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PERSONNEL

EMPLOYEE SERVICES

FINANCIAL ASSISTANCE AVAILABLE TO EMPLOYEES

1. Agency employees are occasionally faced with financial problems which distract them from properly performing their duties and, in some cases, cause them to consider it necessary to leave the Agency. There are no legal means by which such employees can be given loans or grants from Agency funds. It is desired to bring to the attention of supervisory personnel the facilities within the Agency which are available to assist employees in financial emergencies. This information should be passed along to each employee verbally.

2. The facilities of the Credit Union are available to employees of the Agency after a nominal investment and employees should be urged to use these facilities to the maximum extent prior to seeking assistance from commercial channels. Use of the Credit Union reduces to a great extent the security problems which are inherent in application for a commercial loan. If an employee elects to seek assistance from a commercial source or some external welfare organization, he should be cautioned to deal only with reputable firms or agencies.

3. There is a small welfare fund available within the Agency from which assistance may be obtained when no other practicable recourse is available to him, either from Credit Union or private sources. When a supervisor learns of a bona fide emergency situation in which efforts to solve an employee's financial difficulty

through other means have failed, he should refer the employee to the Employee Services Division, Office of Personnel, in order to make application for assistance from this fund.

4. Military personnel on overt active duty with the Agency normally continue to have access to such welfare funds as are administered through their parent services, and they should be urged to use these if required.

5. Personnel on duty overseas with other governmental agencies should be instructed not to ask for assistance from welfare funds available in their cover organizations. This is necessary since processing of such applications would destroy their cover. Requests for assistance originating overseas should be forwarded to headquarters by the senior Agency official in the area with detailed information sufficient to permit a proper determination in the case regarding assistance through the Agency welfare fund.