

FEB 2 1954

Personal

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MEMORANDUM FOR: Deputy Personnel Director

FROM: Deputy Comptroller

SUBJECT: Control of Charges to Allotments -
Personal Services

1. The comments contained in your memorandum of 12 January 1954, regarding the proposed procedure are appreciated.

2. This procedure was developed as a result of a need for clarification of procedures and documentation required in maintaining accounting records pertaining to allotments and expenditures of unvouchered funds. In view of the questions presented in your memorandum, it is obvious that the effect of the procedure was not clearly indicated. Specific points are clarified as follows:

a. Inasmuch as the procedure related to allotments of unvouchered funds, the reference to personnel form should have been to the SF-52.

b. The special form suggested in the procedure would not be used in lieu of the form SF-52, but would be applicable only in those cases wherein currently approved procedures do not require that a form SF-52 be issued.

3. In its intended application, it does not appear that the procedure will in any way alter, duplicate or substitute for current procedures pertaining to the documentation of personnel assignments, transfers, etc., wherein the standard forms are required to be issued. In such cases, the standard form will be utilized as heretofore and it is not contemplated that the proposed form would be issued.

4. If, in the light of the above, you have further questions in this matter, we will, of course, be glad to discuss them with you.

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