

C.I.G. Manual of Administrative Instructions

Approved For Release 2001/09/06 : CIA-RDP81-00720R000100010001-2

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█ - SECURITY

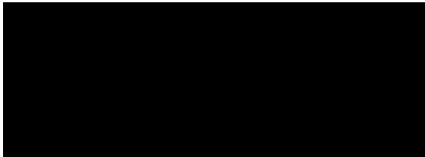
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
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
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
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LOGGING AND ROUTING OF ADMINISTRATIVE DOCUMENTS, OTHER THAN CARLES, CLASSIFIED BELOW TOP SECRET

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- a. Action by Central Mail Unit
- b. Action by Distribution Unit
- c. Action by Office or Staff Message Center
- d. Action by Receiving Office

2. Outgoing

- a. Action by Originating Office
- b. Action by Office or Staff Message Center
- c. Action by Distribution Unit
- d. Action by Central Mail Unit
- e. Sealed Documents
- f. Pouch Documents

3. Inter-Office

- a. Office or Staff Message Center Procedures
- b. Filing of Inter-Office Documents
- c. Transmittal of Inter-Office Documents

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**LOGGING AND ROUTING OF INTELLIGENCE INFORMATION, OTHER THAN CABLES,
CLASSIFIED BELOW TOP SECRET**

1. Incoming

- a. Action by Central Mail Unit
- b. Action by Information Distribution Unit
- c. Action by Office or Staff Message Center
- d. Action by Receiving Office

2. Outgoing

3. Inter-Office

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- a. Transmittal of TOP SECRET Documents between Offices and Divisions of CIG
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- c. TOP SECRET Signature Record and Cover Sheet

2. Incoming

- a. Special Distribution Procedures
- b. Action by Special Distribution Unit
- c. Action by Office or Staff Message Center
- d. Action by Receiving Office

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3. Outgoing
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 - b. Action by Originating Office
 - c. Action by Assistant TOP SECRET Control Officer
 - d. Action by Special Distribution Unit
4. Inter-Office
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 - b. Action by Office or Staff Message Center
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- SECURITY

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GENERAL1. Purpose

The purpose of this instruction is to set forth the regulations and procedures governing the security of CIG installations, documents and personnel.

2. Concept of Security

a. Security, as applied to an intelligence organization, is defined as a condition which assures the safeguarding of valuable information and the protection of physical and human assets, the compromise of which might seriously impair the interests of the Nation. In the intelligence field, it is imperative that a true state of security exist in time of peace, as well as in time of war, and by its very nature, it cannot exist partially -- it must be absolute.

b. A partial compromise of security represents a loss which never can be regained -- the damage is done. To prevent such a contingency requires the complete and unfailing cooperation of each and every member of the Central Intelligence Group, irrespective of position. Any employee, through carelessness, negligence, or relaxing his security vigilance, even temporarily, may thereby cause vital information to fall into the hands of unfriendly interests who are always on the alert to take advantage of lapses in our safeguarding defenses. Aside from the potentially grave consequences which acts of this type may cause, much valuable documentary material assembled at the expense of great effort on the part of many members of this Organization may be completely nullified. Therefore, it is the responsibility of each individual employee of the CIG to train himself in the perpetual and unrelenting observance of all elements of security, security procedures, and the regulations pertaining thereto. Personal security is simply a matter of habit: the habit of discretion and care which has become second nature through constant usage. It must be cultivated by all employees if our mission of objectives is to be fully realized.

3. Policy Governing Use of Official Data

a. All information received or compiled by the CIG is official data and is the property of the United States Government. No officer or employee has any property or other interest in such information. The restrictions and prohibitions provided in this instruction apply not only to all intelligence information and material, but also to any statistical, administrative or general information, regardless of the fact that such information may already be a matter of general public knowledge. This shall also apply to all official data obtained

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by CIA from outside sources, public or private, for use by or compiled within CIA.

b. Official data are restricted to use in the performance of the official business of CIA and shall not be copied or removed from the files or from the premises of CIA except for official purposes.

c. No person connected with CIA in any official capacity shall accumulate copies of documents containing any such data for inclusion in a personal file, nor shall any person take away with him in written form, or make personal use of, any official data acquired by virtue of his employment in CIA.

d. Exceptions to the regulations contained in this instruction will not be made except upon written approval of the Director of Central Intelligence. Authority to release official data shall be limited to officials designated by the Director of Central Intelligence.

4. Policy Governing Unofficial Publications and Related Matters

The following policies are announced for the protection of CIA personnel in interpretation of the various paragraphs of the Secrecy Agreement, upon the provisions of which, at their own willing acceptance, employment is conditioned. These policies are necessary in order to establish a procedure for clearance of public statements, releases to the press, official or unofficial publications, speeches or similar undertakings which might result in inadvertent disclosure of classified information. These policies are further necessary to preserve the confidential nature of employees' official positions and duties and to prevent inferences of official policy on the part of CIA in connection with national or international problems. The involvement of CIA employees in controversial matters of widespread importance may not only reveal official position and duties but may be construed as indicating CIA official policy.

a. Publications and Utterances Relating to Intelligence

Except by special direction or authorization in the name of the Director, no person employed by, or assigned to the Central Intelligence Group shall teach a course, conduct a seminar, publicly make a speech or read a paper, or write for publication any material, the subject matter of which relates to intelligence or to the Organization and functions of the CIA or other intelligence agencies.

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b. Other Publications, Activities and Utterances

Clearance must be obtained by written application with respect to unofficial courses, addresses and publications believed to lie outside of the prohibition set forth in sub-paragraph a. above. Such applications shall enclose, in appropriate cases, the actual text of the proposed address or publication. Applications shall be addressed to the Director of Central Intelligence, through the appropriate Assistant Director and the Chief, Security Branch, OGD. Burden of proof that classified information will not be divulged rests with the applicant. Further, the applicant must establish that material to be publicized and the circumstances thereof do not involve controversial matter of national importance which might tend to disclose the author's official position and duties or appear to indicate by inference an official policy of CIA.

This paragraph does not apply to extemporaneous addresses arising from requests which would be embarrassing to refuse, so long as CIA personnel so called upon discuss subjects which are in no way allied to the activities of the CIA, and so long as neither the speakers' connection with CIA nor the subject of intelligence, nor national policy matters are mentioned.

c. Announcement of Connection with CIA

In the event that clearance is granted under sub-paragraph a. and b. above, CIA personnel will not, under these circumstances, allow themselves to be presented, indicated or introduced as connected with CIA except by special authorization in the name of the Director.

d. Penalties for Non-Compliance

In accordance with paragraph 5 of the Secrecy Agreement, and inasmuch as employment by CIA is conditioned upon compliance with it and with these Security Regulations, any failure to observe these regulations, or a disregard thereof, will subject the employee or employees involved to immediate dismissal or to such disciplinary action as may be directed by the Director of Central Intelligence.

a. Administrative Action

In cases of non-compliance with CIA security requirements, the Director or Deputy Director of Central Intelligence may take administrative action as follows: (1) separation, (2) suspension, (3) reprimand or (4) such other administrative action as shall be deemed advisable.

b. Legal Action

In cases of violation of the provisions of the Espionage

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Act (50 U.S.C. 31 and 32, as amended), employees are subject to criminal prosecution which may result in imprisonment for not more than ten years or a fine of not more than \$10,000, or both, at the discretion of the court.

6. Functions and Responsibilities of the Security Division

a. General

The Security Division, Personnel and Administration Branch, Central Intelligence Group, is responsible for the security of all domestic CIG installations and the investigation and security clearance of all personnel recruited by, or attached for duty with, the Central Intelligence Group. This responsibility includes the presentation of matters requiring security policy decision to the Chief, Security Branch, OCD, and the publication of necessary regulations and orders properly to carry out the policy of the Director of Central Intelligence. The Security Division maintains a staff to enforce the security regulations and policies, as published, to insure the observance of a high degree of security of installations and personnel, including the maintenance of an investigative staff to conduct investigations as the Director of Central Intelligence may direct. Detailed

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include the actual investigations of persons being recruited to perform all types of duty.

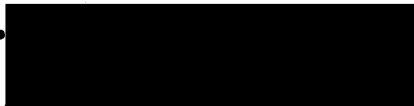
(2) This Section is also responsible for maintaining investigative liaison with all governmental departments and agencies in Washington, and performing name checks and checks on commercial concerns.

(3) The final responsibilities of the [redacted] Section include (1) granting approvals for the employment of prospective employees of CIG who, as a result of investigation, are judged eligible according to the standards prescribed by the Administrative Instruction [redacted], and (2) recommendations to the Chief, Security Division, P&A Branch, CIG, that an applicant be denied appointment to a position in CIG based upon his failure to meet the prescribed security standards.

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c.



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[redacted] is responsible for the physical security of all buildings and installations occupied by CIG in the

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Washington area, its classified documentary material, records and property.

This is accomplished by:

- (1) Building entrance control;
- (2) Issuance of identification credentials;
- (3) Employee security indoctrination;
- (4) Night security inspections and stand-by service;
- (5) Control or safekeeping equipment;
- (6) Security surveys, special reports and analyses;
- (7) Employee security interviews;
- (8) Visitor control;
- (9) Use of PBA guard force

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d.

 is responsible for maintaining security files on all officers and employees of the Central Intelligence Group. These files will include all matters relating to (1) the investigation and clearance for duty, (2) clearance for cryptographic duties, (3) security violations and security indoctrination. Also this Section maintains the records necessary to make such periodic reports as may be required by the Chief, Security Division.

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SECURITY OF PERSONNEL

1. Policy Concerning Clearance of Personnel for Duties with Central Intelligence Group.

In the President's letter dated 22 January 1946, where reference is made to the functions of the National Intelligence Authority and the Director of Central Intelligence, it is stated:

In the conduct of their activities, the National Intelligence Authority and the Director of Central Intelligence shall be responsible for fully protecting intelligence sources and methods.

In the discharge of this responsibility, it is imperative that personnel assigned to, or attached for duty with Central Intelligence Group be individuals

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b. Exceptions

Any exceptions to the foregoing provisions will require the approval of the Director of Central Intelligence, and each case must be handled individually.

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SECURITY OF BUILDINGS AND INSTALLATIONS

1. Admittance of CIG Employees and Other Government Personnel

All such persons entering, remaining in, or leaving CIG buildings during regular work hours will be required to display authorized identification credentials, as set forth below:

a. Persons regularly employed by, or permanently assigned to CIG will be furnished with numbered, rectangular photographic badge, as follows:

- (1) Green Bordered Badge admitting bearer to all CIG buildings.
- (2) Yellow Bordered Badge admitting bearer to all CIG buildings with the exception of Administration and QM Buildings. A holder of a yellow bordered badge may enter either of those two buildings without a visitor pass, by having the Receptionist confirm his appointment with the CIG staff member whom he wishes to see. The Receptionist will thereupon instruct the Guard to admit the employee, who, upon leaving the building, will merely be required to display his identification badge.
- (3) CIG Couriers and Messengers will be issued Green Bordered Badges with the word "COURIER" stamped on the margin of the photograph in the badge. They will thus have access to all CIG buildings.
- (4) Restricted Area - Signal Center - Communications Division, South Building. The Guard stationed at that post will admit the holder of either a green or yellow bordered badge with a green band across the upper left hand corner. All other persons will be denied admittance to that area except on special permission of the Chief, Signal Center, or his superior.

b. Employees of certain other Government Agencies temporarily assigned to CIG or those who, in the discharge of their official duties, are required to have frequent access to CIG offices, will be furnished, subject to the Approval of the Chief, Security Division, with numbered limited photographic passes, rectangular in shape, bearing issuance dates, expiration dates, names of persons to whom issued and signature of the Chief, Security Division, as follows:

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(1) Red Bordered Limited Badge admitting bearer to those CIG buildings or areas specifically described thereon during the period for which it is issued.

c. Public Buildings Administration maintenance employees will be admitted upon displaying proper PBA identification badges issued by that agency. Special workmen will be admitted only by prior arrangement with the Security Division.

(1) Except in an emergency, the only maintenance workers to be permitted to enter CIG buildings during non-work hours shall be the members of the char force. No exceptions will be made without the approval of the Security Division. All such persons will sign a special log at the guard desk upon entering and leaving the building.

(2) Staff members of CIG are warned to exercise caution with respect to conversation and exposed classified material when carpenters, electricians, telephone company employees, char people or other maintenance workers are present in their offices. Rooms must not be left unoccupied at such times unless classified material has been securely locked in suitable containers. Any attempt by such persons to overhear conversations or to read classified material should be reported at once to the Chief, Security Division.

d. Forgotten Identification Credentials. Employees and holders of limited passes who forget their identification credentials will apply to the Receptionist for visitor passes in order to gain admittance to their offices. Before issuing such a pass the Receptionist will request that the applicant be identified by his superior or other responsible CIG staff member. The pass will be conspicuously marked "FORGOTTEN BADGE" and no escort will be required to accompany the applicant in or out of the building.

e. Admittance to Buildings after Hours. Employees and holders of limited passes who enter CIG buildings after 7:00 P.M. on Mondays through Fridays, or at any time on Saturdays, Sundays and holidays, will sign the Guard register upon entering and leaving buildings, in addition to displaying their identification credentials.

f. Admittance of Visitors

Casual or social visitors will not be permitted to enter CIG buildings, and staff members will not request exceptions to this rule. Visitors, as hereinafter referred to, shall be construed to mean persons on official business.

a. Visitor Pass

All visitors shall be directed to the Receptionist, and thereafter admitted to the building only if accompanied by CIG escorts, and upon presentation of duly executed visitor pass. A Visitor Pass, Form No. 38-4 will not be issued unless authorized by the CIG staff member concerned with the interview.

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b. Escorts

If available, the Receptionist will escort the visitor to the office of the interviewer. If not available at the time, the Receptionist will request the interviewer to assign one of his office staff to escort the visitor. When the interview has been completed the CIG staff member may call the Receptionist to escort the visitor from the building, or he may call upon an office employee for that purpose if the Receptionist is unable to leave her post. Visitors will not be permitted to wander through buildings unescorted.

c. Surrender of Pass

The interviewer will sign his name on the Visitor Pass, Form No. 38-4 in the space provided for that purpose in Section 2 of the Pass. The Pass shall be surrendered to the Receptionist as the visitor leaves the building, or to the building guard if the Receptionist has left for the day. The Guard shall turn all collected Visitor Passes over to the Receptionist on the following morning.

d. Visits During Off Duty Hours

A person desiring to visit CIG offices during non-working hours, including Saturdays, Sundays and holidays, will be required to execute a special visitor admittance form furnished by the guard after the latter has confirmed the appointment with the CIG staff member. The CIG staff member will sign the form, assuming responsibility for the visitor, and will escort the visitor from the guard desk. Upon completion of the interview, the staff member will escort the visitor from the building, at which time the visitor pass will be surrendered to the guard. The visitor, upon entering and leaving the building, will sign the Guard Register.

e. Visitor Entrances

Visitor entrances shall be confined to one for each building, with the exception of Que Building, in which there shall be two entrances for visitor use.

3. Receptionist Staff

The Receptionist Staff of CIG shall be responsible for the courteous reception of visitors; discreet determination of the nature of the visits; arrangement of interviews; issuance of visitor passes upon confirmation of appointments with the appropriate CIG staff members; issuance of visitor passes to employees who have forgotten their identification credentials; provision of escorts for visitors to and from the interviewers' offices; maintenance of visitor logs in which are recorded visitors' names and addresses, names and room numbers of persons visited, and the general purposes of the visits; and the preparation of reports related to the Receptionist operation.

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4. Guards

a. Building guards furnished by the Public Buildings Administration will admit into CIG buildings only those persons with proper identification credentials authorized for the respective buildings, and visitors to whom visitor passes have been issued and who are accompanied by escorts. Employees and holders of limited passes who have forgotten their badges, and to whom visitor passes marked "FORGOTTEN BADGE" have been issued, will be admitted without benefit of escorts.

b. The guards will patrol the offices after hours for the purpose of checking safes and windows, inspecting tops of desks and other equipment for exposed classified material, and maintain after-hour Guard Registers of visitors and employees who enter CIG buildings after hours or on Saturdays, Sundays and holidays. Security violations detected by the guards during their patrols will be reported to the Security Office.

c. The guards perform these functions under the orders and instructions of the Security Division, and all members of CIG are expected to cooperate with the guards in the performance of their duties.

