

FINANCE DIVISION OPERATING PROCEDURE #20-6

4 June 1954

SUBJECT: Personnel Clearances

I. GENERAL

- A. This instruction outlines the responsibilities of the Finance Division and the action to be taken by the Branches of the Division in clearing personnel resigning from the Agency. The scope of this instruction covers the resignation, termination or separation of personnel from the Agency, including LWOP in excess of 60 days, transfers from unvouchered position to integrated or covert positions, and to vouchered positions, and Military Personnel returning to their parent organizations.
- B. The Finance Division is responsible to insure that indebtedness of the individual to the Agency is recovered prior to payment of the individual's final salary (including terminal leave), travel or any other payments and, where necessary, to liquidate such indebtedness by retirement credit or initiate such other methods of recovery as may be necessary.
- C. The Operations and Liaison Branch will be the contact and control point within the Finance Division for personnel clearances. The Accounts Branch and Travel and Payroll Branch will perform support functions with respect to such clearances.

II. SOURCE OF DATA

- A. The Office of Personnel and Military Personnel Detachment have agreed to forward, at the first of each week, a list to Operations and Liaison Branch, including the names, office to which attached, whether paid from vouchered or unvouchered funds, and date of termination for all personnel who will be separating from the Agency during that calendar week. Any inquiries received by other offices in the Finance Division will be referred to the Operations and Liaison Branch for action.

III. OPERATING PROCEDURE

- A. The Operations and Liaison Branch will:
 - 1. Obtain pseudonyms, alias, etc., pertaining to the personnel named, from the Finance Registry or other sources.
 - 2. Prepare the following forms for routing to the Branches concerned in the true name of individuals involved, attaching thereto a list of all applicable pseudonyms, alias, etc:
 - a. Form 20-6A - "Notification of Termination Action to Payroll Office"

- b. Form 20-6B - "Finance Division Clearance Form - Current Activity" (Two copies will be completed; one routed to Travel Section, and one to the Chief Auditor of the applicable O & L Section).
 - c. Form 20-6C - "Finance Division Clearance Form - Accounts Branch" (Forward form to the Chief, Accounts Receivable Section, Accounts Branch).
 - d. Form 20-6D - "Finance Division Final Clearance Form" (Will be retained by O & L Section until Forms 20-6B and 20-6C are returned).
3. On receipt of the clearance forms from the respective Sections, the information will be consolidated for the purpose of determining the action to be taken. Clearances furnished by the Operations and Liaison Branch Certifying Officers will be based on information provided by the Accounts Branch, Payroll and Travel Branch and the Operations and Liaison Branch Chief Auditor concerned. If the individual is returning from an overseas station, and if Form 20-6B from Travel Section advises that a Transfer and Clearance Sheet or its equivalent has not been received from the individual's former Station, clearance will be not be provided until the individual's station clearance status has been determined by cable.
4. For those employees who are not indebted to the Agency, as indicated by Finance Division records, the Operations and Liaison Branch will telephone the Personnel Office and advise that the employee can be processed without coming to this office. (Personnel paid from unvouchered funds may be cleared in this manner, but are required by Regulation to personally deliver the completed Clearance Form to the unvouchered funds Payroll Section.) Form 20-6D will be completed by the Operations and Liaison Officer concerned and will be forwarded along with Forms 20-6B and 20-6C, to the appropriate unvouchered funds payroll section for filing. If the separating individual is Military, or is paid by vouchered funds Payroll Branch, Form 20-6D and attachments will be forwarded to the Finance Division Registry for filing.
5. For those individuals who are indebted to the Agency, in accordance with Finance Division records, the Personnel Office will be notified by telephone that the individual must report to the respective Operations and Liaison Office for Finance Division clearance.
6. After notifying the Personnel Office that an individual must call in person regarding his indebtedness to the Agency, the Operations and Liaison Officer will request the Payroll Section

to determine the amount of terminal leave and final salary to be paid the individual and the Agency retirement credit balance applicable to the individual. A similar request will be made of the Fiscal Division, Payroll Branch, with regard to employees paid from Vouchered Funds.

