

8 October 1975

MEMORANDUM FOR: Office of Finance  
THROUGH : Office of Communications, Services/CMD  
FROM : [REDACTED]  
SUBJECT : T/A# CT0020, Over Payment 5 Aug 74 - 19 July 75  
REF : [REDACTED]

STATINTL  
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1. On or about 14 August 1975, [REDACTED] Admin informed me of receipt of T/A# CT0020 of over payment in the amount of \$521.34 by Agency Payroll. Due to the fact that I was departing [REDACTED] PCS on 15 August 1975, the T/A was returned to headquarters pending submission of waiver claim.

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2. In all good conscience the undersigned did not realize that she was being over paid from approximately August 1973 to the date of said T/A due to the following reasons:

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a. The three secretaries on the [REDACTED] Staff shared security watch duty which consisted of staying after hours to [REDACTED]

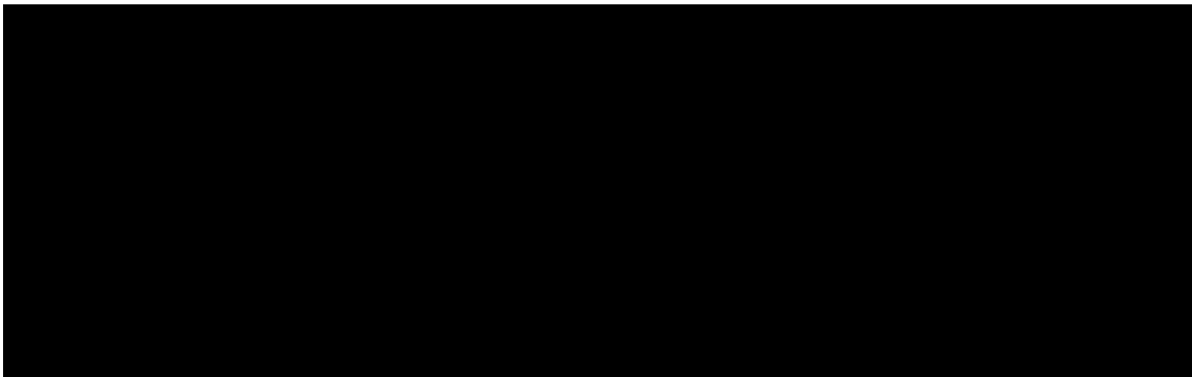
gates. This O/T (which amounted to approximately five to ten hours per month) followed approximately four weeks behind the pay period in which worked. On occasions the amount of O/T was sent to the [REDACTED] and on other occasions, it was sent to my [REDACTED] Consequently, I had fluctuating Agency Earnings and Leave Statements.

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3. I wish a waiver be considered due to the fact that I seldom had a pay check delivered to my [REDACTED] in the same amount of money nor did I know from one pay period to the next if the Agency O/T was being sent to the Credit Union or my checking account. Because of the erratic amounts I was being paid it did not prompt me to make inquiries to the [REDACTED] administrative office.

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4. Even though \$521.34 is a sizable amount of money and would place a considerable burden on me, it should be noted that when this money is spread over the time period (approximately 18 months) it represents a small, hard to distinguish monthly value.



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Distribution:  
Orig & 1 - Addressee

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DATE 08-14-2001 BY 60322 UCBAW

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11 OCT 1975

MEMORANDUM FOR: [REDACTED]

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THROUGH : Chief, B&F, Office of Communications  
SUBJECT : Request for Waiver of Claim for Overpayment of Salary  
REFERENCE : Your memo dtd 8 Oct 1975

1. We regret to advise you that your request for waiver of claim for overpayment of salary has been denied.

2. In considering your request we were governed by criteria established by the General Accounting Office for application throughout the Government. These criteria are (1) that the payment must have resulted from administrative error, (2) that the person overpaid must not have been aware of the overpayment, and (3) that the person overpaid could not reasonably have been expected to be aware of the overpayment. Application of this third criteria is based on subjective judgment of reviewing officials as influenced by the nature and circumstances of the overpayment.

3. In your case the Overpayment Review Committee determined that the overpayment was caused by an administrative error and accepted your statement that you were unaware of the overpayment.

4. In applying the third criteria, the Committee reasoned that

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[REDACTED]

The Committee therefore concluded that you could reasonably have been expected to be aware of the overpayment. Based on the foregoing, the Overpayment Review Committee recommended that the request for waiver in the amount of \$608.00 be denied. The DDA approved this recommendation.

5. We request that you refund \$608.00 or, if repayment in lump sum will be a financial hardship, that you submit a reasonable repayment schedule for its liquidation.

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[REDACTED]

Thomas B. Yale  
Director of Finance

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**Approved For Release 2001/04/05 : CIA-RDP79-00498A000100030033-1**

**Approved For Release 2001/04/05 : CIA-RDP79-00498A000100030033-1**

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3 FEB 1976

MEMORANDUM FOR: [REDACTED]

25X1A

THROUGH : Chief, B&F, Office of Communications

SUBJECT : Request for Waiver of Claim for Overpayment of Salary

REFERENCE : (a) OF 6-0179 dtd 21 Jan 1976, Same Subj  
(b) Your memo to D/F dtd 26 Jan 1976, Same Subj

1. With regard to your observation in reference (b) that the amount of overpayment had increased to \$608.00, please accept our apologies for requesting you to refund the gross amount of the overpayment rather than the net amount of \$521.34. Federal law governing the processing of requests for waiver of overpayments requires consideration of the gross amount and this was erroneously transcribed to reference (a) which advised you of the findings of the Overpayment Review Committee.

2. We regret that your memorandum of 26 January 1976 appealing the judgment of the Overpayment Review Committee does not provide new evidence on which to base a reversal of the findings and recommendations of the Committee. As explained in reference (a), the Committee reasoned that as

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[REDACTED]

remained constant. Your responsibility to review your earnings statements, especially during periods when a change in base pay might be anticipated, is clearly stated in [REDACTED]

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E. 2...IMPDET CL BY 016269

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SUBJECT: Request for Waiver of Claim for  
Overpayment of Salary

3. In the event that you wish to further appeal the decision on your request for waiver, may we suggest that your request be directed to the Deputy Director for Administration who has authority to approve waiver of claims for overpayment in excess of \$500.00.

(signed) Thomas B. Yale

Thomas B. Yale  
Director of Finance

Distribution:

- Orig - Addressee
- 1 - Commo/B&F ✓
- 1 - Commo/SS
- 1 - D/Fin
- 1 - Case File 320
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OF/ [REDACTED] jh (2 Feb 76)

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<b>OFFICIAL ROUTING SLIP</b>							
TO	NAME AND ADDRESS			DATE	INITIALS		
1	DDA/EXO [REDACTED]						
2	7D 26 HQS						
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ACTION		DIRECT REPLY		PREPARE REPLY			
APPROVAL		DISPATCH		RECOMMENDATION			
COMMENT		FILE		RETURN			
CONCURRENCE		INFORMATION		SIGNATURE			
<b>Remarks:</b>							
<p><i>Bob -</i>  <i>Per [unclear] telecon [unclear]</i></p>							
<b>FOLD HERE TO RETURN TO SENDER</b>							
FROM: NAME, ADDRESS AND PHONE NO.					DATE		
C/O C-S/AD - 3B20 [REDACTED]					19 Mar		
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