5. Keys to Offices

Keys to offices will be kept at the guard desks by the building guards. Normally, offices will not be locked after duty hours. Staff Chiefs may cause to be locked any rooms they deem necessary for security reasons, upon prior arrangement with the Security Officer, CIG. Such rooms will be considered "RESTRICTED AREAS" and only specifically authorized persons will be admitted thereto by the guards. Persons not regularly assigned to "RESTRICTED AREAS" will not be permitted to enter such areas during regular work hours unless permission is granted by the staff chief of the area concerned.

SECURITY OF CLASSIFIED DOCUMENTS

1. Definitions of Classifications

a. TOP SECRET: Only that material or information, the unauthorized disclosure of which might cause exceptionally grave danger to the Nation, will be classified TOP SECRET. As a general rule, TOP SECRET matter in time of peace will be limited to that which, if disclosed without authorization, would reasonably be expected to lead directly to a definite break in diplomatic relations, or to a war, or have other comparably grave consequences.

Examples: Information or material regarding, or details of discussions or negotiations with, foreign governments on matters of great delicacy.

Information or intelligence material containing indications

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of sources of intelligence which the United States must protect.

b. **SECRET**: Information or material, the unauthorized disclosure of which might endanger national security, seriously jeopardize the international relations of the United States, or endanger the effectiveness of a program or policy of great importance to this Government, will be classified **SECRET**.

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Reports or acts dangerously unfriendly to the United States, or important trends in foreign affairs greatly endangering national security.

Certain highly important intelligence reports, including reports on subversive activities.

Vital information on important defenses.

High-grade cryptographic devices and related material.

c. **CONFIDENTIAL**: Information or material, the unauthorized disclosure of which would not endanger national security, but which might prejudice the national interest or the work of any U.S. Government agency by interfering with the development or carrying out of important policy, or by hampering negotiations in progress; might cause serious administrative difficulties; or might result in unwarranted embarrassment of individuals, will be classified **CONFIDENTIAL**.

Examples: Important Intelligence reports.

Reports concerning sabotage or subversive elements, or names of individuals involved.

Investigations, documents and communications of a personal and disciplinary nature, the knowledge of which must be safeguarded for administrative reasons.

d. **RESTRICTED**: Information or material which does not fall within higher categories, but which should not be communicated outside the Government of the United States without adequate clearance, will be classified **RESTRICTED**.

Examples: Matters related to internal organizational policy of a secondary character.

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Routine internal reports.

Information of a non-confidential nature, the use of which should be confined to official Government activities.

Information having no particular security value, but which should not be made available to the press.

2. Registered Documents

a. Definition and Identification

A registered document is a TOP SECRET, SECRET or CONFIDENTIAL document, or a RESTRICTED cryptographic document, or device, carrying a register number, a short title, and instructions to account for it periodically. A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purposes only.

b. Authority

Documents will be registered only if it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. Officials of the CIG who originate or issue classified documents will request authorization to register only such documents as they deem necessary in the interest of national security. Each registered document issued after 1 January 1946 will be conspicuously marked "Registered Document" on the front cover. Documents will not be registered except on the authority of the Executive for Personnel and Administration.

c. Office of Record

The office of record is the office to which reports of possession, transfer and destruction of registered documents are sent. The Central Records Section, Communications Division, P&A Branch, will be the office of record for registered documents originating within CIG.

3. Authority to Determine Classification

Documents and correspondence will be classified according to the provisions of paragraph 1, [REDACTED]. The responsibility for insuring that documents produced by CIG are properly classified rests with Assistant Directors or staff personnel occupying comparable positions, who will establish adequate procedures within their offices or staffs to provide for review of classifications given documents by their subordinate officials, in order to insure that correct and uniform classification techniques are applied. Overclassification must be avoided, for such practice will tend to weaken the entire security classification structure.

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4. Marking of Material

Classified books, pamphlets or other multiple page documents, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped (not typed) "TOP SECRET," "SECRET," "CONFIDENTIAL" or "RESTRICTED" on the cover, title page, first page, back page, and outside of back cover. Classified matter not permanently and securely fastened together shall have the security classification stamped or marked (not typed) on the top and bottom of each page. All copies or reproductions shall be appropriately marked or stamped to correspond with the original thereof. Abstracts of documents will be marked in accordance with the provisions of paragraph 12, [REDACTED].

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5. Safeguarding of Documents

a. Storage of Classified Documents (including secretarial notes, carbons and stenils).

(1) TOP SECRET AND SECRET documents will be stored in safes or fire resistant safe-type file cabinets with not less than 3-way built-in combination locks.

(2) CONFIDENTIAL documents not Registered may be stored in ordinary steel lock file cabinets equipped with vertical steel bars with combination type padlocks, if combination safes or safe-type file cabinets are not available.

(3) RESTRICTED documents not Registered should be stored in ordinary steel lock file cabinets, but they may be kept in desks, cabinets or other storage places where they will be out of view.

(4) REGISTERED documents, irrespective of classification, will be stored in combination safes or safe-type file cabinets.

(5) ARMED GUARD. In certain unusual circumstances, or if, for operational reasons, it is not possible to apply the foregoing storage requirements, arrangements may be made, subject to the approval of the Security Officer, OIG, to safeguard the documents under armed guard, when not in use.

b. General

The safeguarding of classified documents is of prime importance. The foregoing storage requirements, prescribed for the various security classifications, must be strictly adhered to. Documents classified above RESTRICTED will not be kept in locked desks or other substitutes, nor will they be left unprotected at any time. Classified material will not be taken home. All work thereon must be performed in the office where it can be fully protected. Precautions should be taken to prevent unauthorized persons from seeing classified

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documents while work is being performed on them.

G. Safes


a. Each combination safe and safe-type file cabinet will have a sticker applied inside the container on which will be recorded the name of the person responsible for the safe, his home address and telephone number, the names, home addresses and telephone numbers of all other persons in possession of the combination listed, in the order of principal use, and the date when the combination was last changed. The sticker will be placed on the side and near the front panel of each drawer of the conventional safe-type file cabinet, and on the inside of the door of the Modler safes. Scotch tape should be placed over the sticker to properly secure it. The person responsible for a safe is also accountable for its proper working condition. He should arrange for the immediate repair of any defective safekkeeping equipment in his custody. Combinations of safes and safe-type file cabinets will be known to only those persons who are required to have access to them in the performance of their official duties. Combinations of all safe-keeping equipment will be changed at least once every six months. If a person having knowledge of the combination of a safe should leave the organizational unit or CIG, the combination of the safe involved will be changed immediately. It is the responsibility of custodians to have the combinations changed in accordance with these requirements. A representative of the Security Division will make the change upon request by the custodian. The Security Division alone will change the combination of CIG safes, with the exception of those located in the Signal Center.

b. A number will be assigned to each safe by the Chief, Security Division, WGA Branch. The person responsible for a safe or safe-type file cabinet will turn the combination of the safe over to the Security Officer, double-wrapped in sealed envelope (inner envelope marked "TOP SECRET"), signing his name on the flap of the outer envelope. The combination of a safe may be obtained from the Chief, Security Division by the person whose signature appears on the flap of the envelope or by his staff chief, upon proven necessity and receipt thereof. A safe combination will never be divulged over the telephone, except in an extremely grave emergency, following which the combination will be changed before the safe is again locked.

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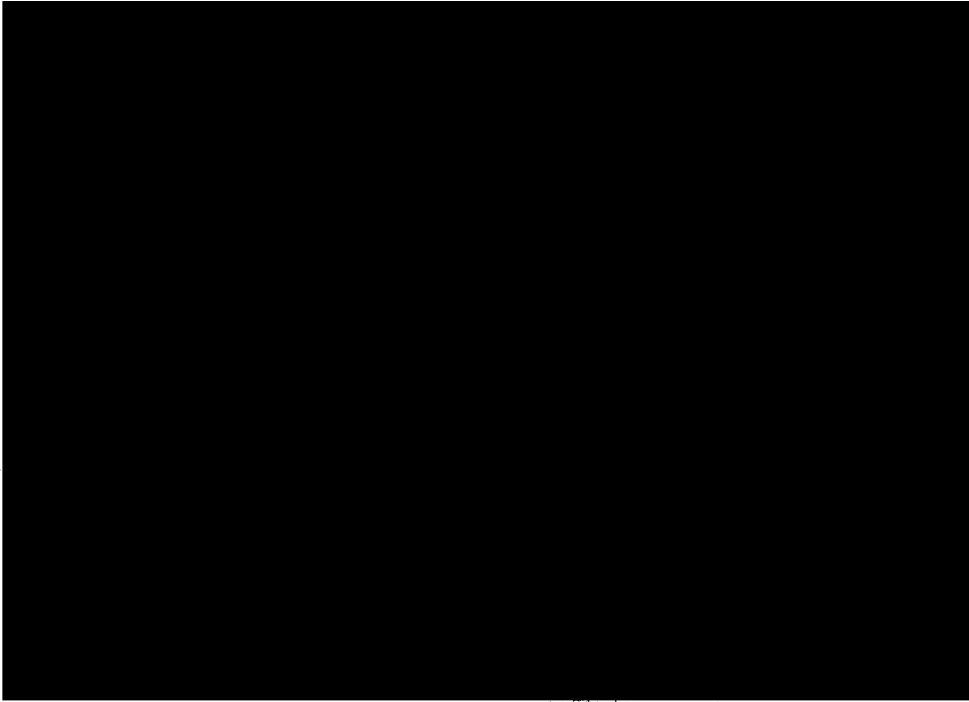

8. Restrictions on Dissemination of Classified Information

Any person on duty with CIG who, with deliberate intent or through gross negligence, causes classified information affecting the national security to be conveyed to unauthorized persons is subject to the penalties provided for by the Espionage Act. Public or private discussion of classified data with, or in the presence or hearing of, any person not authorized to have knowledge thereof is strictly forbidden. CIG members will refrain from giving unauthorized persons any information about their work. The following description of the Central Intelligence Group is public knowledge, and CIG members are at liberty to quote therefrom if they should be asked about the organization:

The Central Intelligence Group is a recently created inter-departmental organization in which the State, War, Navy and sometimes other departments participate. It coordinates all activities of the Government involved in obtaining and analyzing information about foreign countries which this country needs for its national security. It also furnishes inter-departmental analyses of this type of information for use of Government officials.

No amplification of the foregoing statement to unauthorized persons will be permitted.

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10. Loss or Compromise of Classified Documents

In case of loss or compromise of classified documents or information, immediate notification thereof will be made to the Chief, Security Division, P&A Branch.

11. Declassification

Staff Chiefs or their designees should periodically review classified documents in the custody of their respective organizational units, with a view to cancelling or downgrading the classifications of those documents the security significance of which has declined or ceased to exist. The person making the original classification, his successor or superior, may cancel or modify the classification of a document, by reason of changed conditions or over-classification, by stamping or writing over the classification at the top of the cover or first page "Classification Cancelled or Changed to _____, by Authority of _____," adding the date and name of the person authorizing the change.

12. Duplicating or Abstracting of Classified Documents

a. Duplication of classified material by the originating office shall be limited to the number of copies necessary for efficient operation.

b. Classified documents will not be duplicated without authorization of the office of origin.

c. Abstracts of classified documents may be made with the approval of the office of origin. The abstract, however, will not necessarily bear the same classification as the document from which it was taken, but will be classified on its own merits.

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d. The originating office will maintain a record of the distribution of classified material, including the name of the recipients and the number of copies assigned to each.

13. TOP SECRET Control Procedure

The TOP SECRET Control Procedure proscribed herein is established to provide a secure system for the handling of TOP SECRET material and to insure that unauthorized persons may in no instance have access to such material. To achieve these aims is a primary responsibility of all CIA personnel.

a. Control Officers

TOP SECRET Control Officers and Alternate TOP SECRET Control Officers will be persons of highest integrity and proven discretion, specifically authorized to transmit and receive TOP SECRET material to and from agencies outside of CIA. The Chief, Central Records Section, Communications Division, P&A Branch, all TOP SECRET couriers, and certain other specifically designated officers and civilians will be the authorized TOP SECRET Control Officers and Alternates TOP SECRET Control Officers for CIA. A list of the names of the TOP SECRET Control Officer and his Alternates will be maintained by the Chief, Central Records Section, Communications Division, P&A Branch, who will notify the Chief, Security Division, P&A Branch as changes occur. The names of TOP SECRET Control Officers and Alternates for each government establishments in this vicinity are periodically announced, in classified form, by the Joint Security Control, Joint Chiefs of Staff, to each Federal agency, organization or office in the Washington area.

b. Assistant Control Officers

Assistant TOP SECRET Control Officers will be officers and civilians of highest integrity and proven discretion, authorized to transmit and receive TOP SECRET material within CIA. The number of Assistant TOP SECRET Control Officers is necessarily kept at a minimum consistent with security of TOP SECRET material and its efficient handling in the offices concerned. Assistant TOP SECRET Control Officers will be appointed by Assistant Directors and Chiefs of Branches of the Executive Staff for their respective offices. A list of the names of such officers will be maintained by the Chief, Central Records Section, Communications Division, P&A Branch, and it is the responsibility of the appointing officials to notify the Chief, Central Records Section of all changes, additions or deletions of Assistant TOP SECRET Control Officers which take place within their respective jurisdictions. The Chief, Central Records Section will, in turn, notify the Chief, Security Division, P&A Branch as changes occur.

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c. Responsibility of Control & Assistant Control Officers

TOP SECRET Control Officers, their Alternates and Assistant TOP SECRET Control Officers will be responsible for the security of TOP SECRET material in their custody. They will insure that such matter is received, transmitted, processed and safeguarded in accordance with the security provisions contained herein.

4. Security Check

The Security Division, P&A Branch, will conduct periodic and unannounced checks of offices of CIG to determine whether sound security measures are being practiced, and whether the Security Instructions pertaining to TOP SECRET material are being observed.

14. Processing of Incoming TOP SECRET Material

All TOP SECRET material (except cables and documents pertaining solely to the Office of Special Operations) should be delivered initially to the Special Distribution Unit, Central Records Section, Communications Division, P&A Branch. If a CIG member receives a TOP SECRET document directly from an outside agency, he will notify the Central Records Section in order that the document may be properly recorded.

a. Signature Record and Cover Sheet

Each incoming TOP SECRET document will be recorded by the Special Distribution Unit, Central Records Section, and will have a CIG Control Number assigned to it. A Top Secret Signature Record and Cover Sheet, Form No. 38-13, will be stapled to the document to serve as a permanent record within CIG. This form, green in color, will not be removed from the document until it is destroyed, downgraded or dispatched to an organization outside of CIG. If the document is disposed of, the Special Distribution Unit, Central Records Section will note the nature of the disposition on the Signature Record and Cover Sheet, remove the form and file it.

(1) The Signature Record and Cover Sheet, Form No. 38-13 for TOP SECRET documents will be attached by the preparing office when such material originates within CIG. Control Numbers will be assigned to such documents by the Special Distribution Unit, Central Records Section only if they are dispatched to agencies outside of CIG.

(2) Each CIG member receiving TOP SECRET material will sign his name on the Signature Record and Cover Sheet, Form No. 38-13, and indicate the date and time of receipt. Upon releasing the document, he will initial the Sheet, indicate the date and time of release, and obtain the signature of the recipient. The Cover Sheet will thus serve as a permanent record of those persons who had access to the material.

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b. TOP SECRET LOG

After recording and affixing a Control Number and the Signature Record and Cover Sheet, Form No. 38-13, to a TOP SECRET document, the Special Distribution Unit, Central Records Section will deliver it by TOP SECRET courier to the Assistant TOP SECRET Control Officer of the organizational unit concerned. The latter official will record the document in his TOP SECRET log and turn it over to the individual to whom it is addressed or to the authorized person, if not specifically addressed. The Assistant TOP SECRET Control Officer will obtain the signature of the recipient in his log. The same log procedure will be followed by all subsequent recipients of the document within CIG.