7. At the time the resigning employee reports to the Operations and Liaison Branch an attempt will be made to liquidate the indebtedness without set-off of salary or retirement by having the employee render accountings for and/or refund of the outstanding amount.
8. Failing to obtain accountings or a refund from the employee and the indebtedness is less than the amount that can be collected by set-off from the amount due the employee, the Operations and Liaison Officer will indicate the amount of indebtedness on the Final Payment Clearance Sheet, Form No. 34-30, sign the form as provided, and ask the employee to return the clearance form to the Personnel Office.
9. Should the amount of the indebtedness be more than can be obtained by set-off, the employee will be referred to the Chief or Deputy Chief of the Finance Division, who will contact the Area Division concerned as to action to be taken.
10. Immediately after signing the Final Payment Clearance Sheet the Operations and Liaison Officer will notify the respective Payroll Section (Vouchered or Unvouchered) by telephone as to whether an indebtedness should be indicated in the employee's payroll folder. If an off-set is to be made from the final payments due a Vouchered Funds employee, written notification of such indebtedness will be addressed to the Fiscal Division Payroll Section. If an off-set is to be made from final payments due an unvouchered funds employee Form 20-6D and attachments will be hand carried to the Payroll Section concerned for inclusion in the payroll folder to substantiate the amount to be collected from the employee.
11. The Operations and Liaison Officer will be the contact point with the Fiscal Division with regard to settlement of amounts due from employees who are payrolled from vouchered funds.
12. Any questionable items as indicated on the Finance Division Clearance Forms and any known omission or commission should be investigated by the Operations and Liaison Office in conjunction with other Branches concerned before final determination is made as to clearance.

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B. Accounts Receivable Section will:

1. Upon receipt of Form 20-6C, transcribe thereon the balances as recorded in General Ledger Accounts 142.2, 144.1, 144.2, 144.3, 146.4, 146.7, 148, 150.1, 150.2, 300.1 and 300.2 for the names furnished with the Form 20-6C.
2. Indicate negative statements for those general ledger accounts in which no balances are shown.
3. Indicate on the form the latest date of recordation, as well as the date the records were checked.
4. Indicate on the form any pertinent remarks that might assist the Operations and Liaison offices in clearing the name.
5. Return the completed Form 20-6C to the respective Operations and Liaison offices in the most expeditious manner.

C. The Travel Section will:

1. Upon receipt of Form 20-6B, check the names to the respective travel folders and indicate on the form, as provided, the status of the following:
 - a. Advances received in the field not recorded
 - b. Advances received in Headquarters not recorded
 - c. Other known unrecorded advances
 - d. Certified accountings not recorded in Accounts
 - e. Other credits
 - f. Outstanding balance
 - g. When applicable, whether Transfer and Clearance Form has been received from individual's former station.
2. Accountings on hand which have not been audited at the time Form 20-6B is received, will be given priority treatment and will be shown on Form 20-6B under "Certified accountings not recorded in Accounts".
3. Indicate on the form any pertinent remarks that might assist the Operations and Liaison offices in clearing the name.
4. Return to the respective Operations and Liaison offices in the most expeditious manner the completed Form 20-6B.

D. The Payroll Section will:

1. Upon receipt of Form 20-6A, make notation in the individual's pay records of his pending termination from the unvouchered funds payroll.

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2. Determine and proceed to obtain information, forms, authorizations, etc., which will be required to accomplish final settlement of the individual's pay account.
 3. Upon specific request by the Operations and Liaison Officer, determine the amount of terminal leave and final salary due the employee, and the amount of the Agency retirement credit balance applicable to the employee.
 4. Transmit information requested in Paragraph III, B, 3, above, to the Operations and Liaison Officer in the most expeditious manner.
 5. Upon receipt of notification from the Operations and Liaison Officer to the effect that off-set is to be effected, credit amounts due the employee to amounts due the Agency from the employee.
 6. At the time an individual paid from unvouchered funds delivers his Clearance Form to the Unvouchered Funds Payroll Section, ascertain that:
 - a. Final payment instructions are available and in order.
 - b. Where appropriate, Request for Retirement Refund form has been completed and is available for processing.
 - c. A permanent or forwarding address is available.
- E. The Operations and Liaison Section concerned will:
1. Upon receipt of Form 20-6B, review the pending files, items in process, and where applicable, the suspended disbursements list for the individual's former Station to determine whether uncleared transactions exist therein for the terminating individual.
 2. Record such determinations on Form 20-6B, and return the form to the Operations and Liaison Section Certifying Officer in the most expeditious manner.
- F. The Operations and Liaison Branch will:
1. Advise the Vouchered Funds Payroll Branch, Fiscal Division, by memorandum (in triplicate) with respect to amounts to be deducted from final payment to employees paid from vouchered funds, indicating the name of the Agent Cashier to whom the check is to be made payable.
 - a. One copy of the memorandum to be retained by the Fiscal Division, one copy to be returned to the O & L Branch indicating compliance, non-compliance or partial compliance with the memorandum, one copy to be returned to

the Monetary Branch, Finance Division, in support of check covering the deduction and copy of Standard Form #1050 referred to in Paragraph 2, below.

