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Approved For Release 2000/08/29 : CIA-RDP78-04724A000200050017-1

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reassignments between funds. Individuals paid from vouchered funds cannot begin PCS travel to an overseas station [REDACTED] without first being reassigned to confidential funds. Resignation, extended LWOP, and maternity leave also require as much notice as possible to the payroll offices in order to avoid erroneous payments requiring adjustment. After receipt of a request for a personnel action in the Office of Personnel, time is required to prepare, process, authenticate, and distribute the personnel notification form to the payroll offices affected; hence the need to anticipate the effective date.

The employee whose pay is affected will especially appreciate the wholehearted assistance of all administrative officials. Cooperation will provide the "nails" and "shoes", to help prevent the individual's pay from getting "lost".

~~SECRET~~ *Confidential*  
*Hoffman*