

DDS 55-17a1
G+M8

Document No. **8**

No Change in Class.

Declassified

Class. Changed for: TS S **C**

Next Review Date: **12.13.88**

Auth: HR 76-3

Date: **12.13.78** By: **35**

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AUG 12 1978

MEMORANDUM FOR: Director of Personnel
Director of Logistics
Comptroller
Chief, Management Staff

SUBJECT: Principles and Procedures Pertaining to the
Office of the SSA-DD/S

REFERENCE: Memo to above addressees from DD/S, subj. as
above, dtd 24 March 1955

Paragraphs 5 and 7 of reference are hereby rescinded and the
following paragraphs will be substituted, effective immediately.

Time and Attendance Reports

5. Each administrative unit will be responsible for the
preparation of Time and Attendance Reports for personnel of that
unit, and for certifying as to their correctness. The completed
Time and Attendance Reports will be delivered to the respective
Office heads by their representative units on the staff of the
SSA-DD/S. The Office heads will assume responsibility for delivery
of pay checks to their representatives on the staff of the SSA-DD/S.

Personnel Information Cards

7. Each administrative unit will be responsible for insuring
the maintenance of files of duplicate Personnel Information Cards
(Para 37-5) on the above personnel as required by [redacted] para-
graph 5.

25X1A

SIGNED

H. GATES LLOYD
Assistant Deputy Director
(Support)

SSA-DD/S:mc (2 Aug 55)

Distribution:

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