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ANALYSIS OF FINANCIAL COLLECTION CASES RESULTING FROM
SEPARATIONS IN CALENDAR YEAR 1955

a. Definition of a Collection Case

A collection case results when an employee separates from CIA without concluding all financial business with the Agency. The "business" includes debts to the employee as well as his obligations to CIA. The cases cited here resulted from data available at the time of the Management Staff survey; it does not necessarily include all collection cases resulting from separations in 1955 since additional cases may be revealed as a result of additional analysis and information.

b. Summary of Collection Cases Resulting From 1955 Separations:

(1) Unvouchered:

Total Cases: 69, including 23 debts by CIA to employees.

Total Money Involved: \$20,064.65, including \$4,784.98 due employees from CIA.

Total Separations, 1955: 370

(2) Vouchered:

Total Cases: 3 (all debts to CIA by former employees)

Total Money Involved: \$435.97

Total Separations, 1955: 1,289

(3) Combined Vouchered and Unvouchered:

Total Cases: 72, including 23 debts by CIA to employees

Total Money Involved: \$20,500.62, including \$4,784.98 due to former employees.

(4) Average Amount Receivable From Employees: \$314.31

Average Amount Payable to Employees: \$208.04

c. Sources of Information

- (1) Finance Division records pertaining to Account No. 148.0 ("Amounts Due From Former Agency Personnel")
- (2) Finance Division collection case folders and card records.
- (3) Records of the G. A. O. unit at CIA.
- (4) Fiscal Division files pertaining to separated employees, including Final Payment Clearance Sheets and Leave Records.
- (5) Discussions with personnel of Finance Division Operations and Liaison Branch and of Fiscal Division Payroll Branch.

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