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Approved For Release 2001/08/10 : CIA-RDP78-04718A002400290051-0

Annex A

Note: To Administrative Officers.

The purpose of the questions listed below is to assist the Management Staff in determining for the DD/S what steps need to be taken in the final deprocessing of separating employees to insure that their business with, or obligations to, the Agency, financial or otherwise, is terminated simultaneously with their employment.

These obligations need not be of a purely monetary nature; they apply also to non-expandable property, classified documents, books and similar items which are intended for Agency retention.

A representative of the Management Staff will contact you individually to discuss these questions with you.

1. Who in your division or staff is responsible for arranging the final clearance and deprocessing of staff employees, military personnel, agents and other types at headquarters? Who has this responsibility at your field stations?
2. What are your procedures for clearance and deprocessing of such personnel when separating at headquarters? What are the procedures when such personnel separate in the field? Please indicate contacts made, either within your division or staff or elsewhere, and the step-by-step process followed by the separating employee or agent.
3. Do your clearance and deprocessing procedures apply also to employees going overseas? To employees going on IMOP? To employees converting from V to UV funds? To employees converting from staff employee to staff agent status, or vice versa? Transfers between Offices?
4. Is one individual in your division or staff responsible for all property issued to the component?
5. What records do you maintain of money, property, classified documents and other items which you issue to staff employees, military personnel, agents and other types?
6. How far in advance of the actual date of separation of an employee do you normally receive notice of the separation? How soon do you notify the central administrative Offices?

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3

Chief, Administrative Staff, OL

Chief, Supply Division

Comments Regarding Proposed [REDACTED] General Separation Actions

25X1A

1. Paragraphs 7d(1) and 7e and Form No. 21 reflect the Office of Logistics as the only clearance point regarding Government property that may be charged to the employee.

2. You are advised that the only record maintained in the Office of Logistics of property issued to specific employees is for that property released on memorandum receipt or hand receipt directly to the employee concerned by an Office of Logistics component. Accordingly, the Office of Logistics' certification (or clearance) contained on Form No. 21 indicates only that the records maintained in the Office of Logistics reflect no outstanding property obligation on the part of the employee for whom such certification is furnished.

3. Other appropriate sources of nonexpensible property available to Agency employees are:

a. An accountable officer or a responsible officer at a field station [REDACTED] to which the employee has been assigned.

b. Responsible officers in the Headquarters organizational element to which employee is assigned.

c. Responsible officers of Headquarters controlled activities (as defined in [REDACTED])

d. Loan from other Government employees to whom nonexpensible property has been issued.

4. When an employee obtains nonexpensible Government property from another employee (whether or not the employee releasing the property is the responsible officer of record), it is expected that the employee releasing the property will protect his responsibility therefor by means of a hand receipt or continuous knowledge of the location and use of the property. Insofar as the property records of the Agency are concerned, some one individual is charged with the accountability and responsibility for all Agency nonexpensible property.

25X1X8

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Date

MEMORANDUM FOR:

SUBJECT: _____

REFERENCE:

24 August 1955

25X1A

The financial status of subject employee, who is transferring to your Division, is as follows:

- No outstanding advances.

- Advance account of \$ _____, for which accountings have been submitted and are in process.

- Advance account of \$ _____, accounting for which not yet submitted for the following reasons:

- Delinquent Account \$ _____.

See attached justification.

25X1A9a

MEMORANDUM FOR: Finance Division, Office of the Comptroller

SUBJECT: Transfer of _____

25X1A

REFERENCE: _____ 24 August 1955

1. A personnel action has been initiated requesting the transfer of subject from AF Division to _____ with an effective date on or about _____.

2. It is requested that your office furnish certification as to the status of subject's advance account as soon as possible.

25X1A9a

MEMORANDUM FOR: Finance Division

SUBJECT: Transferring Employee Advances - _____

1. This is to notify you that _____ is processing a personnel action to transfer subject on or about _____.

2. In accordance with ^{25X1A} _____ it is requested that you provide this office with a certification as to the status of the transferring individual's advance account.