(1) If a TOP SECRET document is delivered from the jurisdiction of one Assistant TOP SECRET Control Officer to another within CIG, Central Records will be notified so that change of responsibility may be properly recorded.

c. Deviations

Deviations from the TOP SECRET Control procedures set forth herein may be made only with the express permission of the TOP SECRET Control Officer.

15. Transmission of Classified Documents Outside CIG

a. TOP SECRET Documents will be double wrapped, unless hand delivered by the TOP SECRET Control Officer or an Alternate TOP SECRET Control Officer, and document receipts will always be obtained. The recipient's signature in the sender's TOP SECRET Log Book is equivalent to a document receipt. Only TOP SECRET couriers or approved electrical means will be utilized for the transmission of TOP SECRET documents, unless hand delivered by the TOP SECRET Control Officer or an Alternate TOP SECRET Control Officer. When hand delivered by the TOP SECRET Control Officer or an Alternate, the Central Records Section, P&A Branch will be notified of the change in custody. Under no circumstances may TOP SECRET documents be transmitted by Registered Mail. A TOP SECRET Log Book will be maintained for the receipt and disposition of all TOP SECRET documents.

(For detailed instructions see Communications, Administrative Instructions [redacted].)

b. SECRET AND CONFIDENTIAL Documents Not Registered will be double wrapped, unless hand delivered by the custodians thereof. Document receipts will be obtained for SECRET documents, but not for CONFIDENTIAL Documents unless the sender deems it necessary. The recipient's signature in the sender's SECRET and CONFIDENTIAL Log Book is equivalent to a document receipt. Only authorized couriers, approved electrical means or Registered Mail will be utilized for outside transmission of SECRET and CONFIDENTIAL documents, unless hand

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delivered by the custodian thereof. A SECRET and CONFIDENTIAL Log Book will be maintained for the receipt and disposition of all such documents.

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(For detailed instructions see Communications, Administrative Instructions [redacted].)

d. RESTRICTED Documents Not Registered may be delivered by messenger, any office assistant, or by regular mail. Such documents need not be double wrapped, nor is it necessary to obtain document or envelope receipts for them. From the standpoint of security, a log for RESTRICTED documents need not be maintained, but the custodian will be held responsible for such documents with respect to records accountability.

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(For detailed instructions see Communications, Administrative Instructions [redacted].)

d. Registered Documents

Registered TOP SECRET documents will be transmitted in the same manner as unregistered TOP SECRET documents. Registered SECRET, CONFIDENTIAL and RESTRICTED documents will be transmitted in accordance with the procedure prescribed for unregistered SECRET documents, with the exception that the Central Records Section will be notified of change in custody when the custodian hand-delivers the document to an outside agency. A Log will be maintained for the receipt and disposition of all registered documents, irrespective of classification, with the exception of registered TOP SECRET documents, which will be recorded in the TOP SECRET log.

16. Transmission of Classified Documents within CIG

a. TOP SECRET Documents will be double wrapped, unless hand delivered by the custodian, TOP SECRET Control Officer, Alternate TOP SECRET Control Officer or Assistant TOP SECRET Control Officer. Document receipts will be obtained in all cases. The recipient's signature in the sender's TOP SECRET Log Book is equivalent to a document receipt. Only TOP SECRET couriers, the TOP SECRET Control Officer, Alternate TOP SECRET Control Officers, Assistant TOP SECRET Control Officers, or the custodian thereof may effect delivery of a TOP SECRET document within CIG. A TOP SECRET Log Book will be maintained for the receipt and disposition of all TOP SECRET documents.

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(For detailed instructions see Communications, Administrative Instructions [redacted].)

b. SECRET and CONFIDENTIAL Documents Not Registered will be enclosed in a single CHAIN ENVELOPE (no further cover required) and

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and sealed by means of a CIG gummed label. Under no circumstances will Scotch tape be used for sealing purposes on the CHAIN ENVELOPE. The CHAIN ENVELOPE will bear no marking to indicate the classification of its contents. Double wrapping may be substituted for the CHAIN ENVELOPE if, due to the nature of the document's contents, the sender deems additional precautions advisable. Envelope receipts will be obtained in all cases except when hand delivered by the custodian, in which event the CHAIN ENVELOPE need not be used. Document receipts will be obtained only when the sender deems it necessary. The recipient's signature in the sender's SECRET and CONFIDENTIAL Log Book is equivalent to a document receipt when such a receipt is required by the sender. Messengers, custodians or any office assistant may effect deliveries of SECRET and CONFIDENTIAL documents within CIG Buildings. Authorized couriers, custodians or any responsible office assistant may make deliveries of such documents between CIG buildings. A SECRET and CONFIDENTIAL Log Book will be maintained for the receipt and disposition of all such documents.

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(For detailed instructions see Communications, Administrative Instructions [REDACTED].)

c. RESTRICTED Documents Not Registered may be delivered by messenger or any office assistant. When the messenger service is utilized, the document will be enclosed in a single CHAIN ENVELOPE (no further cover required). The CHAIN ENVELOPE will bear no markings to indicate the classification of its contents. CHAIN ENVELOPES need not be used when deliveries of RESTRICTED documents are made by office assistants. Document or envelope receipts need not be required in any case. From the standpoint of security, a log for RESTRICTED documents need not be maintained, but the custodian will be held responsible for such documents with respect to records accountability.

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(For detailed instructions see Communications, Administrative Instructions [REDACTED].)

d. Registered Documents

Registered TOP SECRET documents will be transmitted by the same manner as unregistered TOP SECRET documents. Registered SECRET, CONFIDENTIAL and RESTRICTED documents will be transmitted in accordance with the procedures prescribed for unregistered SECRET documents. A log will be maintained for the receipt and disposition of all registered documents, irrespective of classification, except TOP SECRET, which will be recorded in the TOP SECRET Log.

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GENERAL SECURITY PRACTICES

1. Security in Office Routine

Since effective security is a matter of habit, each office must be run on a set routine designed to insure complete security.

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Daily operations should be performed in such a manner that security at no time will be compromised.

a. Telephone

(1) The presumption must be that every conversation by telephone or inter-office communication system will be overheard by unauthorized persons. No wires are protected, not even those carrying inter-office calls. Therefore, TOP SECRET, SECRET, or CONFIDENTIAL information must never be discussed over such facilities.

(2) When answering the telephone, an employee will give the name of the person whose office is called, e.g., "Mr. Smith or Mr. Smith's office." Switchboard operators will answer "Central Intelligence Group" to calls from outside CIG. When a person requests information over the telephone and there is any doubt regarding his identity or the necessity of his requiring the information, the employee will take his name and telephone number and offer to return the call. The employee will then discuss the request with his superior and decide upon a reply. Employees will not transmit information about CIG to unknown or unauthorized persons.

b. Safes

A large sign marked "OPEN" will be inserted in the handle of the top drawer of each safe type file cabinet and on the handle of each Meslor type safe during the time such equipment is unlocked. This is intended as a visual warning to custodians or other office employees to lock safes at the end of the day or during unguarded periods within the regular work day.

c. Unoccupied Rooms

Employees will not leave rooms unoccupied at any time during the day if classified documents are exposed in the office. If it is necessary to leave a room unoccupied, all material classified above "RESTRICTED" first must be securely locked in the proper safe-keeping equipment or temporarily placed in another employee's custody. During such periods, classified documents will not be placed in desks or under trays or desk pads.

d. Visitors

No employee will permit classified papers to be exposed on his desk in such a fashion that they could be read by persons visiting his office who are not authorized to have such information. At such times classified material should be turned face down on the desk.

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e. Classified Waste

Classified waste must be disposed of in accordance with the regulations governing the disposition of such matter. Waste baskets will not be utilized for that purpose.

f. Defective Storage Equipment

Employees will immediately report defective safekeeping equipment to their superiors who, in turn will promptly request the Security Division to make the necessary repairs. In the meantime, classified material should be transferred from the faulty containers to properly functioning, appropriate safekeeping equipment.

g. Securing Office at End of Day

Each member of CIG will take the following steps to insure the security of his area before departing for the day:

(1) Clear desk of all material classified above RESTRICTED and lock it in appropriate safekeeping equipment.

(2) Invert "In" and "Out" trays, or turn them on their sides.

(3) Determine that classified waste has been properly disposed of or is locked in safe.

(4) Check safes to see that they are securely locked, rotating the dial knob at least three times in each direction. Custodians or users of safes will execute the Security Check Sheet, Form No. 38-7 attached to the top or side of each safe and safe-type file cabinet, indicating that the equipment has been properly locked.

(5) As a double check, the last person to leave the room will make certain that the above security measures have been taken, that the windows are locked and the lights extinguished.

2. Security Outside the Office

a. Discussion of CIG Activities

Employees will not discuss their work or the activities of CIG outside of the office, except as may be required in the performance of their official duties.

b. Credit Reference

In using CIG as a credit reference, employees will refer inquiries to:

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Assistant Personnel Officer
 Central Intelligence Group
 2430 "L" Street, N. W.
 Washington 25, D. C.

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Employees will not furnish the names of their superiors or any other persons in CIG with the exception of that of [REDACTED] for credit reference purposes.

c. Traffic Accidents, Arrests, Court Proceedings

If an employee should become involved in a traffic accident, court proceeding or other external affair in which CIG might become directly or indirectly involved, even though the matter be almost entirely personal, he should report the affair to his superior at the earliest opportunity in order that suitable security measures may be taken by the Security Officer.

d. Group Social Activities

In the interest of security, group social activities of CIG personnel, such as annual parties, picnics, dances, athletic teams, will not be advertised as CIG functions.

3. Staff Security Check

a. Each office chief will organize a group of Staff Duty Officers to conduct daily final after-hour security checks of the area occupied by that staff. The Staff Duty Officers will be rotated, one serving each evening, and will be selected from among the officers and responsible civilian personnel of the office staff.

b. The Staff Duty Officer will begin his security check after the end of the regular work day when all or most of the employees have left. If an employee is working late, he will be informed by the Staff Duty Officer that he, the employee, will be responsible for the security of his own immediate room or area, and the Staff Duty Officer will so note on his Staff Duty Officer Check Sheet, Form 38-8 under "Remarks." During the course of his security check, the Staff Duty Officer will execute a Staff Duty Officer Check Sheet, Form No. 38-8 which will include the listing of any security violations. The Check Sheet will be forwarded to the Security Officer immediately the following morning.

c. The Staff Duty Officer will check to insure that:

- (1) All safes and safe-type files are locked.
- (2) No material classified above RESTRICTED has been left exposed on desks, on other office equipment, or on the walls.

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- (3) All classified waste has been properly secured.
- (4) Classified material has not been discarded in waste baskets.
- (5) All windows are locked.
- (6) Lights are extinguished in unoccupied rooms, unless otherwise specified.

4. Night Duty Officers - Security Only

a. A staff of Night Duty Officers, attached to the Security Office, will be assigned to security duties between the hours of 5:00 P.M. (1700) and 5:30 A.M. (0830), Mondays through Fridays, and twenty-four (24) hours on Saturdays, Sundays and holidays.

b. Night Duty Officers will conduct nightly security checks of SIG buildings, usually one building or an area within a building each night. No set pattern or rotation system with respect to the buildings to be inspected will be followed. The building to be checked is determined daily by the Security Office.

c. In conducting their security checks, the Night Duty Officers will check safes, the tops of desks and other equipment for exposed classified material, windows, classified waste, envelopes and will note conditions presenting security hazards. These officers will also conduct spot checks of desk drawers to determine whether they contain classified material above RESTRICTED, in violation of safekeeping regulations.

d. The Night Duty Officers will respond to reports from the PMA Guards in connection with open safes and exposed classified material detected by the members of the guard force in the course of their night patrols; handle all other routine after-duty security problems and prepare reports of security violations, which are subsequently forwarded to the appropriate SIG officials by the Chief, Security Division.

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- PERSONNEL

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GENERAL1. Purpose

The purpose of this instruction is to set forth the general activities of the Personnel Division, acquaint employees with the basic Civil Service Regulations as applicable to CIG, and provide a guide for operating officials with respect to their responsibilities as related to personnel administration.

2. Terminology

The definitions given below, while not necessarily complete from a technical point of view, conform to the generally understood meanings of the terms.

Civil Service, as the term is generally used in the Federal Government, relates to that part of the public civilian service under which appointments to positions must be made in accordance with the provisions of the Civil Service Act, applicable Executive Orders, and the rules and regulations of the Civil Service Commission.

Rule means Civil Service rule.

Competitive service shall have the same meaning as the words "Classified Service", or "Classified Civil Service" as defined in existing statutes and Executive Orders. The competitive service shall include all civilian positions in the Executive Branch of the Government unless specifically excepted therefrom under statutes or Executive Order. Persons occupying such positions shall be considered as being in the competitive service when they have a competitive status.

Positions excepted from the competitive service (Schedule A) are filled by appointment thereto without competitive examination because of their confidential or policy-determining character, or because it is not practicable to make appointments thereto through competitive examination.

Competitive status means a status which permits a person to be promoted, transferred, reassigned and reinstated to positions in the competitive service without competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations for such noncompetitive action. A competitive status is acquired by probational appointment through competitive examination, or may be granted by statute, Executive Order, or the Civil Service rules.

Continuous service means an active duty status, but may

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include a break in service of not more than 30 calendar days.

Departmental service means the headquarters office of an agency. Generally, positions in that part of any agency located in the District of Columbia are in the departmental service.

Field service means that part or parts of an agency the work of which involves the localized execution of centrally determined policies, activities, or programs. Although some agencies have offices outside the District of Columbia which are in the departmental service, generally positions in offices outside the District are in the field service.

Position means an aggregation of duties to be performed and responsibilities to be discharged by one person even though no person is discharging them at a given time.

Class of positions means a group of positions which are so similar in duties and responsibilities as to require substantially the same ability, education, experience, and knowledge for their performance and as to justify the same tests of fitness and the same scale of pay.

Service means a broad division of classes of positions into groups broadly similar in duties and responsibilities. There are four principal services in the classified civil service. These are:

- a. Professional and scientific designated as "P."
- b. Clerical, administrative, and fiscal designated as "CAF."
- c. Sub-professional, designated as "SP."
- d. Crafts, protective, and custodial, designated as "CPC."

Grade means a subdivision of a service, which includes any number of classes of positions, the incumbents of which may be equitably compensated at rates within the same scale of pay.

Classifying a position means allocating it to its class, service and grade.

Official station generally means the place at which or about which an employee performs the major part of his duties.

Promotion means a change from one position to another position of higher grade or higher minimum salary during continuous service within the same agency.

Change to a lower grade means a demotion from one position to another position of lower grade or lower minimum salary during continuous service within the same agency.

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Removal means separation from the service on charges of delinquency or misconduct, or because the employee's capacity is not sufficient to justify his retention in the service.

Reassignment means a change, without promotion or demotion, from one position to another position in a different line of work (such as from clerk to stenographer, chauffeur to guard, etc.) or in the same line of work (such as from clerk-searcher to clerk-recorder) or in service (such as subprofessional to clerical, administrative and fiscal) during continuous service within the same agency.

Within grade salary increase means an increase from one rate of pay to another within the same grade and without change in position of duties or responsibilities.

Efficiency rating means a written evaluation, taking an adjective form, of the performance over a period of an employee in his position in the classified civil service. This rating is one of the factors considered in determining within grade salary increases, promotions, termination, and other personnel actions.

Scale of pay means the rates of pay established for a grade, consisting of minimum and maximum rate and one or more intermediate rates. The intervals between the minimum and maximum rates are known as "steps."

Eligibles mean persons certified by the Civil Service Commission as being qualified for a given job and eligible for appointment to that job under the rules and regulations of the Commission.

Pay period means the period for which compensation is regularly paid. For per annum employees a pay period consists of fourteen calendar days beginning every second Sunday.

New position is a position which has not previously been allocated and carried on the records as a currently existing position.

