

CABLE SECRETARIAT DISSEMINATION  
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CLASSIFIED MESSAGE

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DESTROY  SUG.

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*cl 1/15/68, DTS 2 clods, D/PAB, C/PAB,*

~~SECRET~~ 230601Z SEP 68 CITE \_\_\_\_\_

DIRECTOR INFO VIENTIANE, \_\_\_\_\_

SECTION ONE OF TWO OF 2

REF A. \_\_\_\_\_

B. DIRECTOR \_\_\_\_\_

C. \_\_\_\_\_ (IN \_\_\_\_\_)

1. REQUEST APPROVAL FOLLOWING PROCEDURE TO EFFECT PAYMENT OF SPECIAL MISSION PAY TO \_\_\_\_\_ FLIGHT CREWMEMBERS.

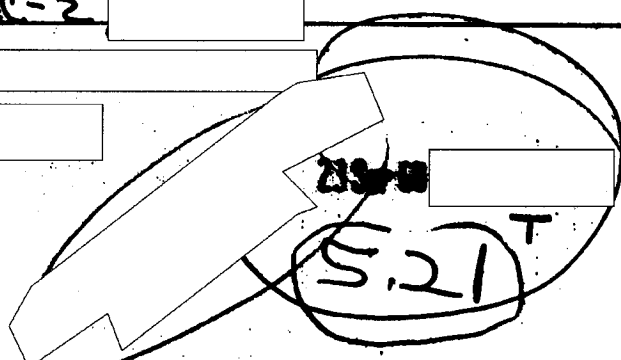
2. PROCEDURE:

A. STATION CONCERNED AND/OR STATION IN CONJUNCTION WITH \_\_\_\_\_ REPS AT STATION AND/OR \_\_\_\_\_ WILL CONTINUE TO RECOMMEND SPECIAL MISSION PAY (SMP) FOR FLIGHT CREW MEMBERS (FCM) WHO QUALIFY FOR SUCH PAY. QUALIFICATION AND RECOMMENDATIONS FOR SMP TO BE IN ACCORDANCE WITH REF A AND ITS APPROVED ADDENDUMS.

B. \_\_\_\_\_ AND DIRECTOR AND/OR BOTH AS REQUIRED WILL CONTINUE TO APPROVE RECOMMENDATIONS FOR SMP. \_\_\_\_\_ WILL CONTINUE TO COMPUTE PAYMENTS TO INDIVIDUALS ON BASIS OF FIELD FURNISHED DATA AS APPROPRIATE. \_\_\_\_\_ WILL SUBMIT NORMAL PAY MESSAGE INDICATING NAMES, AMOUNTS DUE IN USD,

APPROVED FOR RELEASE DATE:  
18-Dec-2009

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B

*Special Mission  
Payment  
Procedure*

*copy 1/2*

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AUTHORITY, ETC TO EITHER STATION AND/OR DIRECTOR AS APPROPRIATE WHO WILL CONFIRM/APPROVE OR RECOMMEND ADJUSTMENTS WHICH WILL BE EFFECTED BY \_\_\_\_\_

C. FOR SMP WHICH REQUIRES ONLY STATIONS CONFIRMATION DIRECTOR WOULD BE ADVISED OF THE TOTAL MONETARY REQUIREMENT AS INFO ADDRESSEE ON \_\_\_\_\_ INITIAL PAY MESSAGE. UPON RECEIPT OF CONFIRMATION OF SMP BY STATION DIRECTOR WOULD DEPOSIT THE EXACT AMOUNT REQUIRED TO MEET THIS SPECIFIC SMP OBLIGATION TO THE \_\_\_\_\_ SMP ACCOUNT AND ADVISE \_\_\_\_\_

D. FOR SMP WHICH REQUIRES APPROVAL OF DIRECTOR THE NORMAL PAY MESSAGE WILL BE SUBMITTED BY \_\_\_\_\_ DIRECTOR'S APPROVAL FOR THE SMP TO \_\_\_\_\_ WILL ALSO CONTAIN CONFIRMATION THAT THE EXACT AMOUNT TO MEET THIS SMP OBLIGATION HAS BEEN DEPOSITED TO THE \_\_\_\_\_ SMP ACCOUNT.

E. AFTER SMP APPROVAL AND RECEIPT OF CONFIRMATION THAT THE REQUIRED MONEY HAS BEEN DEPOSITED, \_\_\_\_\_ WILL PREPARE INDIVIDUAL USD CHECKS AGAINST THAT DEPOSIT TO ALL FCM'S CONCERNED.