25X1A9a

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FINAL PAYMENT CLEARANCE SHEET

LAST WORKING DAY

NAME OF EMPLOYEE (Last) (First) (Middle) OFFICE ASSIGNED TO

REASON FOR CLEARANCE RESIGNATION FOR CONVENIENCE OF GOV'T OVER 60 DAYS LEAVE RESIGNATION FOR PERSONAL REASONS OTHER (specify)

ITEMS TO BE CERTIFIED

- 1. HOSPITALIZATION AND INSURANCE 2. EXIT INTERVIEW 3. DRIVERS LICENSE, GAS, OIL, ETC. 4. LIBRARY MATERIALS 5. NON-EXPENDABLE PROPERTY 6. RESERVE STATUS 7. DEBRIEFING 8. CLEAR ACCOUNT 9. MONETARY FUNDS 10. TRANSPORTATION ACCOUNTS 11. SPECIAL CLEARANCES 12. SELECTIVE SERVICE MATTERS 13. INTERNAL MATTERS INCLUDING T/S CONTROL 14. RECORDS CLEARANCE

CERTIFICATION OF OFFICIALS (Please include comments pertaining to exceptions in an attached memorandum)

I CERTIFY THAT THE ITEMS FOR WHICH I AM RESPONSIBLE HAVE BEEN CHECKED WITH OFFICIAL RECORDS, AND; EXCEPT AS INDICATED, THE EMPLOYEE NAMED IS CLEAR OF OBLIGATIONS WITH CIA.

Table with columns for division names (e.g., EMPLOYEE SERVICES DIVISION, MILITARY PERSONNEL DIVISION), room/building numbers, and cleared by status. Includes handwritten notes like '1044', '2104', 'Wingl-B', and 'Alcott'. A large black redaction covers the 'CLEARED BY' column.

25X1A9a

CERTIFICATION BY EMPLOYEE

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF I AM NOT INDEBTED TO THE UNITED STATES GOVERNMENT WHATSOEVER AS A RESULT OF MY CONNECTION WITH THIS ORGANIZATION.

DATE SIGNATURE OF SEPARATING EMPLOYEE

FORWARDING ADDRESS

NUMBER, STREET, CITY, ZONE, STATE

TELEPHONE

RESIGNATION

List #1

NAME _____ LAST DAY _____

1. Memo to Assistant Director by individual
Returned to individual _____

2. Letter of Appreciation _____

3. Pre-Exit interview - appointment _____ Notified _____ O.K. _____

4. S. P. 752 Resignation Submitted _____

5. PER Requested _____ To Personnel _____

6. Clearance:

a. SI _____ OCI Notified _____ Debriefed _____

b. Top Secret _____ Cancelled _____

c. Q Clearance _____ Cancelled _____

d. Cosmic & V _____ Cancelled _____

e. Emergency Plan _____

7. Property Clearance: Document signed for:

O/SI: 1. Equipment, Etc. _____

2. *Travel* _____

3. *Parking Space* _____

Standby List 25X1A9a _____

8. Check Position Description with individual _____

9. Change Safes: Requested _____

Completed _____

10. a. Watch Officer List _____

b. Pocket Cards _____

c. Staff Duty folder _____

11. Designation and Authorization _____

12. Transit Material _____

13. Liaison Material _____

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PROPERTY CLEARANCE
CERTIFICATE

FR/LD

(DATE)

I, _____, certify that I do not have
(PRINT)
any Government Property in my possession, that all Government property
previously entrusted to my care has been duly transferred through
Agency supply channels; that I have not lost, damaged, or destroyed
any property for which a Survey Report has not been prepared and a
decision of "relief from responsibility" rendered by the Property
Survey Board.

(SIGNATURE)

NATURE OF ACTION:

1. Resignation
2. PCS (Overseas)
3. TDY
4. Return from overseas

END PEB

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SR DIVISION
RESIDENCE CHECK LIST

NAME:

DEPARTMENT:

I. EXIT INTERVIEWS

CHIEF, SR DIVISION _____

PERSONNEL OFFICE,
CURIE HALL _____

II. SR/BUDGET,
ROOM 1510 J _____

III. SR/LOGISTICS,
ROOM 1052 J _____

(If supplies are charged in employees name)

IV. AGENCY MANUALS
SR/MESSAGE CENTER,
ROOM 1050 J _____

(If manuals are charged in employee's name)

V. TOP SECRET DOCUMENTS

DOCUMENT NO.

RECHARGED TO

DATE

VI. SR PERSONNEL HAS IN YOUR DIVISION PERSONNEL FILE ALL COPIES OF
STANDARD FORM 50 THAT HAVE BEEN WRITTEN SHOWING PERSONNEL ACTIONS
TAKEN ON YOU. THEY ARE EMPLOYEE COPIES AND WILL BE GIVEN TO YOU
FOR RETENTION UPON REQUEST.

VII. PLEASE CLEAR ANY BUSINESS YOU MAY HAVE WITH THE CREDIT UNION.

SIGNATURE _____

DATE: _____

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WE DIVISION CHECK SHEET

_____ is entering on duty, resigning,
transferring to WE, transferring from WE, departing for overseas,
returning from overseas effective _____. (Cross out
those not applicable).