Identical Additional Position is an additional position which has duties and responsibilities identical in all respects with those of an existing position previously finally allocated by the Commission, is in the same service grade and class, and is under the same immediate supervisory position in the organization concerned.

Reclassification means the establishment of a different classification for an existing position resulting from reconsideration and reinterpretation of the original classification.

Vice Change means an appointment to a position previously allocated which has been vacated and in which no change in duties or responsibilities are contemplated.

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3. Functions and Organization

a. Functions

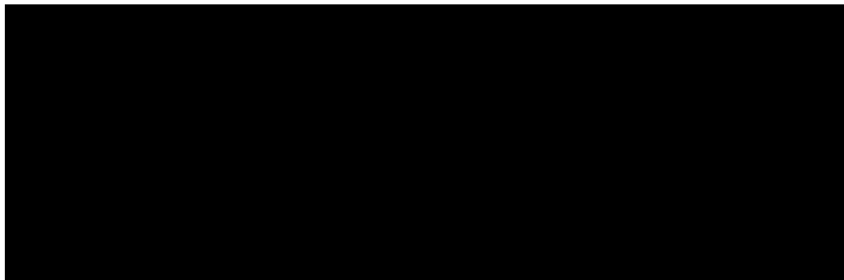
The Personnel Division, P&A Branch, is responsible for:

- (1) Establishing and classifying positions in accordance with Civil Service Rules and Regulations.
- (2) Interviewing, evaluating and assigning applicants to established positions.
- (3) Planning, organizing, and conducting training and orientation programs.
- (4) Maintaining records and processing all personnel actions such as appointment, transfer, promotion, termination, etc.
- (5) Operating dispensaries and emergency rooms to provide medical services to employees; and developing an employee's health program.
- (6) Administering a Personnel Relations Program including efficiency ratings, welfare activities, liaison activities between employees and operating officials in connection with employee adjustments.
- (7) Administering military and naval personnel in accordance with regulations of the respective services.

b. Organization

To accomplish the functions set forth above, and any related duties, the following Sections have been established within the Personnel Division:

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CLASSIFICATION**1. General****a. Authority**

(1) In accordance with the provisions of the Classification Act of 1923, as amended, the authority to establish and classify positions in the CIC is vested in the Director of Central Intelligence subject to review by the Civil Service Commission.

(2) The Chief, Personnel Division has been delegated the responsibilities connected with the above authority.

b. Purpose of Classification

The purposes of classification are:

(1) To establish specific positions within the organization framework, and thus provide data for use in budget planning and making analyses of the cost of administrative functions.

(2) To show the relationships of the various positions to prevent overlapping of duties, and to provide a basis for planning the flow of work through the organization and for determining reductions in force and furloughs by disclosing any duplication of functions.

(3) To provide employees with a concise statement of their duties and responsibilities and their relation to the organization by describing the duties required in each position.

(4) To provide a basis for such actions as appointment, transfer or promotion. A person can be hired by an agency only after a position has been established. Likewise, a person even though qualified for promotion can be promoted to a higher grade only if a vacant position exists at the higher grade.

c. Principles of Classification

The basic principles governing the classifying of positions are:

(1) The correlation of salaries with work performed in such manner as to provide equal pay for equal work.

(2) The standardization of allocations based on occupational field, degree of difficulty of duties, level of responsibility and qualification requirements of the work.

2. Classification Methods**a. Job Audits and Surveys**

Upon determination by the Advisor for Management as to organizational structure and total number of positions required to

administer functional responsibilities within an organizational unit, the Classification and Salary Administration Section will conduct classification surveys. These surveys are conducted in the following manner:

- (1) The Chief of the Office or Staff Section is notified of the impending survey and requested to furnish functional statements for each segment of the Office.
- (2) The Classification Analysts review such statements and arrange personal interviews with the chief of the segment of the Office which is to be surveyed. Through interviews, the duties and responsibilities of individual positions are determined.
- (3) Position descriptions are prepared, allocations made, and referred to the Chief of the Office under survey for his final review.
- (4) A description of all positions within the Office is then presented to the Civil Service Commission with final Agency recommendations. The Civil Service Commission representative, through conferences with the classification analyst and officials of the organization, determines the propriety of the agency recommendations and indicated final Civil Service Commission action.
- (5) Upon receipt of final approval by the Civil Service Commission, a table of organization is prepared, on which is indicated the titles and grades as approved by the Civil Service Commission, and forwarded to the Advisor for Management.
- (6) Upon approval by the advisor for Management copies of the table of organization are forwarded to the Office or Staff Section concerned, the Personnel Division, and the Finance Division.
- (7) Position control records are established and maintained by the Personnel and Finance Divisions to insure that grades established in tables of organization and total positions authorized by personnel ceilings are not exceeded.

b. Individual Position Classification

- (1) Whenever a change of duties, initiation or expiration of a job or an increase or decrease in work load occurs, an official establishment, re-classification, or cancellation of an individual position will be in order. Requests for such action should be prepared by the Office or Staff Section concerned on Form No. 37-3 in triplicate and routed to the Classification and Salary Administration Section.
- (2) A Classification Analyst will analyze the duties and responsibilities of the positions concerned by making a desk audit of the duties involved and by interview with the Office or Staff Section chief, the incumbent of the position if the position is filled, and the immediate supervisor.

A written description of the position will then be prepared by the Classification Analyst and reviewed by the Office or Staff Section chief as to accuracy of detail.

(3) After agreement as to accuracy of the statement of duties, the classification analyst will assign the position to the appropriate service and grade in accordance with the standards and specifications established by the Civil Service Commission, and will submit the position description to the Civil Service Commission for review and approval.

(4) After approval by the Civil Service Commission, the position may then be filled by a qualified incumbent or new appointee.

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RECRUITMENT AND SELECTION OF PERSONNEL

1. General

a. Civilian

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It is the responsibility of the [redacted] to operate a program of recruitment and selection in compliance with applicable Civil Service Rules and CIC policies which will satisfactorily meet the operating requirements of the CIC Offices and Staff Sections.

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The [redacted] will maintain close liaison with Offices and Staff Sections regarding the priority of personnel requirements; with the Finance Division regarding personnel ceilings and authorized vacancies; and with potential sources of qualified individuals to insure availability of personnel to fill vacancies as they occur.

b. Military

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Military personnel will be procured in accordance with the procedure outlined under Paragraph 1, Section [redacted].

2. Authority and Responsibilities

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a. The [redacted] is responsible for making all initial contacts and final commitments in connection with recruitment activities and will initiate all rejection notices to applicants.

(1) Office and Staff Section heads will have an opportunity to interview and to accept or reject prospective employees to fill vacancies under their jurisdiction; however, such officials will make no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

b. The Personnel Division is authorized to procure and hire clerical and administrative personnel in the grades CAF-1 through CAF-5.

c. The Chief, Personnel Division, may take final action for the Director of Central Intelligence in cases involving grades CAF-1 to CAF-12 inclusive, and P-1 to P-5 inclusive, provided the head of the using Office or Staff Section concurs.

d. The Deputy Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the using Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Deputy Director for decision.

e. Cases involving disagreement between the using Office and the Personnel Division will be referred to the Executive for Personnel and Administration, or to the Deputy Director if the Executive for Personnel and Administration cannot arrive at an agreement with

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the requesting Office.

3. Procedure

a. Office or Staff Sections will submit Form No. 37-8, Recruitment Request in triplicate, outlining personnel requirements.

b. Applications of qualifying individuals will be referred by the Procurement & Placement Section to the Office or Staff Section heads accompanied by Form 37-9, Referral Sheet, and will be returned to the Procurement and Placement Section by the dead-line date indicated thereon. If a qualified applicant is at hand, he may be referred in person to the Office or Staff Section concerned.

c. Upon acceptance of an applicant by the operating Office or Staff Section, Form 37-3, Personnel Action Request, will be submitted in triplicate to the Personnel Division.

d. Upon receipt of Form 37-3 and other allied papers in the Personnel Division, final determination of qualifications to fill the position recommended will be made by the Personnel Division and Form 38-1, Personal History Statement, will be sent in duplicate to the Security Division for security clearance.

e. Applicant record files will be maintained by the Procurement and Placement Section and will remain pending until the prospective employee is either accepted or rejected.

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APPOINTMENTS1. General

Under the provisions of Executive Order 9830, all positions in the Central Intelligence Group are excepted from competitive service. Appointments will be made under Schedule A of the Civil Service Rules without examination by the Civil Service Commission. An excepted appointment under Schedule A shall not confer a competitive status to the appointment but may be converted to probational status in the event the employee passes a Civil Service examination and is certified to this agency for probational appointment. Any person having a competitive status who occupies a Schedule A position shall be entitled to the protection against removal afforded by Civil Services rules and regulation.

2. Authority

It is the responsibility of the Chief, Personnel Division to ascertain that CIG policies and the standards established by the Civil Service Commission are observed in connection with the employment of all civilian employees. The Chief, Personnel Division has been delegated the authority for the appointment or separation of civilian employees and consultants for the departmental and field services.

3. Prerequisites to Appointment and Entrance on Dutya. Civil Service Regulations

Civil Service Regulations Part 21 (See FPMR Chapter 2-1) define and prescribe regulations regarding appointment to positions excepted from the competitive service. The Personnel Division is responsible for carrying out the provisions of these regulations as they pertain to the following items:

- (1) Military preference
- (2) Other preference
- (3) Uniform treatment of applications
- (4) Standards of Qualifications
- (5) Examination of applicants
- (6) Maintenance of employment lists
- (7) Selection

b. Security Clearance

All appointments to positions or assignment to duty of personnel in CIG are made subsequent to approval granted by the Security Division in accordance with the provisions of CIG Administrative Instructions [REDACTED].

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c. Evaluation and Aptitude Testing

The [redacted] will test the skill and aptitude of all applicants acceptable for employment. The various operating officials will furnish such assistance including linguists and other technically-qualified people as required by the Testing Unit so that the [redacted] may ascertain if the applicant is suitable to fill a position requiring special qualification.

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d. Release from Present Employing Agency

The Personnel Division will negotiate the release of a prospective employee in the event the prospective employee is employed by another Federal Agency. This negotiation is required where the prospective employee has not previously been provided with a letter of release from his own employing agency.

4. Appointment and Entrance on Duty

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a. After the [redacted] have been carried out in accordance with the procedure outlined under CIC Administrative Instructions [redacted] and the applicant has qualified, the applicant will then be advised to report for duty to the Transactions and Records Section of the Personnel Division.

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b. At this time the employee's file will be obtained and checked to insure that the following forms are contained therein:
(1) Standard Form 57, Application for Federal Employment.
(2) Form 56-1, Personal History Statement
(3) Letter of Release (if transferred from another U. S. Agency)

c. The employee will be required to complete the following additional forms upon reporting for duty:
(1) Form 61A, Oath of Office, Affidavit and Declaration of Appointee.
(2) Form 57-24, Non-Strike Affidavit.
(3) Form W-4, Employees Withholding Exemption Certificate.

d. The employee will then be given a Form 38-2, Request for Credential and sent to the Security Division for any necessary indoctrination.

e. Upon completion of the above items, the employee will be sent by the Personnel Division to the Administrative Officer of the Office or Staff Section where he is to be employed.

5. Appointment Actions

The following documents will be prepared on each new appointee by the Personnel Division and distributed as indicated:

a. Standard Form 50, Notification of Personnel Action, is prepared in an original and 7 copies and distributed as follows:

- (1) 2 copies to Budget Section (After proper recording on position control cards, these copies are routed to the Pay Roll Unit for Pay Roll Action.)
- (2) 1 copy to Classification Section
- (3) 1 copy to Civil Service Commission
- (4) 1 copy for Personnel Journal (maintained in Transactions and Records Section and filed in monthly binders to form complete record of each action prepared)
- (5) 1 copy to Previous Organization (when employee has had previous government service and comes to Central Intelligence without a break in service)
- (6) 1 copy for Personnel Folder
- (7) 1 copy for Employee (This copy is transmitted to the Administrative Office of the employing Office or Staff Section for recording and then to the employee. This serves as the notification to the originating office of the approval and completion of the request for personnel action.)

b. GSC Form 2505, Retirement Record Card, is prepared and is forwarded to the Pay Roll Unit, Fiscal Section, attached to the Pay Roll copy of Form 50.

c. Form W-4, Employees Withholding Exemption Certificate, is prepared by the employee and attached to the Pay Roll copy of Form 50 for transmission to the Pay Roll Unit.

d. WD Form 76A, Service Record Card, is prepared for every new appointee and filed alphabetically in a visible card file. All later actions on the employee are posted to that card from Form 50.

PROMOTION AND CHANGES TO LOWER GRADE

1. Within-grade Salary Advancements

Salary advancements within grade are of two types:

a. Periodic pay increases made in accordance with the Federal Employees Pay Act of 1945 which provides increases for employees having 12 months continuous service in grades in which the compensation increments are less than \$200 per annum or 18 months continuous service in grades in which the compensation increments are \$200 or more per annum, providing:

(1) That no equivalent increase in compensation for any cause was received during such period;

(2) That an officer or employee shall not be advanced unless his current efficiency rating is "Good" or better than "Good";

(3) That the service and conduct of such officer or employee are certified by the head of the department or agency, or such official as he may designate, as being otherwise satisfactory.

b. Administrative increases given in rare cases for superior accomplishment or when justified by specific circumstances. The Federal Employees Pay Act of 1945 provides that, within the limits of available appropriations and as reward for superior accomplishments, additional within-grade compensation advancements may be made but any such additional advancements shall not exceed one step and no employee shall be eligible for more than one additional advancement hereunder within each of the time periods considered for periodic pay increases.

2. Promotion to Higher Grade

a. GIG employees will be promoted within the Agency to higher grades when such vacancies occur, subject to the following conditions:

(1) A vacant position of higher classification must exist.

(2) The individual must meet qualifications requirements of the position for which he is being recommended in accordance with the standards established by the Civil Service Commission or by GIG.

(3) Promotions of more than one grade higher than the grade held by the employee at the time of the request will not be recommended.

(4) The following table specifies the time in grade requirements which must be met prior to the initiation

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of action recommending a promotion:

P	SP	CAP	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	3 Months
	3	3	3	
	4	4	4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	9 Months
		8	9	
			10	
3		9		
		10		
4		11		
5		12		12 Months
6		13		
7		14		

b. Recommendations for promotions will be made on Form No. 37-3, which will include a statement that the requirements set forth above have been met.

c. No exceptions to the provisions of paragraph a. above will be granted without the specific written approval of the Director of Central Intelligence.

3. Change to Lower Grade

a. A change to lower grade may be made because of reclassification of position or because of failure of any employee to adequately carry out the duties and responsibilities of his assigned position. If an employee is assigned to a lower grade because of an "Unsatisfactory" efficiency rating he must be paid at a rate not in excess of the middle rate of the lower grade.

4. Routines and Records

a. No action is required on the part of Office or Staff Sections in effecting automatic within-grade salary increases of employees. The Personnel Division will maintain adequate records with respect to eligibility for within-grade increases and will effect necessary actions without any request from the Office or Staff Section. However, the current efficiency rating and conduct report must be on hand before any action is taken.

b. Requests for Promotions or Change to Lower Grade will be initiated by the Office or Staff Section concerned on Form No. 37-3, Personnel Action Request, processed by the Personnel Division, and after approval of the Chief, Personnel Division, the necessary action will be taken.

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TRANSFERS**CONFIDENTIAL****1. Transfers from other U. S. Agencies**

In effecting transfers of employees from other U. S. agencies, appropriate action will be made by the Personnel Division in accordance with the procedures outlined under "Recruitment" and "Appointment" (CIG Administrative Instructions _____.)

2. Transfers to other U. S. Agencies

Whenever an employee desires to transfer from CIG to another agency, he will notify his immediate superior far enough in advance (at least 15 days) to allow sufficient time to secure a replacement. The Office or Staff Section will refer the employee to the Personnel Division for arrangements regarding proper clearances, exit interviews, etc.