(1) FOR \_\_\_\_\_ PERSONNEL:

CHECKS WILL BE DEPOSITED VIA APO TO THE INDIVIDUALS

\_\_\_\_\_ BANK ACCOUNTS.

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(2) FOR INDIGENOUS OR THIRD COUNTRY NATIONALS.

CHECKS WILL BE SENT VIA POUCH (THRU THE  STA-  
 TO THE APPROPRIATE  BASE MANAGER WHO WILL PRE-  
SENT THE INDIVIDUAL WITH THE CHECK AND MAKE AN ON THE SPOT  
CONVERSION TO CASH IN LOCAL CURRENCY. (THIS MAY NOT BE STRICTLY  
LEGAL IN ALL CIRCUMSTANCES BUT PROBABLY NO OFFICIAL OBJECTIONS  
WILL BE RAISED BECAUSE THE NET RESULT WILL SATISFY FORESEE-  
ABLE LOCAL EXCHANGE AND CURRENCY REGULATIONS.)

*Can't  
APO or  
company  
person  
be used*

(3) FOR  PERSONNEL WHO FOR SOME TEMPORARY REASON  
DO NOT HAVE A  BANK ACCOUNT SMP CHECKS WILL ALSO BE  
BE POUCHED TO APPROPRIATE BASE MANAGER FOR ON THE SPOT CASHING.  
THIS PROCEDURE WOULD BE ON A ONE TIME BASIS ONLY.  FCM'S  
WILL NOT BE PAID BY CHECK ON RECURRING BASIS EXCEPT TO   
BANK ACCOUNT.

F. THIS SMP ACCOUNT WILL BE USED TO MEET ALL SMP OBLI-  
GATIONS I.E. ,  EXFIL/INFIL, LOW LEVEL ETC.

G.  WILL PREPARE W-2 FORM AT END OF EACH  
CALENDAR YEAR FOR EACH  FCM WHO HAS RECEIVED MONEY THRU  
THE  SMP ACCOUNT. AFTER W-2 IS ACCOMPLISHED AT THE  
END OF THE CALENDER YEAR ONE COPY WILL BE SENT VIA POUCH TO  
THE APPROPRIATE  BASE MANAGER FOR DISTRIBUTION TO

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THE INDIVIDUAL CONCERNED. THE REMAINING TWO COPIES WILL BE SENT TO [ ] WASHINGTON VIA POUCH THRU HQS. FOR PERSONNEL WHOSE CALENDER YEAR EMPLOYMENT STATUS REQUIRES A FICA DEDUCTION, FROM THE SMP GENERATED W-2, THE COMPUTATION<sup>TA</sup> WILL BE MADE BY [ ] THE FICA DEDUCTION WILL BE MADE FROM A SMP CHECK TO THE INDIVIDUAL AND THE AMOUNT REFLECTED AS A SUM NOT WITHDRAWN FROM THE [ ] SMP ACCOUNT. [ ] WASHINGTON WOULD WITHDRAW THIS AMOUNT AND APPLY OVERTLY VIA ESTABLISHED PROCEDURES. [ ] ANTICIPATES THAT THE REQUIREMENT FOR FICA DEDUCTION WILL BE RARE.

H. FOR FCM'S WHO TERMINATE EMPLOYMENT WITH [ ] AND DEPART THEIR ASSIGNED BASE PRIOR TO THE COMPETITION<sup>U</sup>, APPROVAL AND RECEIPT OF ANY SMP PAY TO WHICH THEY ARE ENTITLED, A FINAL CHECK AND W-2 FORM WILL BE PREPARED AND SENT VIA APO TO THE INDIVIDUALS RECORDED FORWARDING ADDRESS. (VICE BANK ACCOUNT) REMAINING 2 COPIES OF W-2 WILL BE FORWARDED TO [ ] WASH VIA POUCH FOR USE AS APPROPRIATE.

I. THE [ ] SMP ACCOUNT TO BE A 2 SIGNATURE ACCOUNT.

(1) TAIPEI SIGNERS TO BE:

MR. HUGH L. GRUNDY

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MR. PAUL C. VELTE

MR. LINDSEY B. HERD

MR. E. E. HECHT

MR. MARK L. PETERSON

(2) [ ] WASHINGTON TO DESIGNATE SIGNERS AS DESIRED.

