CONFIDENTIAL

lgf60-5232

26 MAY 1960

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT   :   Revision of Personnel Locator Records
                     System

25X1A

1. The attached proposed ██████████ Personnel Emer-
gency and Locator Records, (Attachment A) is forwarded for
your approval. An expanded Form 642, Personnel Emergency
and Locator Record (Attachment B) is also attached, and
will be submitted to the Management Staff for review and
reproduction upon approval of the concept presented in the
Handbook.

25X1A

2. This proposal, which rescinds ████████ Personnel
Locator Records, derives from a recommendation by the Support
Procedures Committee earlier this year that procedures be
developed to combine personnel locator records and emergency
data into a single system. The attached proposal accomplishes
this and also updates requirements for W-2 information on
overseas employees for use by the Comptroller. The possibil-
ity of consolidating Form 642 and Form 61, Current Residence
and Dependency Report, was also explored, but it was concluded
that this was not feasible since the forms serve different
purposes, are maintained differently, and contain different
information.

3. Upon approval, the Office of the Comptroller will
transmit partially completed cards to all headquarters
components. Each component will be asked to ensure that
information required is recorded on the cards, and will
return them to the Office of the Comptroller. After in-
corporating the new data into the machine system, the
Comptroller will forward automatically reproduced cards to

REC 8	REV DATE 20 MAY 1981	BY 029 725
ORIG COMP —	OPI 38	TYPE 01
ORIG CLASS 5	PAGES 6	REV CLASS C
JUST 22	NEXT REV 2011	AUTH: HR 10-2

CONFIDENTIAL

the components for their files. All old Forms 642 will then be destroyed, both in the operating components and in the Office of the Comptroller.

/s/ Gordon M. Stewart

GORDON M. STEWART
Director of Personnel

Attachments:
as stated

CONCUR:

25X1A9a

Office of the Comptroller

2 1 JUN 1960

Date

Distribution:
0 & 3 - Addressee
1 - D/Pers
1 - Comptroller
1 - C/RSD
1 - Regs

25X1A9a

C/RG/OP/   :mv   (25 May 60)