Upon completion of the transfer action, the Official Personnel Folder containing all documents of permanent record, except those confidential to CIG, will be forwarded to the new employing agency. The Personnel Division prior to transferring the Official Personnel Folder will extract all temporary records and all records which are confidential to CIG and will make a record on the employee's service card of the date of the transfer of the employee, the date of the transmittal of the Personnel Folder and the name and location of the agency to which transferred. Subsequent requests to CIG for information regarding an employee who has transferred to another agency will be forwarded for reply to the Agency to which the employee has transferred.

3. Transfers between Office or Staff Sections Within CIG

a. Personnel employed by or assigned to CIG will not be permitted to seek a position or assignment in another office of CIG without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer. An employee seeking reassignment will prepare a memorandum to the Chief, Personnel Division requesting that he be considered for reassignment to a position for which he is qualified. The request must be approved in the manner outlined above prior to submission to the Personnel Division.

b. Similarly, offices will not interview or seek the transfer of personnel assigned to other offices within CIG unless the individual presents such written permission to seek a new position or assignment.

c. In all cases a Form 37-3 will be initiated and forwarded to the Personnel Division by the Office or Staff Section to which the employee is being transferred.

~~4. Transfers Involving Change of Official Station~~**CONFIDENTIAL**

CONFIDENTIAL**4. Transfers Involving Change of Official Station**

The authority to transfer civilian employees from one official station to another and the payment and reimbursement of all expenses incident thereto including travel and the transportation of all household goods and effects and dependents of each employee has been delegated to the Chief, Personnel Division.

Whenever a change of official station of an employee is desired, the Office or Staff Section will make a request to the Personnel Division on Form 37-3 at the same time that a request for travel authorization is made on Form 34-5 or 36-23.

The Personnel Division, upon receipt of Form 37-3 will, after checking to ascertain that the transportation for the employee has been cleared, prepare a Transfer Letter Authorizing Permanent Change of Official Station. The letter will contain:

- a. Authority for the employee to change his official station and for the payment of the expenses incident thereto.
- b. Where applicable, authority for the employee to transfer his household goods and effects and to obtain reimbursement therefor.
- c. Where applicable, authority for the transportation of the employee's dependents and reimbursement therefor.
- d. In the case of permanent transfers to overseas stations, authority for the payment to the employee of quarters and cost of living allowance or special allowances or salary differential, where applicable.

The Transfer Letter Authorizing Permanent Change of Official Station will be prepared in an original and 5 copies and distributed as follows:

- Original to employee
- 2 copies to Fiscal (1 for Payroll and 1 for Travel)
- 2 copies to Transportation (1 for Transportation and 1 for Cargo)
- 1 copy to Personnel Files.

Further information regarding transfer of employees between official stations is contained in CIG Administrative Instruction

5. Details within CIG

a. Employees within CIG may be temporarily detailed to positions in the same line of work for limited periods to meet emergency work situations (for example, the detail of stenographers and typists from the stenographic pool will be made by the Procurement and Placement

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Section). Such temporary details may be made by responsible administrative officials and will not require the submission of Form 37-3, Personnel Action Request.

b. The detail of employees within CIG to higher grade positions or to positions in different lines of work are authorized by law without change of civil service or pay status up to a period of six months. On such details the using office will submit Form 37-3, Personnel Action Request to the Personnel Division, stating thereon the anticipated duration of such detail.

6. Details to CIG

Civilian employees from other government agencies may be detailed to CIG on a reimbursable or non-reimbursable basis. Upon selection of these individuals by a CIG Office, Form 37-3, Personnel Action Request, stating the duration of such details, will be submitted to the Personnel Division in the usual manner. Such detailed personnel will be subject to the same security requirements as permanent CIG personnel. In the case of reimbursable details the Personnel Division will provide the Fiscal Section, Finance Division with a copy of the basic agreement to enable the establishment of obligation.

7. Details out of CIG

Details of employees from CIG to other government agencies will not be made except in accordance with specially approved projects or upon specific approval of the Director or the Deputy Director in individual cases. Office or Staff Sections desiring to make such details will prepare a detailed explanation and justification which will be submitted to the Office of the Director for approval prior to making any actual commitments with respect to such details.

The Personnel Division will be responsible for effecting the details in accordance with applicable regulations.

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SEPARATIONS

1. Resignations

Upon an employee's decision to resign from the Agency, the Office or Staff Section will submit to the Transactions and Records Section Form No. 37-3, Request for Personnel Action, in triplicate. All copies of this form will bear the signature of the employee and will state the reason for resignation, and the reaction of the initiating and approving officer to the resignation. The Personnel Division then will make arrangements for pre-exit interviews and clearances and will process the separation action.

2. Transfer

Employees who have competitive status and who transfer to another government department or agency without a break in service will not be separated from CIG by resignation but by "Separation for Transfer." However, employees who are on an excepted appointment and who do not have competitive status will resign from CIG even though they are to be placed on the active rolls of another department or agency without a break in service. All accumulated leave will be transferred to that department or agency if the position is within the purview of the leave acts of March 14, 1936 as provided in the Federal Personnel Manual.

3. Retirement

The separation of all employees eligible for retirement under the terms of the Civil Service Retirement Act will be handled in accordance with instructions contained in Chapter R-6, Federal Personnel Manual.

4. Disqualification

An employee may be separated for failure to complete the probationary or trial period satisfactorily or because of information which, if known, would have disqualified the employee for the appointment. The Personnel Division will be notified of such conditions in writing and will proceed to separate the employee in accordance with applicable regulations.

5. Inefficiency

An employee may be separated for unsatisfactory performance of duties. In such cases the Office or Staff Section concerned will submit a memorandum to the Personnel Division giving full explanations and details. The Personnel Division will proceed in accordance with instructions outlined in Administrative Instruction [REDACTED]

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6. Completion of Work

Upon completion of a work assignment on which an employee is engaged, the employing Office or Staff Section will inform the Personnel Division on Form 37-3 as far in advance as possible, and request that the employee be separated or assigned to another position in the organization.

The Personnel Division will proceed either to effect a transfer of the employee to another position within the Agency or to process the separation action.

7. Expiration

An employee who is appointed for a specified or limited period will be terminated automatically at the end of the period specified in his appointment unless the Office or Staff Section initiates a request on Form 37-3 for a renewal or extension of the appointment.

8. Military Furloughs

Any Civil Service Employee of the CIG, except those serving in a temporary position within the meaning of the Selective Service Training and Service Act, who enters the armed forces is entitled to statutory restoration to his former position and can be placed on military furlough for the duration of his services with the armed forces.

An employee entering military service who desires to be placed on Military Furlough will be required to submit copies of military orders or any other substantiating papers to the Personnel Division. The Personnel Division will then issue the separation action in the usual manner.

9. Reduction in Force

An employee may be separated from the Agency because of lack of work or funds, abolition of position or agency, or reduced Budget Bureau personnel ceilings. Whenever it is necessary to separate an employee for any of these reasons, the Personnel Division in cooperation with the Office or Staff Section concerned will determine the employees to be terminated or retained in accordance with the preference regulations for Reduction in Force contained in Federal Personnel Manual - R.3.

10. Disability

An employee whose physical or mental condition renders him incapable of performing the duties of his position may be terminated by administrative action. The Agency will decide whether the employee's condition is of this nature, subject to the provisions of

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← Section 4 of the Veterans' Preference Act of 1944 in the case of preference eligibles.

11. Death

Termination of an employee's appointment by death requires formal separation action in order to clear the employee's records and to determine the appropriate persons to receive his unpaid salary, refunds, and credits, and to clear any indebtedness to the Government he may have had outstanding.

The employee's immediate superior should advise the Personnel Division immediately by the most expeditious communications facility of the death of the employee together with details as to time, place, cause and circumstances. Compensation Form C.A. - 2 should be submitted by the immediate superior as soon as possible in order that the Personnel Division and/or the General Counsel may make any necessary arrangements with the Bureau of Employee Compensation.

12. Adverse Report of Investigation

The continued employment of any employee, regardless of his civil service status, in a position in the Central Intelligence Group is conditioned upon the receipt of satisfactory report of investigation.

An adverse report of investigation which reveals that the employee is not satisfactory by reason of character or loyalty to hold a position with the government may be used as a basis for requesting separation of the employee.

13. Removal for Cause

An employee may be removed on charges of misconduct, delinquency or other disciplinary reasons covered in the Federal Personnel Manual, Chapter C 2, Conduct of Officers and Employees (See Administrative Instruction [redacted] - [redacted]).

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TRAINING**1. General**

It is the policy of the Central Intelligence Group to aid its employees in achieving effectiveness in their work through the development of skills and the acquisition of knowledge that will be of benefit to them in their present positions. The Training Section, Personnel Division is responsible for organizing and conducting courses of training for this purpose.

2. Indoctrination Courses

Immediately following the first week of employment in CIG all new employees will be required to attend a four hour Training Conference. Scheduling of conference attendance will be arranged by the Training Section and the individual employee will be notified of the time and place by the Administrative Officer of the Office or Staff Section in which he is employed.

3. Office-Skills Courses

a. Courses in Stenography and Office-Skills and Techniques will be conducted for the benefit of stenographic, clerical and administrative employees to enable them to obtain increased proficiency in their work.

b. Type of subjects to be covered

All subjects generally considered to be applicable to the development of office skill will be covered in the projected training. Specifically, subjects usually identified as such are: shorthand, speed-writing, typing, copy-reading, charts and graphs, English, composition, etc.

c. Eligibility for course training

All employees of CIG are eligible to receive training offered by the agency. In some cases, employees will be requested to take the training by their supervisors. These requests will be made by the supervisors for the following purposes: (1) increase of skill; (2) increase of production; (3) promotional value; (4) evaluation of employee ability.

4. Requests for Special Training Courses

Administrative officials who desire to have specialized courses of training conducted which they think will be of benefit to their program should submit a request to the Training Section, Personnel Division setting forth the following information: (a) number of

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employees to be trained, (b) type of training required; (c) benefits expected as a result of the training.

5. Counseling Service

a. Advice and assistance will be given to employees who desire to enroll in specialized training, special courses, or undergraduate and graduate training in universities.

b. The Training Section will also interview and advise employees who desire entrance into federal training programs, and will make final selections of applicants competing in the Federal Administration Intern Training Program.

6. Information about courses

Training schedules setting forth the types of courses to be conducted and the opening and closing dates, desired qualifications for interested applicants, and the procedure to be followed in enrolling will be issued at appropriate times. Specific queries may be directed to the Training Section, Personnel Division.

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HEALTH AND MEDICAL CARE

1. General

The Medical Section, Personnel Division is responsible for investigating and making recommendations concerning sanitary and health conditions in CIG buildings and installations in Washington, and for the operation of the CIG Dispensary.

2. Operation of the CIG Dispensary

a. Military Personnel

Military personnel and their dependents may receive medical and dental treatment, physical examinations and immunization shots at the Headquarters Dispensary.

The following type of treatment facilities are available at the Headquarters Dispensary for the treatment of military personnel and their dependents:

- (1) Consultation Room
- (2) Dental Clinic
- (3) General Treatment Room
- (4) Laboratory (For Clinical studies)
- (5) Pharmacy
- (6) Physio-Therapy
- (7) X-ray Room

b. Civilian Personnel

The Headquarters Dispensary will provide the following services for civilian employees of the CIG:

(1) Render treatment for illness or injury occurring to employees in line of duty. All injuries occurring to an employee, no matter how slight, should be reported to the Emergency Room.

(2) Make physical examination of all new employees reporting for duty, of employees prior to assignment to overseas duty, and immediately upon return from overseas duty.

(3) Give immunization shots to all civilian employees prior to overseas assignment.

c. Hours of Dispensary Service

The hours of the Dispensary conform to the regular office hours of the CIG in Washington, that is 0800 to 1630 Monday through Friday. The scheduled time for various types of treatment and service is as follows:

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Sick Call 0830 to 1000
 Dental Sick Call 0900 to 1000
 Immunizations 0900 to 1600
 Emergency Treatment - 0830 to 1630

3. Emergencies during Off-duty Hours

a. Military

Proceed in accordance with WD Memo No. 40-505-2 (See zoning map attached hereto).

b. Naval & Marine Corps

Report to Navy Dispensary, 18th St. and Constitution Ave. N.W.

c. Civilian

In cases of EXTREME EMERGENCY call Providence Hospital, TR-2000.

4. Medical Examination of Cafeteria Employees

Civilian employees of the GSI Cafeteria will be given an annual chest (X-Ray) examination at the Headquarters Dispensary.

5. Civilian Compensation - Injury in line of duty

a. All civilian employees of U. S. Government who sustain injury in line of duty are entitled to medical, surgical and hospital treatment by the Government in accordance with provisions of U.S. Employee's Compensation Act of 7 Sept. 1946 as amended. Treatment for such injury must be obtained from a U. S. Government Medical Officer and hospital if practicable, by physicians and hospitals designated by Bureau of Employee's Compensation, Federal Security Agency.

b. Any injury sustained by an employee should be reported ^t to his immediate supervisor within 48 hours on Form CA-1 (Employee's Notice of Injury etc.). This form together with supervisor's report prepared on Form CA-2 will be submitted to the CIG Office of General Counsel to be filed for reference in event of future claim of benefits.

c. It is important that reports of injury be made in the specified time. Failure to do so may result in disallowance of an employee's claim for compensation benefits.

d. Civilian employees who are injured in performance of duty while in the U.S., but away from Washington, D.C., should secure treatment at the nearest Government facility. The employee in such case should immediately notify his (her) superior in Washington who will contact the Office of the General Counsel.

e. Civilian employees injured while stationed at an overseas

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post should secure treatment at the nearest U. S. Government facility available. If such an employee is injured or becomes sick in performance of duty, the Chief of Mission shall make such arrangements for the patient's hospital care as are appropriate.

f. If injury results in incapacitation of the employee for a period of time and partial or complete disability and medical services or hospitalization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-4.

g. The Head Nurse (Rm. 1276 Que Bldg.) may be contacted for full information concerning an employee's rights under the Federal Compensation Act.

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EMPLOYEE RELATIONS

1. Grievances and Complaints

a. General

(1) It will be the responsibility of the Personnel Relations Section to advise on grievance matters, assist in the development of constructive day-to-day work relationships, and assemble information necessary to equitably resolve complaints and related problems. Conditions may arise which will result in dissatisfaction and resentment on the part of employees. A standard outlet must be provided for such problems, and to give employees an opportunity to seek adjustments. Employees will be encouraged to seek answers to any questions and solutions to any complaint or grievance without restraint, interference, coercion or reprisal.

(2) Administrative officials will advise supervisory personnel of their responsibility in making sure that all personnel are fully informed of their rights and privileges under these provisions.

(3) Appeals of efficiency ratings, decisions on the classification of positions, and involuntary separation during the probationary trial periods based on inability to perform the required duties, will not be subject to disposition under the Appeal Board provisions. Neither will this procedure be applied in making decisions on administrative actions involving suspensions, involuntary separations and removals.

(4) A complaint or grievance is usually an employee's expressed feeling of dissatisfaction with respect to his day-to-day work relationships, working conditions, or status of employment. Such problems or misunderstandings are personal to an individual employee, and their solution usually affects only the particular employee involved. A distinction between individual grievances and matters involving general issues which are generally considered by management or groups of individuals is necessary. Problems affecting general working conditions or matters which have broad application, involving general policy or administrative practices, are not appropriate for consideration under the grievance procedure. Requests and inquiries which do fall in the category of grievances, should be referred to the employee's immediate supervisor for disposition. Decisions and reasons for action taken should be given the employee promptly and in adequate detail.

b. Legal Authority

Executive Order No. 7916, dated 24 June 1938, provides that the Personnel Director shall establish a Grievance Procedure, subject to the approval of the head of the agency and the U. S. Civil Service Commission. The Director of Central Intelligence and the Civil Service Commission have approved the following procedure.

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c. Applications of Procedure

(1) This procedure will be applicable to all civilian employees who have complaints or grievances which are personal in nature.

(2) An employee who has completed his trial or probationary period and is being separated for inefficiency, will have the right to appeal under the Appeal Board Grievance Procedure.

(3) Employees who are terminated for cause, such as delinquency or misconduct, may exercise their right to appeal such removal under the Appeal Board provisions of this Procedure.