2. Upon receipt of the check made payable to the "Agent Cashier" the Fiscal Division will hand carry the check to the Monetary Branch, Finance Division, accompanied by a copy of the Standard Form #1050 and one copy of the memorandum from the O & L Branch requesting the deduction from the employee's final salary payment.

H. The Monetary Branch will:

1. Record the deposit to the credit of the appropriate Agent Cashier and document the transaction in such a manner as to credit the advance account of the employee as it appears in the Finance Division records.

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Chief, Finance Division

Attachments

- Form 20-6A - Notification of Termination Action to Payroll Offices
- Form 20-6B - Finance Division Clearance Form (Travel Section)
- Form 20-6C - Finance Division Clearance Form (Accounts Branch)
- Form 20-6D - Finance Division Final Clearance Form

FORM 20-6A

DATE _____

TO :

FROM :

SUBJECT: NOTIFICATION OF TERMINATION ACTION TO PAYROLL OFFICERS

1. This is to advise that this office has received notification that _____ is separating on or about _____ from this Agency.

2. It is requested that necessary action be initiated to clear the above employee in accordance with Finance Division Operating Procedure #20-6.

Chief, O & L _____ Section

FORM 20-68

FINANCE DIVISION CLEARANCE FORM

(Travel Section)

(O & L _____ Section)

DATE _____

NAME _____ (See attached for Pseudo, Alias, Etc.)

DIVISION _____ LAST OFFICIAL STATION _____

APPROXIMATE DATE OF SEPARATION _____

REASON FOR SEPARATION: PERSONAL _____ CONVENIENCE OF GOV'T _____

SUBJECT ON (Unvouchered) (Vouchered) FUNDS.

<u>Explanation</u>	<u>Date</u>	<u>Dr.</u>	<u>Cr.</u>	<u>Balance</u>
Advance received in field Not recorded	_____	_____	_____	_____
Advance received at Head- quarters - Not recorded (Date of Advance)	_____	_____	_____	_____
Certified Accounts - Not recorded in Accounts (Date Certified)	_____	_____	_____	_____
Other Unsettled Transactions (Describe below)	_____	_____	_____	_____
Balance of Above Items	=====	=====	=====	=====

Transfer and Clearance Sheet, Cable, or Dispatch (has) (has not) been received from _____
(Individual's Former Station)

Signed _____
(Chief, Travel Section)
(Chief, O & L _____ Section)

FORM 20-60

FINANCE DIVISION CLEARANCE FORM

Accounts Branch

DATE _____

NAME _____ (See attached for Pseudo, Alias, Etc.)

DIVISION _____ LAST OFFICIAL STATION _____

APPROXIMATE DATE OF SEPARATION _____

SUBJECT ON (Unvouchered) (Vouchered) FUNDS

<u>Account No.</u>	<u>Date of Last Recording</u>	<u>Debit</u>	<u>Balance</u>	<u>Credit</u>
(1) 1h2.2	_____	_____	_____	_____
(2) 1h4.1	_____	_____	_____	_____
(3) 1h4.2	_____	_____	_____	_____
(4) 1h4.3	_____	_____	_____	_____
(5) 1h6.h	_____	_____	_____	_____
(6) 1h6.7	_____	_____	_____	_____
(7) 1h8	_____	_____	_____	_____
(8) 150.1	_____	_____	_____	_____
(9) 150.2	_____	_____	_____	_____
(10) 300.1	_____	_____	_____	_____
(11) 300.2	_____	_____	_____	_____

DATE CHECKED _____

REMARKS: _____

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FORM 20-60

FINANCE DIVISION FINAL CLEARANCE FORM

DATE _____

NAME _____ (See attached for Pseudo, Alias,)

DIVISION FE LAST OFFICIAL STATION _____

APPROXIMATE DATE OF SEPARATION _____

SUBJECT ON: (Unvouchered) (Vouchered) (Military) FUNDS.

TO: _____

The following Payroll action is to be taken per concurrence of the employee to clear items noted on the attached statement from the Account Sections:

Based on the attached documents.

CONCUR: _____
(Signature of Employee)

Chief, O&L, FE Section

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~~CONFIDENTIAL~~