Chief, WE _____

D/Chief, WE _____

Chief, WE/PI _____

Chief, WE PP/TM _____

Chief, WE/Admin _____
25X1A9a

_____ (Logistics)

WE/RF _____

IS Control _____

WE/Branch _____

WE/PT _____

~~SECRET~~

MEMORANDUM FOR:

SUBJECT : Notification of Tour of Duty Expiration

1. This Agency has entered into an agreement with the Department of Defense whereby three (3) years will be a normal tour of duty for officer personnel assigned to CIA, except in the case of Marine Corps naval aviators whose normal tour will be of two (2) year duration.

2. You are therefore advised that the Agency tour of duty of _____ will expire on _____. The following is the procedure to be followed in determining this officer's status:

a. Procurement of a replacement will require five (5) months, hence requisition for replacement should be submitted not later than _____.

b. If no replacement is required, a statement to that effect is desired.

c. If available for reassignment, the parent service concerned will be notified one hundred and twenty (120) days prior to the expiration of tour.

d. Unless information to the contrary is received on or before _____, availability date will be reported as any date within the thirty-sixth (36) month of detail.

3. If it is determined that this officer will be released upon completion of tour of duty, the following is requested:

a. Earliest date officer will be available for release.

b. A letter from the officer concerned containing the information outlined on the reverse side of this memorandum. This information will be included in the notification of his release to his parent service.

4. If it is determined that this officer is a highly specialized individual whose reassignment will adversely affect a critical operation, request that a letter of justification for an extension of his tour with CIA be forwarded to the Military Personnel Division, with the concurrence of the Assistant Director, Senior Staff Chief, or Deputy Director who exercises jurisdiction over the officer concerned. This justification will serve as a basis for negotiations with his parent service for a tour of duty extension.

5. Request this Division be notified of this officer's status not later than _____.

25X1A9a

ARMY OFFICERS

1. Address letter to Chief, Military Personnel Division
2. Include the following:
 - a. Type of assignment specifying geographical areas desired in order of preference.
 - b. Amount of delay enroute you wish specified on reassignment orders.
 - c. Any other pertinent information you desire to be brought to the attention of the Career Management Division.
3. Any special assignment requests such as schools should be made a matter of separate correspondence in accordance with the appropriate regulation.

AIR FORCE OFFICERS

1. Address letter to the Commander, 1007th Air Intelligence Service Group, Washington 25, D. C.
2. Include the following:
 - a. Occupational field of assignment preference followed by first and second choice of geographical areas. 25X1A
[REDACTED]
[REDACTED] For overseas choices, indicate overseas [REDACTED] and desired in order of preference.
 - b. Assignment limitations, other than physical reasons, such as sole surviving son, marriage to a German national, approved application for schools, hardship cases, etc.
 - c. Amount of delay enroute you wish specified on reassignment orders.
3. Any special assignment requests such as schools should be made a matter of separate correspondence in accordance with the appropriate regulation.

SECRET

DATE

Returnee Payroll Information
Permanent Change of Station From
Temporary Duty and Home Leave from
to the United States

NAME: _____ DATE OF DEPARTURE: _____

SALARY STATUS: _____ Last Paid at Station Thru: _____

Amount: _____

Disposition of Check: _____

Stop Field Allotment Effective: _____

QUARTERS MAINTAINED: YES

NO

TRANSFER & CLEARANCE SHEET (IS) (IS NOT) ATTACHED

DEPENDENT (LTD) (DID NOT) ACCOMPANY EMPLOYEE.

DATE DEPENDENT DEPARTED: _____

REMARKS:

EMPLOYEE'S SIGNATURE

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REVOCATION OF CRYPTOGRAPHIC CLEARANCE

DEBRIEFING STATEMENT

1. I, _____, have been informed that my CIA cryptographic clearance has been revoked effective this date.

2. I understand that revocation of my cryptographic clearance does not automatically free me from access to CIA staff cryptographic material or information, but that it does not release me from my obligation to protect the security of cryptographic information, the knowledge of which I might still retain. I shall continue to protect such information to the best of my ability, and I shall likewise protect the cryptographic information of other U.S. Government agencies should I have knowledge of that information.

3. I have read the provisions of Public Law 413 of 15 May 1950. I understand that I am bound by that Act even after the revocation of my cryptographic clearance and my termination from CIA, and that improper disclosure of cryptographic information could subject me to punishment under the provisions of the Act.

4. I certify that no CIA staff cryptographic material remains in my possession.

Signed: _____

Date: _____

Witness: _____

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