(4) An employee may not use the Grievance or Appeal Procedures as a delay in the applications of administrative action or decisions. This does not preclude hearings which will be afforded an employee prior to disciplinary action or administrative decision. Such hearings are separate and apart from the appeal rights of the Grievance Procedure.

(5) Employees against whom complaints or grievances are brought shall be given the same rights under this Procedure as those accorded the employee originating the complaint or grievance.

d. Steps and Channels

In order that prompt solutions of complaints and grievances may be given, the following table and steps in the Procedure are established for channeling grievance matters. It is assumed that intermediate supervision will be consulted and informed relative to action on cases involving employees under their general jurisdiction.

First Stage - Immediate Supervisor;
 Second Stage - Branch Chief;
 Third Stage - Assistant Director of Office; and
 Fourth Stage - Director, CIG

(1) First Stage - Immediate Supervisor

The employee shall first and always take up with his immediate supervisor, orally or in writing, any question, grievance, complaint, misunderstanding, or similar difficulty. He may be accompanied by an employee from his own office, who may serve as witness. The supervisor will allow the employee to state his case fully and will promptly and objectively investigate the situation. A brief record of the case will be kept by the immediate supervisor for his own information and for possible reference should the matter be referred to higher authority.

(2) Second Stage - Branch Chief

If the matter is not adjusted to the employee's satisfaction at the first stage and the employee desires to appeal, he will

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submit his case in writing through his immediate supervisor, who will forward the original to the Branch Chief, and a copy of the appeal to the Chief, Personnel Division, CIG. The Branch Chief will give the employee full opportunity to explain his problem personally. The employee may be accompanied by not more than two CIG employees of his own choice, who may be heard as witnesses. The Branch Chief will obtain all pertinent facts in the case by consulting with other persons concerned having knowledge of the circumstances. A written record will be maintained by the Branch Chief, including a statement of the grievance, the names of persons concerned, the names of those with whom the matter has been discussed, a summary of findings, and a statement of action taken. The employee will be informed in writing of action taken after full consideration has been given the case. A complete case record will be forwarded to the Chief, Personnel Division, and to the Personnel Relations Section.

(3) Third Stage - Assistant Director

If the matter has not been settled to the satisfaction of the employee at the second stage, he may address an appeal to the Assistant Director, CIG, in the Office concerned. The request will be forwarded by hand through the Branch Chief to the Chief, Personnel Division. The Chief, Personnel Division, will forward the appeal and case records to the Assistant Director of the Office. The employee's appeal will request that an impartial Advisory Appeal Board be established to hear his case, and will state the name of the person he selects for Board Member. Upon receipt of the request, the Assistant Director of the Office will name a Member to the Advisory Appeal Board and will immediately notify the Chief, Personnel Division, of such selection. The two members named will agree on and appoint, a third member, notifying the Chief, Personnel Division of such selection. If an agreement cannot be reached as to the selection of the third member, the Chief, Personnel Division, who automatically serves as chairman of the Advisory Appeal Board, but in a non-voting capacity, will select the third member to the Board. The Board, therefore, will consist of four Members, three of which will have voting status. Membership will be restricted to employees of CIG. The Chief, Personnel Division, will maintain absolute impartiality in his service on the Board. His responsibilities are to advise the Board as to proper procedures and regulations, to see that proper records are maintained, and to insure expeditious handling of the case.

The Chairman will convene the Board which will investigate the case promptly, review all pertinent papers and hear all persons, or receive such evidence as the Board, by majority vote, determines necessary. All members and the employee will be present when a hearing is held, and the employee will be given ample opportunity to present his case. He may be accompanied or represented by not more than two employees of his own choice from CIG. The employee will notify the Chairman of the Board in writing of the names of such representatives prior to the time of the hearing. The Chairman of the Board will make necessary arrangements for the complete recording of all proceedings

for administrative use. Upon request, this report will be made available to the employee. A written report, signed by the three members, and including a statement of findings and recommendations, will be submitted to the Assistant Director of the Office, but will give no indication of individual opinions or recommendations. If a complete agreement cannot be reached, a majority decision will be binding. The Assistant Director of the Office will render a prompt decision and will inform the employee of such decision in writing. If the employee is dissatisfied with this decision, he may appeal to the Director of Central Intelligence.

(4) Fourth Stage - Director of Central Intelligence

The employee will forward his written appeal to the Director of Central Intelligence, following the same procedure as outlined in the third stage. The Chief, Personnel Division, will act in the same capacity as outlined in the third stage. The Director will make a careful and impartial review of the records. If hearings are deemed necessary, the employee will be heard and may have representation. The written decision of the Director will be final and the case will be considered closed. Complete records of the case in all stages will be maintained in the Personnel Relations Section.

e. Conduct of Appeal Boards

Appeal Boards will conduct meetings in an informal manner. They will not function as a judicial or trial body. Appeal Boards will be established for the purpose of advising and assisting the appropriate authority in rendering a fair and unbiased decision based upon information and facts, and to advise the proper authority of findings and recommendations. The employee and witnesses may be subject to questioning. However, "cross-examinations" and technical "objection" to testimony by Board Members will not be tolerated. All proceedings relative to the Grievance Procedure will be carried out on official Government time and during the normal work day. Scheduled time off will not be granted the employee or his fellow-workers to prepare his case.

f. Time Limitations

Decisions at the first stage will be reached within three working days; at the second stage in not more than six working days; at the third and fourth stages in not more than ten days each. If for any reason the decision is delayed, the employee will be notified in writing of the delay, reasons for the delay, and the decision date. An employee will be allowed ten working days to appeal the decision rendered at the first, second and third stages. An appeal of separation or removal will be made within five working days from the time of the employee's receipt of the official notice of the action.

g. Expense and Travel

Travel or any other expenses which the employee, his representative or witnesses, might incur in connection with attendance

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EFFICIENCY RATINGS

Efficiency ratings are required by law and the uniform efficiency rating system promulgated by the Civil Service Commission, and followed by OIG, is an endeavor to carry out the intent and spirit of the law.

1. General

a. The law requires that efficiency ratings be taken into account in case of promotions, within grade salary increases, demotions, dismissals for inefficiency, and in determining the employees to be retained when a program of reduction in force is involved.

b. Aside from the legal aspect of efficiency ratings there are equally important reasons for periodically rating the work performance of employees. For example, efficiency ratings afford a means of educating supervisors in the necessity of observing the work of their employees and establishing fair and equitable standards of performance. Moreover, they provide supervisors with an opportunity of taking periodic inventories of the work performance of their employees and making objective evaluations thereof. Efficiency ratings are an aid in developing the employee in his position by making him familiar with the standards of work required in a position, and by informing him of how he measures up to those standards.

2. Types of Efficiency Ratings

a. Official Ratings

Official ratings will be those ratings which are required under the efficiency rating system and will be made on Standard Form No. 51 "Report of Efficiency Rating". There are three types of efficiency ratings: Regular, Probational and Special.

(1) Regular Ratings

Regular ratings will be prepared as of March 31 of each year for employees who have completed their trial period and who have worked in the agency at least ninety (90) calendar days in the grade of the position held on March 31, 1947.

(2) Probational Ratings

Official probational ratings will be made primarily to assist in determining whether employees who serve in probational periods should be retained or separated because of failure to qualify as part of the examination process. They will be made sixty (60) days prior to the end of such periods.

(3) Special Ratings

Special ratings will be prepared whenever it becomes necessary to effect an official action such as when an employee becomes eligible for a within grade salary increase and the employee concerned has no current efficiency rating on file.

b. Unofficial Ratings

Unofficial ratings will be prepared only as a basis for consideration for later official ratings. They may be made when ratings are desired more frequently than once a year for administrative purposes. Such ratings do not constitute a part of the employee's official record and will be retained and used solely by the officials of the Office or Staff Section preparing the rating. An employee may not exercise the right of appeal from such ratings.

3. Ratings and Reports

a. Rating Official's Responsibilities

Official ratings must reflect fairness and justice resulting from careful deliberation and sound judgment. Evaluations must be based only on the actual work performance of the employee over the entire rating period and not on any other considerations. Each element marking on standard Form No. 51 should reflect an honest evaluation of an employee's performance of his assigned duties.

b. Reviewing Official's Responsibilities

Efficiency ratings should be conscientiously reviewed and/or revised before submittal to the Efficiency Rating Committee for final review and approval. Each rating should be examined by grade and class to insure proper uniform application of standards. In cases of disagreement the reviewing official should confer with the rating official before making any changes in the element markings or the adjective ratings. Where agreements can not be reached the reviewing official will make the necessary changes in red ink without crossing out, defacing or erasing the marks of the rating official.

c. Efficiency Rating Committee

The Efficiency Rating Committee will act in a staff capacity for the Director of CIG and will be responsible for the administration of official ratings. In this connection it will perform the following functions:

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(1) The Committee will review each rating Form No. 51 to ascertain that the rating elements are properly selected and that the rating is the logical result of the element markings.

(2) The Committee will study the ratings to ascertain that rating standards and performance requirements are uniform insofar as practical. The Committee will confer with rating and reviewing officials when it is felt that individual or groups of ratings have not been properly prepared. Where reviewing officials fail to make justifiable judgments in ratings it shall be within the authority of the Committee to adjust the ratings accordingly.

(3) The Committee will assist the rating and reviewing officials whenever possible and its responsibility will extend throughout all offices whose employees are carried on the CIG payroll.

4. Report to and Inspection of Ratings by Employees

Notice of regular, probational and special ratings will be made on Standard Form No. 63 and a copy delivered to the employee. Under Civil Service Regulations employees may inspect their reports of efficiency ratings and will be so advised at the time they are informed of their ratings. Employees are permitted also to inspect the final ratings (but not the rating Form No. 51) for all employees in CIG.

5. Appeal Procedure

The Central Intelligence Group has a legally constituted Board of Review which passes on appeals from efficiency ratings. Although an employee who is dissatisfied with his efficiency rating may take his appeal directly to the Board of Review, he should be encouraged to follow administrative procedures in endeavoring to effect a change in his rating. In this connection appeals to the rating and reviewing officials and to the Efficiency Rating Committee shall constitute use of administrative channels.

a. Appeals to Rating and Reviewing Officials

The employee will first discuss his grievances with his rating and reviewing official who may if the circumstances justify amend the report of efficiency rating by informing the Efficiency Rating Committee in writing of any desired changes. The Efficiency Rating Committee will review the changes recommended and, if satisfactory, will issue an amended Notice of Efficiency Rating.

b. Appeals to Efficiency Rating Committee

Although the employee will not be required to discuss his grievances with his rating and reviewing official he should do so before taking the appeal to the Efficiency Rating Committee. In any event

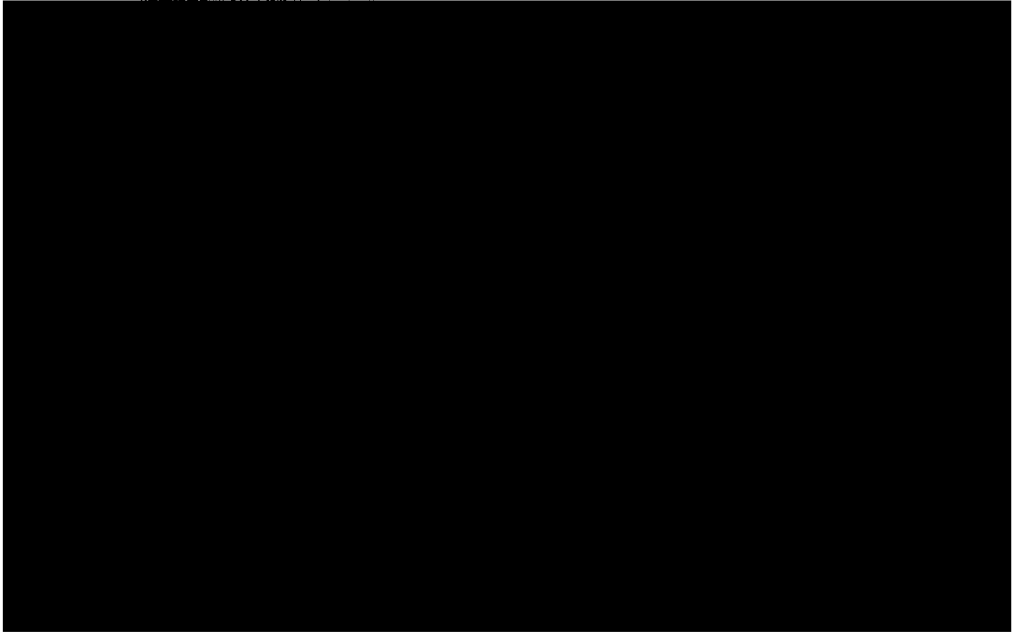
appeals to the Committee must be made within ten (10) days from receipt of Notice of Efficiency Rating. An employee must submit a written appeal to the Efficiency Rating Committee setting forth the reasons for appeal and whether or not he wishes to appear in person before the committee for an oral hearing. The Efficiency Rating Committee will obtain all necessary information and review all facts relating to the employee's efficiency and notify the employee of its decision within thirty (30) days of receipt of appeal. If a rating or reviewing official, during the course of the committee's deliberation, desires to initiate a change in the appellant's rating he will be permitted to do so.

c. Appeals to Board of Review

Although the employee is not required to appeal to the Efficiency Rating Committee he should be encouraged to do so before taking an appeal to the Board of Review. In any event, appeals must be made in writing within ninety (90) days of the date the notice of the rating was delivered to the employee. The efficiency rating technician in the Personnel Relations Section will advise employees of the procedure to be followed in taking appeals to the Board of Review. This information will be given to the employees with their notice of official efficiency ratings or upon their request.

d. Significance of Efficiency Ratings

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b. Salary Increase and Promotion

The Salary Advancement Act (automatic within grade increases under Public Law No. 200, as amended) provides for successive salary advancements based on several factors one of which is efficiency ratings. Ratings of "Good" or better permit periodic salary advancement by successive steps up to and including the top rate of the grade. Ratings of "Fair" do not permit salary advancement within the grade. In accordance with administrative policy employees whose efficiency ratings are "Fair" will not receive promotions unless the promotions involve reassignments to other lines of work for which the employees are more qualified.

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EMPLOYEE WELFARE

1. General

The purpose of the employee counselling program in CIG is to improve morale and efficiency by maintaining close contact between the personnel staff, operating officials, employees, and supervisors.

It will be the policy of CIG to recognize an employee's desire to talk over certain problems with someone other than his immediate supervisor and the "open door" principle will be in effect; a counsellor, who can be approached easily and on an informal and friendly basis, will be available at all times. Every effort will be made to facilitate the adjustment of the individual by helping him to understand his own difficulties on or off the job and to solve them by himself. The employee welfare program will provide needed information concerning interpretation of policies, programs, and regulations, and employees will be assisted in such matters as housing, transportation, medical care (Group Hospitalization) and financial problems.

Group instructions will be given to all new employees. However, additional explanation and interpretation of particular items are often necessary. Therefore a personal interview will be conducted with every new employee to insure that questions do not go unanswered.

2. Pre-Exit Interview

a. The purpose of the pre-exit interview will be to determine the facts surrounding the resignation of an employee in advance of the actual separation. In many instances a decision on the part of an employee to resign is the result of a misunderstanding or a lack of information regarding regulations, procedures and administrative policies. In a situation of this type an employee may have assistance from his superiors or an employee counsellor in making a final determination. A pre-exit interview will provide the employee with an opportunity to state his reasons for resignation or to discuss any problems which may have influenced his decision.

b. The office or staff section will prepare Form 37-3 two weeks in advance of the employee's separation. The reason for resignation, the reaction of the immediate supervisor and other responsible officials to such action will be fully outlined under "Remarks" on Form 37-3 which will be forwarded through Transactions and Records Section to the Personnel Relations Section. The employee concerned will be scheduled for a pre-exit interview and the Personnel Relations Section will proceed in the following manner:

(1) All facts concerning the reasons for separation will be obtained and if it appears that an undesirable employee relations situation exists the case will be investigated and recommendations for corrective measures will be made. Such action may result in the retention of a desirable employee.

