSITION"	
		Memo for Dr. Matthews dtd 22 May re: MDTA Pilot Tng	
		TWX approving Central Texas Transition Tng	
		Concept Paper: Career Tng & Education in an AVF, Mar 73	
		Ad Hoc Study Group report on AMETA, Jan 72 w/backup	
		Report of the President's Committee on VN vets w/backup	
		Memo for Service Contacts, subject: Transition Program for 1972 s/Kelley dated 5 Jan 72	
		Booklet: Transition Program, May 69	
		Report on Jobs for Veterans Program w/backup	
		TRANSITION Program Letters	
		Folder - Policy Considerations	
		Early TRANSITION folder w/basic material	
		Folder marked Policy Papers	