

MEMORANDUM

November 17, 1970

TO: O - Mr. Robert C. F. Gordon

FROM: O/FSI/VTC - Ogden Williams, Coordinator

SUBJECT: Miss Jeanette A. Koch

The Viet-Nam Training Center will lose the services of one of its most valuable staff members on December 31, 1970, unless prompt action is taken. I believe that the result in this case will be to deprive the Viet-Nam Training Center of irreplaceable services and deprive the Department of State of a highly valuable employee, contrary to the best interests of the Government. Normal administrative channels have been explored without success, which necessitates this presentation to the Special Assistant for Welfare and Grievance.

Background

Miss Koch's Government employment background is as follows:

1947-1952	Secretary to Political Counselor, London. Secretary to Ambassador Douglas, London.
1952	Acted as administrative assistant to London Liaison Group. (This group was charged with preparation of the Evacuation Plan for Europe.)
1952-1954	Administrative Assistant to Paris Liaison Group, Paris.
1954-1967	National Security Council (GS-7 - GS-9). Secretary to Deputy Executive Secretary, NSC. Secretary to Deputy Special Assistant for National Security Affairs (Robert Komer).
1967-1968	Personal Assistant to Ambassador Robert Komer in Viet-Nam (FSS-3).
11/25/68 - Present	Chairman, Operations Support Division, Viet-Nam Training Center, Foreign Service Institute.

Note: Miss Koch's temporary appointment as FSS-3 was terminated on February 28, 1970, at which time she was transferred, for personnel reasons, to a secretarial position at FSS-7. She had continued,

however, to exercise her full functions as Chairman of the Operations Support Division of the Viet-Nam Training Center.

Education

Miss Koch received her AB in Political Science at George Washington University in 1963. She received her MA in International Affairs at George Washington University in 1970.

Comment

Miss Koch's employment is, as of now, being terminated on December 31 for the sole reason that she has a limited appointment which expires. Her service at the Viet-Nam Training Center has been invaluable. Her responsibilities require her to backstop the training for Province and Senior Advisors, District Senior Advisors, CORDS staff personnel and long-term language officers. She directs what is probably the most sophisticated library and reference service on Viet-Nam available in the United States and provides the research background for course content for the entire school. She is in direct and continuous contact with all the foreign policy agencies to exchange materials on Viet-Nam, with training institutions throughout the United States, with officers preparing dossiers on the My Lai incident, and with a variety of other individuals and institutions. Having served in the National Security Council for 13 years and having been an administrative and personal assistant to Ambassador Komer in Viet-Nam, she is familiar with the workings of the Government and the implementation of policy at very high levels. Above all, she is competent to a degree seldom found in comparable positions in the Government. When the Viet-Nam Training Center is no longer needed, Miss Koch could serve immediately and without transitional experience as a chief office assistant for any of the senior personnel of the Department, on the White House staff, or elsewhere. I can see no U.S. Government interest being served by the termination of this employee, from whatever angle the matter may be considered. Most specifically, her loss to the Viet-Nam Training Center would be an irreparable blow. I know of no other person who combines experience in Government, experience in Viet-Nam, personal competence and personal motivation for this particular job to the degree that Miss Koch does. An administrative procedure which would deprive the Government of the services of this employee at this time simply makes no sense.

Previous Action Taken

Exploration of possible remedial action has been made through normal administrative channels. We have received indications that consideration might be given to extend Miss Koch for six months at her

present reduced classification and grade. Such a solution would not meet the needs of the situation. It is noted that Miss Koch served from 1967 to February 28, 1970, as an FSS-3, and no employee can work on a basis of six months' extensions.

Requested Action

Miss Koch should receive an ES appointment at Grade 9 or higher. Alternatively, a GS-11 or FSS-4 appointment should be made. The employee's competence, record and future usefulness to the Department clearly justify such an appointment, and it is respectfully requested that steps be taken without delay to prevent a personnel action which is not in the interests of the Government.