(2) If the employee resigns, arrangements will be made for the employee's personnel folder to be forwarded to the Security Division four days prior to the date of separation. The folder will be returned to the Transactions and Records Section two days prior to the date of separation.

3. Exit-Interview and Final Clearance

All employees leaving CIG will be given an exit-interview by the Personnel Relations Section even though a pre-exit interview has been conducted. This interview will be given on the last working day or as near thereto as practical. The employee will be given an opportunity to state his reaction and express his feeling toward the Agency, his superior and his position. Questions concerning his civil service status, future employment or any other questions of a personal nature will be answered. The final clearance sheet will be initiated in the Personnel Relations Section simultaneously with the conduct of the exit-interview.

4. Recording Interviews

Form 37-13, Personnel Relations Interview Record, will be prepared and maintained for each interview given to provide a private and informal record of the employee's problem or interview. Postings will be made concerning the nature of the situation and action taken by the counsellor or any other person to whom the case has been referred.

5. Bulletin Boards

a. Bulletin boards located in all buildings in CIG will serve as an additional media for bringing information of general interest to the attention of employees. Information will not be placed on the Bulletin boards unless it has the approval of the Personnel Relations Section. Information will be placed on boards by

employees who serve as representatives of the Personnel Relations Section and who have the responsibility for maintenance of such boards in a current and orderly manner. Employees of CIG are encouraged to submit information which they feel will be beneficial to all personnel to their representatives, supervisors, administrative officials and the Personnel Relations Section for proper approval and posting.

b. Bulletin boards in CIG will carry civil service announcements, state society notices, announcements concerning plays, lectures and other cultural activities as well as courses of study and notices of recreational and social activities sponsored by recognized outside community organizations.

c. Periodic surveys to determine the adequacy, neatness and appearance of all bulletin boards will be made regularly.

6. Civil Service Announcements

a. In view of the fact that a large number of CIG employees are at this time vitally interested in acquiring competitive civil service status the Personnel Relations Section will establish means of informing employees of opportunities for acquiring competitive status and render advice in connection therewith.

b. The Civil Service Commission supplies the Personnel Division with a specified number of examination announcements. The heading of each announcement including position title, grade, salary, opening and closing dates, are placed on all bulletin boards. Complete information concerning each examination will be made available by administrative officers of offices and Staff Sections, and employees are encouraged to contact such officials for specific details. Employees desiring to take examination will complete Application Cards and Form 57, together with other material pertinent to the examination and will transmit such information to the Personnel Relations Section for forwarding to Civil Service Commission on or before the closing date of such examination, or they may submit the above direct to the Commission if they so desire.

7. Group Hospitalization

All employees are eligible to make application for membership in Group Hospitalization, Inc. One group opening will be held in December of each year at which time any employee may enroll. New employees may enroll at any time during the first sixty (60) days of their employment, and veterans, may enroll at any time within six (6) months after their discharge. Employees scheduled for overseas assignments must make premium at least one year in advance. Payments of regular subscribers must be made to the Group Treasurer the first pay day of each month or on the three following working days. The

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cost for a No. 1 subscriber contract (for self only) is sixty-five cents (\$0.65) per month; for a No. 2 subscriber - spouse contract (for self and spouse) \$1.50 per month; for a No. 3 subscriber - Family Contract (for self and members of family) \$1.75 per month. Hospital care up to twenty-one days in any contract year is provided, and there are many other liberal benefits. Additional information regarding the plan may be secured from the Personnel Relations Section.

8. Housing

The housing situation for CIG employees in Washington remains critical. All employees who have knowledge of present or future vacancies should notify the Personnel Relations Section. Many requests are made for rooms, apartments and houses and the Personnel Division will whenever possible aid employees in finding adequate housing.

9. Campaigns

It will be the policy of CIG to sponsor campaigns and drives for such charitable organizations as the American Red Cross, Community Chest, Infantile Paralysis Foundation and other worthy causes which have the approval of the Director of Central Intelligence. A chairman for each drive will be appointed by the Director, a vice chairman will be appointed by the Assistant Director of each CIG Office, and each vice chairman will select a sufficient number of key men to conduct the program.

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MILITARY PERSONNEL

1. Procurement

- a. The War Department will establish quotas of military personnel available for assignment to CIG.
- b. The Personnel Division will inform the War Department of qualifications and requirements of military personnel to fill authorized vacancies.
- c. Applications of qualified individuals nominated by the War Department will be referred by the Personnel Division to the appropriate Office or Staff Section on Form 37-9, Referral Sheet.

2. Assignment

- a. Upon selection of the proposed candidate, the Personnel Division will request assignment of the individual from the War Department.
- b. The Office or Staff Section desiring the services of the individual will submit Form 37-3, Personnel Action Request, in the same manner as for civilian appointments in CIG.

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c. Military personnel will be subject to the same security requirements as civilian employees of CIG.

d. No civilian appointments will be made to positions while such positions are occupied by military personnel.

3. Administration

a. All military personnel assigned to CIG will be transferred to Headquarters and Headquarters Detachment for administrative purposes.

b. Headquarters and Headquarters ^{Detachment} will be responsible for the maintenance of all records, reports, discipline, etc., of all army personnel in accordance with the applicable Army Regulations.

c. Requests for leave for military personnel should be approved by their section head (probably a civilian) and then forwarded to Headquarters and Headquarters Detachment for execution.

h. Transfer

a. When the services of military personnel are no longer necessary, Headquarters and Headquarters Detachment will report them to the War Department as surplus and will request further assignment for them. Upon receipt of such assignment, they will be relieved from duty at Headquarters and Headquarters Detachment, CIG, and will report to their new station as ordered.

b. Inquiries concerning any details regarding the administration of military personnel should be directed to Headquarters and Headquarters Detachment.

GENERAL**1. Purpose**

The purpose of this instruction is to establish uniform standards governing the method of preparation of all correspondence and official papers prepared in the Central Intelligence Group.

2. Security Precautions

Certain documents received by and prepared in the Central Intelligence Group must be specially safeguarded to prevent their falling into the hands of unauthorized persons. Correspondence and official papers containing such information are referred to as "classified" documents. The types or degrees of classification, in their order from the highest to the lowest, are entitled as follows:

TOP SECRET
SECRET
CONFIDENTIAL
RESTRICTED

Everyone concerned with classified documents must be thoroughly familiar with these terms and the basic requirements for the preparation, handling, and disposition of each type in accordance with the procedure outlined in CIG Security Regulations (CIG Administrative Instruction).

TYPOGRAPHIC STYLE

The following general rules applicable to typographic style shall prevail for letters, memoranda and official papers of CIG. For more complete and detailed rules, the U. S. Government Printing Office Style Manual should be used as a reference.

1. Capitalization

The fundamental principle underlying rules for capitalization in the English language is that proper nouns and proper adjectives are capitalized. The accepted authority in individual cases will be the U. S. Government Printing Office Style Manual (pages 15 to 46) and Webster's New International Dictionary.

2. Spelling

To avoid the confusion and uncertainty of the various authorities on spelling, Webster's New International Dictionary and the U. S. Government Printing Office Style Manual (pages 47 to 55) will be used as final authority. For geographic names, it is advisable to use the United States Postal Guide for those in the United States and its possessions and the International Postal Guide for the spelling of foreign geographic names.

3. Compound Words

Webster's New International Dictionary and the U. S. Government Printing Office Style Manual (pages 57 to 92) will be used as final authority.

4. Abbreviations

The nature of a document governs the extent to which abbreviations may be used. In the text of technical documents and in parentheses, footnotes, sidenotes, tables and bibliographies many words are commonly abbreviated. However, in ordinary text of correspondence and official papers, abbreviations are to be avoided, except where necessary to avoid distracting the mind of the reader by a repetition of long, cumbersome words, titles or phrases, but generally the first time a term is mentioned in the text, it should be written out in full.

The accepted forms of abbreviations are those listed in Webster's New International Dictionary and U. S. Government Printing Office Style Manual (pages 93 to 101).

5. Numerals

Arabic numerals will be used in preference to Roman numerals in numbering paragraphs, pages of correspondence, and official papers.

In writing numerals the rules and standards prescribed in the U. S. Government Printing Office Style Manual (pages 103 to 106) will be followed.

6. Code Names

Code names appearing in papers will be written in ALL CAPS and without quotation marks in the body of the text. Where a code name is used in an ALL CAP heading, the code name will also be written in ALL CAPS and will be enclosed in quotation marks.

Where the code name is used with the word "operation" either before or after it, the word "operation" will not be capitalized.

7. Punctuation

The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the writer's thought.

In individual cases Webster's New International Dictionary and the U. S. Government Printing Office Style Manual (pages 101 to 110) will be used as standard reference and accepted authority.

8. Tabular Work

The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way. The style given for text in other sections of this manual applies also to tables, unless deviation therefrom is made necessary by the form or purpose of the tables. Special features of tabular composition are set forth in U. S. Government Printing Office Style Manual (pages 111 to 122).

9. Division of Words

In dividing a word between two lines of the text, the syllabic division given in Webster's New International Dictionary should be followed.

10. Underlining

Underlining may be used to emphasize or call attention to words which are to be differentiated from other text.

11. Rough drafts

Rough drafts should be double spaced unless otherwise specified. The words "Rough Draft"; the capitalized initials of the dictator; followed by the initials of the typist in small letters; and the date of preparation should be typed in the upper right hand corner of the first page.

12. Copying

The word "Copy" should be written at the top center of the first page of any manuscript that is copied.

When a letterhead is copied the address should always be included.

To show that the original is signed, "/s/" should be written before a signature when it is being copied.

Any initials should always be copied.

If part of the text is apparently unintentionally omitted in the original, a short line should be made beneath a space to denote the omission in the copy. If a letter or figure is obviously wrong, a line should be made beneath it. An entire word should not be underlined but a question mark in parentheses should be placed after it and the question mark underlined.

Punctuation should be copied exactly as it is written unless there is an obvious typographical error.

An intentional omission of material should be indicated by three periods followed by normal punctuation, e.g., four periods if at end of sentence.

25X1A

PREPARATION OF MEMORANDA AND LETTERS

1. Style

Official correspondence prepared within the Central Intelligence Group, although varying in detail, will follow one of two fundamental types, i.e., Memorandum or Letter.

a. Memoranda

Memorandum form is used for all correspondence between organizational units and field installations of the CIG; to the President of the United States and members of the Executive Office of the President; and to the government departments, or officials thereof, that are components of the NIA, i.e., War, Navy and State Departments. The general style of memoranda is illustrated in Exhibit Nos. 2 and 3.

b. Letters

Letter form is used for correspondence from officials of the CIG to private persons and organizations, members of Congress and to officials of government departments and establishments other than those enumerated above. See Exhibit No. 1 for an illustration thereof. Detailed instructions governing the preparation of the two types of correspondence described above are set forth below.

2. Paper

Correspondence is written on 8 x 10 $\frac{3}{4}$ CIG letterhead except that:

- a. Standard Form No. 64 "Office Memorandum" is used for memoranda between officials within CIG in Washington.
- b. Where security or other considerations are such that CIG letterhead or "Office Memorandum" cannot be used, plain bond 8 x 10 $\frac{3}{4}$ paper is used.

3. Envelopes

CIG inter-office chain envelopes are used for transmitting correspondence between CIG offices in Washington.

CIG franked envelopes are used for routine correspondence to private persons and organizations in the United States where no special security considerations are involved.

When special security considerations are involved, plain envelopes are used.

Two envelopes are used whenever forwarding CONFIDENTIAL, SECRET, or TOP SECRET material outside CIG. The inner envelope shall be stamped with the classification of the document enclosed. The outer envelope is properly addressed without any notation as to the classification of its contents. (See Communications, Administrative Instruction [redacted] for complete mailing instruction.)

25X1A

The address on envelopes should be in block form and should correspond to the inside address. The physical position should be as follows:

To begin about 1/3 the length from the left edge and about 1/3 the depth from the top edge.

If an attention line is used in the communication, it should also be used on the envelope preferably between the name and the street address.

4. Number of Copies

The minimum number of copies required for correspondence going out of the CIG are:

- 1 original for dispatch
- 1 copy for Central Records
- 1 copy for files of originating office.

Where the letter or memorandum is prepared for signature of an officer outside the originating office two additional copies should be prepared as follows:

- 1 for files of signing official
- 1 for return to originating office with indication of date and signature.

Additional copies for information or courtesy purposes may be prepared as required.

For memoranda between officials within the CIG, no copies are made for Central Records, unless they contain matter of considerable importance from a policy or historical viewpoint.

5. Margins

The important thing to remember is that the memorandum or letter must look well on the page and that the right-hand margin must be neat and even and at least one inch. The left margin should be at least one and one-quarter inches and the bottom margin at least one inch.

6. Date

The form for date is day, month, year, as - 3 January 1945. In a standard form Memorandum, the date is placed opposite the "date" line.

In other memoranda, the date is placed about one inch from the top of the paper and set so that the last digit falls flush with the right margin.

In a letter, the date is similarly placed, i.e., about two to four spaces below the letterhead, the last digit of the year falling at the right margin.

In cases where the correspondence is signed by other than the originating officer, the date is left blank and is inserted by the signing official.

7. Address or Heading

In memoranda, the words "To," "From" and "Subject" appear at the head of the memorandum flush with the left margin and separated from each other by a double space. The appropriate information should be filled in opposite each heading. The designations following both the "To" and "From" headings are by title, and when the memorandum is addressed to an official outside the CIG, the name of the agency should be added.

The "Subject" should be stated as concisely as possible. The first letters of all words in the subject, except articles, conjunctions and prepositions, are capitalized.

For instructions relating to memoranda written on blank or letterhead paper, see Exhibit No. 3.

In letters, the address is set up in block form and placed three spaces below the date flush with the left margin. A double space separates the address from the salutation.

CONFIDENTIAL

The form of the address should generally be as follows:

- 1st line - Name of addressee (preceded or followed by title).
- 2nd line - Street address
- 3rd line - City and state

No punctuation is placed at the ends of the lines of the address unless abbreviations are used.

If an attention line is used in a letter, it should be centered on the page between the address and the salutation, separated from each of these items by a double space.

See Exhibit No. 1 for forms of address, salutation and complimentary close.

Where a long title follows a name it is placed on the second line and the street address, city and state, on the 3rd and 4th lines.

8. Salutation

No salutation appears on memoranda.

In letters, the salutation is placed to begin flush with the left margin, two spaces below the address, and two spaces above the text. See Exhibit No. 10 for forms of salutation.

9. Forms of Address, Salutation and Complimentary Close

Formal

In "formal" correspondence the forms of address, salutation and complimentary close as illustrated in Exhibit No. 10 will be used.

Informal

In "informal" correspondence the forms of address, salutation and complimentary close are largely a matter of personal preference and good taste and there is no absolute or fixed form which can be cited as being correct in all instances.

The informal style of address is similar to the formal except that honorary titles are sometimes dropped, or the name of the individual is used instead of, or in addition to, his title.

Some of the most common types of informal salutations are as follows: "Dear Mr. Doe," "Dear Mr. Secretary," "My Dear Mr. Doe," "Dear General Smith," etc.



"Very truly yours," is the correct complimentary close for either formal or informal letters. However, "Sincerely yours" or "Sincerely" may be used as a more intimate form. "Respectfully" or "Respectfully yours" is used in writing to the President of the United States.

10. Spacing

Correspondence is generally single spaced except in very short communications which may be double spaced. Paragraphs are separated by a double space, except that when the text is double spaced, the paragraphs are separated by triple spaces.

Memoranda to the President and officials of the Executive Office of the President are double spaced.

Periods are followed by a double space and other punctuation such as comma, semicolon, etc., by a single space.

11. Paragraph Indentations

In memoranda, paragraphs are numbered (with the exception of memoranda to the President of the United States) and uniformly indented five spaces. Sub-paragraphs are indented by placing the symbol under the first word of the text of the main paragraph, and bringing the margin out to align with the number of the main paragraph. Succeeding sub-paragraphs follow the same procedure. The sequence of symbols of numbering is Arabic, alphabetical, Arabic in parentheses, alphabetical in parentheses, Arabic underlined, etc.