[ ] TO COVERTLY MAINTAIN COMPLETE RECORDS TO SUPPORT ALL WITHDRAWALS, PERMIT COMPILATION OF W-2 AND IDENTIFY EACH PAYMENT TO INDIVIDUAL BY CHECK NUMBER ETC. BANK STATEMENTS AND CANCELLED CHECKS TO BE SENT BY BANK TO [ ] WASH WHO WOULD RECONCILE AND CLEAR EACH SPECIFIC SMP DEPOSIT AND MAINTAIN OVERT RECORDS AS REQUIRED. REQUEST HQS ADVISE FREQUENCY AND FORMAT ANY REPORTS DESIRED TO ASSIST RECONCILE THIS ACCOUNT, IN WASH.

J. WHEN PRECEDURE FOR PAYING SMP BY CHECK IS FINALIZED AND APPROVED BY DIRECTOR [ ] BASE MANAGER CONCERNED WILL:

(1) AS FCM'S EARN SMP, DISCREETLY ADVISE THESE CONCERNED THAT PAYMENT WILL BE BY CHECK PER PARA 2E ABOVE GUIDELINES.

(2) ADVISE ALL FCM'S EARNING SMP THAT ANY APPARENT DISCREPANCIES IN THE AMOUNT RECEIVED AND THE AMOUNT EARNED SHOULD BE BROUGHT TO THE ATTENTION OF THE BASE MANAGER WHO SHOULD TAKE IMMEDIATE ACTION TO RESOLVE.

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(3) ADVISE FCMS THAT QUESTIONS RELATED TO SMP SHOULD NEVER BE DIRECTED TO ANY  OR  OVERT PAY SECTION IN EITHER  HONGKONG, OR THE BASES.

(4) ADVISE  PERSONNEL TERMINATING EMPLOYMENT WITH  THAT ALL EARNED SMP WILL BE SENT TO THE INDIVIDUALS FORWARDING ADDRESS OF RECORD (VICE BANK ACCOUNT). IF EARNED SMP IS NOT RECEIVED IN REASONABLE LENGTH OF TIME INDIVIDUAL SHOULD CONTACT APPROPRIATE BASE MANAGER ON PERSONAL BASIS IN DISCREET MANNER.

(5) IF TERMINATING PERSONNEL ARE CLEARING THRU TAIPEI SMP QUESTIONS MAY BE REFERRED TO VPFO (MR. T.L. BOYD), SA/VPFO (E.E. HECHT) OR DSY (MR. SAM JOHNSON) ONLY. NORMAL PAY SECTION AT TAIPEI SHOULD NOT BE CONTACTED ON THIS SUBJECT FOR SECURITY REASONS.

(6) ADVISE INDIGENOUS AND THIRD COUNTRY NATIONALS PERSONNEL WHO TRANSFER TO ANOTHER  BASE OR TERMINATE EMPLOYMENT THAT ANY EARNED SMP WILL BE FORWARDED WHEN RECEIVED. BASE MANAGERS <sup>SH</sup> SHOULD INSURE ADEQUATE INFORMATION AVAILABLE AND ARRANGEMENTS MADE TO ACCOMPLISH. THESE PERSONNEL SHOULD ALSO

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DIRECT SMP QUESTIONS TO BASE MANAGER IF SMP NOT RECEIVED WITH-  
IN REASONABLE TIME AFTER SEPARATION.

(7) ADVISE ALL  PERSONNEL THAT A W-2 WILL BE  
PREPARED AT END EACH CALENDER YEAR FOR ALL SMP RECIVED BY  
 CHECK. THIS W-2 WILL RECEIVE SAME PROCESSING AS  
W-2'S RECIVED FOR OVERT PAY AND WILL BE A RECORD POSSESSED BY IRS.

(8) ADVISE ANY  FCM WHO CONSIDERS THIS NEW PRO-  
CEDURE OF PAYMENT BY CHECK AS A PAY CUT THAT THIS COMPLAINT IS  
NOT JUSTIFIED OR REASONABLE. THE SECURITY, LEGAL ADVANTAGES  
TO ALL CONCERNED ARE SELF EVIDENT.

3. IF THE ABOVE PROCEDURE IS SATISFACTORY REQUEST   
 SMP ACCOUN<sup>T</sup> BE ESTABLISHED AND ACCOUNT INFO, CHECKS,  
SIGNATURE CARDS ETC BE FORWARDED  VIA POUCH. UPON  
RECEIPT WILL ESTABLISH FIRM IMPLEMENTATION DATE BASED ON DATE  
SIGNATURE CARDS ARE COMPLETED AND SENT TO . ANTICIPATE  
NO PROBLEMS TAIPEI, BELIEVE CAN INITIATE PROCEDURE WITH NO DELAY.

HE  
Not in

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21-Oct-2009

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