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11 MAR 1959

*[Handwritten initials]*

**MEMORANDUM FOR:** Chief, Records and Services Division,  
Office of Personnel

**SUBJECT :** Personnel Changing Employment Status  
With the Agency

1. The Office of the Comptroller requires information for payroll purposes on certain personnel who change employment status with the Agency in order to aid in preventing duplicate salary payments. Accordingly, it will be appreciated if you would furnish the following lists each month.

a. A list of individuals (1) who separate from staff employee status (vouchered funds) and enter a staff agent status and (2) who separate from staff agent status and enter a staff employee status (vouchered funds). One copy of this list should be directed to the Payroll Branch, Fiscal Division, and a copy to the Compensation and Tax Accounts Branch, Finance Division.

b. A list of individuals (1) who separate from staff employee status (confidential funds) and enter a staff agent status and (2) who separate from staff agent status and enter a staff employee status (confidential funds). Two copies of this list should be sent to the Compensation and Tax Accounts Branch, Finance Division for distribution.

2. These lists should include for each item, the nature of the action, effective date, true name, and the employee identification number used by the Office of Personnel.

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Chief, Technical Accounting Staff

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