

RESTRICTED

Security Information

23 January 1953

OPM 20-150-2
PERSONNEL DIRECTOR MEMORANDUM NO. 4-53

SUBJECT: Indebtedness of Agency Personnel

1. Reference is made to Agency Notice [REDACTED] Indebtedness of Agency Personnel, dated 12 January 1953.

2. Debt complaints against personnel of the Agency will be referred to the appropriate ~~Personnel Relations~~ Branch upon receipt. This Branch will acknowledge the complaint letter and will advise the creditor that, while the Agency does not assume the role of collector, the individual concerned will be apprised of the complaint. (Attachment A). Notification to the individual concerned will be made by the Personnel Relations Branch by letter (Attachment B) routed through his supervisor.

3. In specific instances, the supervisor or the individual concerned may desire assistance of the Personnel Relations Branch. However, unless such assistance is requested or repeated complaints concerning the same individual indicate the need for active participation of the Personnel Office, the Personnel Relations Branch will have discharged its responsibility by acknowledging receipt of the complaint and advising the individual concerned. The original complaint letter with a carbon copy of the acknowledgment and notification to the individual will be incorporated as temporary documents in the individual's official personnel folder.

4. Removal or less drastic administrative action may be initiated by the supervisor concerned. Removal will be processed on the basis of improper conduct and must have the final approval of the Personnel Director or his designee.

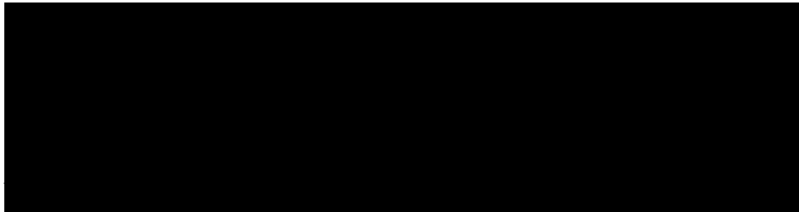
5. Special attention and cooperation will be given in resolving complaints alleging indebtedness of personnel to Federal, State, or local Governments. Personnel will be interviewed personally by the appropriate Personnel Relations Branch concerning indebtedness of this type, and follow-up will be made as to fulfillment of agreement to pay.

*Consulting Co., P.A.O.,
rev 37-55*

*Reviewed by OPM 20-150-3 (60-56)
[Signature]*

[REDACTED]
GERALD E. BELTON
Personnel Director

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