Example

- 1. _____

- a. _____

- (1) _____

- (a) _____

Quotations and extracts consisting of one or more paragraphs will be indented the same as the preceding paragraph but will maintain an even margin for the entire quotation.

In letters, paragraphing is the same as in memoranda, except that the main paragraphs are not numbered.

12. Second and Succeeding Pages

The second and succeeding pages are prepared on plain bond paper and conform to the first page insofar as margins and paragraphs are concerned.

The top margin is $1\frac{1}{4}$ inches.

The number of the page is centered $\frac{3}{4}$ inches (about 4 spaces) from the top of the page and about $\frac{1}{2}$ inch above the text.

The last page should contain at least two lines of the body of the letter.

13. Complimentary Close

In memoranda there is no complimentary close.

In letters the complimentary close is usually a simple "Very truly yours" except where otherwise required. (See Exhibit No. 1.) It is separated from the body of the letter by a double space and begins at about the center of the page.

14. Signature

In a memorandum the typed signature is placed about four spaces below the text and slightly to the right of the center of the page. The name is typed in all CAPS and the title, which appears below the name, in small letters with initial caps.

In a letter the signature is similarly placed, except that it appears four spaces below the complimentary close.

15. Enclosures

A statement of the number of enclosures is placed at the left margin on the same line as the first line of the typed signature and a listing of the enclosures should follow, beginning on the next line and indented two spaces. (See Exhibit No. 1.)

16. Accompaniments under Separate Cover

Material sent under separate cover is enumerated at the end of the communication in the same manner as enclosures and listed as "Under Separate Cover."

The envelope containing the material sent under separate cover should have a reference to the letter by date and/or other identifying symbol where security will permit.

17. Identification Symbols

Identification symbols usually consist of the initials of the dictator, that of the stenographer, and any code symbols as may be required to identify the office originating the correspondence. They should be placed two spaces below the listing of enclosures on copies distributed within CIG only. The initials of the dictator and stenographer should always be used. Code symbols representing CIG offices may be used when desired but must be used when the correspondence is directed to the Director, Deputy Director or Executive Director or when the correspondence is for signature by any of these three officers. (See Exhibit No. 1.)

A list of the assigned codes follows:

AC	- Advisory Council
AED	- Assistant Executive Director
D	- Director of Central Intelligence
DD	- Deputy Director
ED	- Executive Director
PA	- Executive for Personnel and Administration
S	- Secretary, MIA
I	- Interdepartmental Coordinating and Planning Staff
OSO	- Office of Special Operations
ORE	- Office of Reports and Estimates
OCD	- Office of Collection and Dissemination
OO	- Office of Operations
OO/C	- Contact Branch, Office of Operations
OO/D	- Documents Branch, Office of Operations

STATSPEC

18. Distribution of Copies

A listing of the distribution of the copies is the last item on a communication. The listing of the copies appears in the lower left hand corner on all copies for distribution within the Agency and a check mark should be placed next to the particular destination on each copy.

19. Arrangement

Correspondence when ready for signature is arranged as follows:

- a. The outgoing correspondence, with all enclosures securely fastened together, is on top of the file. Correspondence will not be stapled.
- b. Material for distribution is placed underneath the outgoing material about one-half inch to the right; each separate destination is indicated by shifting the material therefor a further half-inch to the right.

- c. Incoming material or other pertinent material is placed in the same manner to the left and a tab or buck slip placed thereon for the destination of each item.
- d. If envelopes are provided, they should be placed flush with the outgoing material with the flap on top of the material on the left edge.
- e. A plain white tissue (or Control Sheet for Top Secret material) should cover the entire file which should be held together with a clip or clips.

25X1A

PREPARATION OF TELEGRAMS AND CABLES

1. Form

Telegrams and coded messages will be prepared by the originating office on Form 35-7 "Outgoing Classified Message" in an original only, which shall be prepared and routed as indicated in paragraph 8 below. (See also Exhibit No. 4.)

2. Date

The date will be inserted in the block entitled "Date" on Form 35-7 by the originating office at the time of preparation.

3. From

The name of the originating Office or Staff Section will be inserted on Form 35-7 in the box marked "From."

4. Address

The complete name, title and address or the exact cable or code address of the person to whom the message is being sent will be inserted in the box marked "Transmit To:" on Form 35-7.

5. Text

The text of the message will begin about two typewriter spaces below the double line on Form 35-7; will be blocked with margins $1\frac{1}{4}$ inches on the left and one inch on the right. The message will be in ALL CAPS and double spaced. Actual punctuation marks will be used in preference to writing out words such as "stop," "period," "comma," etc.

6. Signatures

Form 35-7 will be manually signed by the Originating Officer(s), Coordinating Officer(s), and/or Authenticating Officer(s) directly above their titles at the bottom of the form.

7. Classification

Telegrams will be sent in plain text only, as no facilities exist for sending classified telegrams over commercial lines.

Coded messages will be classified in accordance with the security of their contents and the classification will be stamped on Form 35-7 at the top and bottom in the boxes provided for that purpose.

8. Routing

After the necessary coordination and authentication has been secured, the message will be routed directly to the Signal Center, Communications Division for dispatch.

The Signal Center, after dispatching the message, will forward a confirmation copy of the message to officials concerned on Form 35-6.

9. Collect Telegrams

Only plain text domestic telegrams may be sent "COLLECT." To indicate that the telegram is to be sent collect, the words "SEND COLLECT" will be typed two spaces above the signature of the Originating Officer on Form 35-7.

10. Precedence

On coded messages the appropriate block will be checked to indicate whether the message is to be sent "Routine," "Priority," "Operational Priority," or "Urgent." The precedence will not be indicated on telegrams.

25X1A

PREPARATION OF OFFICIAL PAPERS

1. Types of Official Papers

a. Certain routine and periodic reports prepared by the CIG for general distribution will take varying forms depending on the particular reporting needs. Similarly, internal administrative reports and internal directives of the CIG will take specific forms varying according to the purpose of the document. The following instructions apply to the types of official papers, as listed below, which are to be formally presented to or before committees and to officials of other agencies.

(1) Minutes consist of the official records of proceedings of meetings of the NIA, CIG, IAB, official committees boards, etc. (See Exhibit No. 5.)

(2) Agenda consist of a list of items to be brought up for discussion at meetings of the NIA, CIG, IAB, official committees, boards etc. (See Exhibit No. 6.)

(3) Verbatim transcripts consist of official recordings of conversations at meetings. (See Exhibit No. 7.)

(4) Numbered Papers (See Exhibit No. 8.)

(5) Directives (See Exhibit No. 9.)

b. The exhibits mentioned above illustrate the style and format to be followed in preparing each of the above types of official papers.

2. Attachments to Official Papers

A document accompanying an official paper will be termed an "Enclosure." If there is more than one enclosure, the terms Enclosure "A," Enclosure "B," etc., will be used. Material that is to be enclosed in an Enclosure is labeled "Appendix" and, similarly, material enclosed in an appendix is titled "Annex," and an enclosure to an Annex is a "Tab." All references to attachments should appear in the text of the main paper. Attachments will follow the same general format as the official paper to which they are attached.

3. Final Preparation

The Secretary, N.I.A. will put into final form, without changing the text unless authorized by the originator, all papers prepared for consideration by the NIA or IAB.

CENTRAL INTELLIGENCE GROUP

2430 E STREET NW.
WASHINGTON 25, D. C.

1 September 1948

Mr. William W. Williams
76 York Street
Richmond, Virginia

Dear Mr. Williams:

General or routine letters to private persons, organizations, or similar destinations should be written on CIG letterhead, 8 x 10 $\frac{1}{2}$, in an original and minimum of 2 copies, plus any other copies required in a particular instance. The margins should be set to give the letter a "framed picture" appearance, generally 1 $\frac{1}{4}$ inches on the left and at least 1 inch on the right and bottom. The text should be single spaced except in very short letters where double spacing may be used.

The date is placed, as shown above, about 4 spaces below the letterhead and ending at the right margin. The inside address appears 3 spaces below the date and the salutation 2 spaces below the address.

Paragraphs are separated by a double space and the first line of each paragraph is indented 5 spaces. The complimentary close appears 2 spaces below the last line of the letter starting in the center of the paper and the typed signature is placed 4 spaces down; the name is shown in all caps and is centered with respect to the complimentary close, as is also the title which is indented in small letters.

Enclosures, initials, and distribution of copies follow the form shown below.

Very truly yours,

Enclosures: 3

1. XXXXXX
2. XXXXXX
3. XXXXXX

JOHN SMITH
Chief, Personnel Division

(PA: ABC/xyz
(
TYPED ON
COPIES ONLY- (c.c.: 1 - Mr. Smith - file
(1 - Central Records
(1 - Mr. Jones - file

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Communications Division

DATE: 1 September 1946

FROM : Chief, Procedures Unit

SUBJECT: Format for Memoranda

1. Where Standard Form 64 is used, the format presented herein should be followed. The date, titles, and subject are inserted in the spaces provided.

2. Please note that the paragraphs are numbered. When subparagraphs are necessary, the indentations illustrated below are followed:

a. The symbol is placed to align with the first word of the text of the main paragraph, and the next line is brought out flush with the symbol of said paragraph.

(1) Any further indentation follows the same principle. Please note the sequence of symbols. 1, a, (1), (a), 1, a, etc.

3. The remainder of the memorandum follows exactly the same format as a letter except that no complimentary close appears. See Exhibit No. 1 for illustration of Initials, Enclosures and Distribution.

JOHN SMITH
Chief, Procedures Unit

CENTRAL INTELLIGENCE GROUP

2430 E STREET NW.
WASHINGTON 25, D. C.

1 September 1946

MEMORANDUM FOR: CHIEF, COMMUNICATIONS SECTION
DEPARTMENT OF STATE

SUBJECT: Correspondence Procedures

1. When plain paper or letterhead is used in preparing a memorandum, the date is placed one inch from the top or the last line of the heading respectively, the last digit aligning with the right margin. The heading MEMORANDUM FOR: is placed at the left margin about three spaces below the date. A double space is left for the subject which is written directly under the title of the addressee in small letters with initial caps.

2. The body of the text should begin about 4 spaces below the heading, and as in other types of correspondence, single spacing is generally used. However, to give the paper a more balanced appearance, double spacing may be used when the text is unusually short as in this illustration.

3. With the exceptions mentioned above, this type of memorandum follows the same outline as shown in Exhibit No. 2.

JOHN SMITH
Chief, Signal Center
Central Intelligence Group

CENTRAL INTELLIGENCE GROUP

DATE: 1 SEPTEMBER 1946	ROUTINE	OPERATIONAL PRIORITY
FROM: SUPPLY SECTION	PRIORITY	URGENT
TRANSMIT TO: JOHN JONES 21 MAIN STREET NEW YORK CITY, NEW YORK	<u>P L A I N T E X T</u> (CLASSIFICATION)	

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

T E L E G R A M

SHIP TWO DESKS, FOUR STENO CHAIRS, THREE FILE CABINETS, SIX EXECUTIVE CHAIRS. RUSH. GBL FOLLOWS.

JAMES SMITH
CENTRAL INTELLIGENCE GROUP

/s/ James Smith

JAMES SMITH

/s/ John Doe

JOHN DOE

ORIGINATING OFFICER(S)

COORDINATING OFFICER(S)

AUTHENTICATING OFFICER(S)

CLASSIFICATION

FORM NO. 35-7
OCT 1946

(1343)

CONFIDENTIAL

I.A.B. 100th Meeting

CENTRAL INTELLIGENCE GROUP

INTELLIGENCE ADVISORY BOARD

Minutes of Meeting held in Room 5132
on Monday, 10 June 1946, at 2:30 P.M.

25X1A

MEMBERS PRESENT

ALSO PRESENT

SECRETARIAT

Note: Actual size of paper
8 $\frac{1}{2}$ x 14

CONFIDENTIAL
IAB 100th Meeting

CONFIDENTIAL

1. FIRST SUBJECT OR TITLE OF FIRST PAPER DISCUSSED

In reply to a question by Colonel Blank, Mr. ROE said that
XX

Mr. WILLIAMS said that Mr. Roe had handled the matters. XX
XX

LIEUTENANT WILLIAMS said that XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX

THE INTELLIGENCE ADVISORY BOARD:-

Agreed that XX
XX

2. SECOND SUBJECT OR TITLE OF SECOND SERIES OF PAPERS DISCUSSED

Mr. WILLIAMS said that XX
XX

Mr. RICHARDS concurred.

After further discussion,

THE INTELLIGENCE ADVISORY BOARD:-

Agreed:

a. That XX
XX

(1) XX
XX

(a) XX
XX

(b) XX
XX

Note: ALL CAPS are used for speakers' names.
Text is single spaced.
Double space for paragraphs.
Triple space for subjects.

Note: Actual size
of paper
8 1/2 x 14

I.A.B. 100th Meeting

CENTRAL INTELLIGENCE GROUP

INTELLIGENCE ADVISORY BOARD

AGENDA

For the Meeting to be held in Room 5136
[REDACTED]
on Monday, 10 June 1956, at 1430

25X1A

1. SUBJECT OF FIRST PAPER TO BE CONSIDERED
(References)
Comments
2. SUBJECT OF SECOND PAPER TO BE CONSIDERED
(References)
Comments
3. SUBJECT OF THIRD PAPER TO BE CONSIDERED
(References)
Comments

25X1A

[REDACTED]

Acting Secretary, I.A.B.

Note: Actual size of paper
8 1/2 x 14

CONFIDENTIAL

CONFIDENTIAL.

CIG/IAB 25th Meeting

1 April 1946

INTELLIGENCE ADVISORY BOARD

Transcript of Meeting held in Room 100

on Friday, 1 March 1946 at 1230

25X1A

MEMBERS PRESENT

Colonel William Black, USA
Mr. Richard Roe
Mr. John Doe

ALSO PRESENT

Lieutenant Henry Gray, USN
Mr. William Williams

Mr. Dick Richards
Mr. Bob Robbins

SECRETARY

Mr. John Brown

Note: Actual size of
paper-8 $\frac{1}{2}$ x 14

CONFIDENTIAL

25X1A

1 February 1946

CENTRAL INTELLIGENCE GROUP

25X1A

TITLE OF THE PAPER

References: [REDACTED]

Note by Director of Central Intelligence

1. [REDACTED]
- a. [REDACTED]
- b. [REDACTED]
2. [REDACTED]

Note: actual size of
paper $8\frac{1}{2}$ x 14

JOHN DOE

SECRETARY

ENCLOSURE "A"

THE TITLE OF THE PAPER

1. XX
 XX.

2. Paragraph heading

a. XX
 XX.

b. XX

Note: Actual size of paper
 8 1/2 x 14

Note: The enclosure, appendix, annex, or tab designation is
 written in the lower right-hand corner of the page, on
 the same line as the page number.

25X1A



CONFIDENTIAL

NIA DIR.

1 March 1946

NATIONAL INTELLIGENCE AUTHORITY

DIRECTIVE

TITLE OF THE DIRECTIVE

Reference: OIG Memorandum 5 February 1946

Note by the Secretary

XX
XX
XX

25X1A

Note: Actual size of
paper $8\frac{1}{2}$ x 14



ACTING SECRETARY, N.I.A.

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
The President	The President The White House	Dear Mr. President; Respectfully yours,
Secretary to the President	The Honorable (full name) Secretary to the President The White House	Dear Sir; Very truly yours,
Secretary to the President with Military Rank	Major General (full name) Secretary to the President The White House	Dear Sir; Very truly yours,
Members of the Cabinet	The Honorable The Secretary of State	Dear Sir; Very truly yours,
Post Office Department	The Honorable The Postmaster General	Dear Sir; Very truly yours,
Department of Justice	The Honorable The Attorney General	Dear Sir; Very truly yours,
President of the Senate	The Honorable (full name) President of the Senate	Dear Sir; Very truly yours,
Committee Chairman United States Senate	The Honorable (full name) Chairman, Committee on (name) United States Senate	Dear Sir; Very truly yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Senator	The Honorable (full name) United States Senate	Dear Sir: Very truly yours,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives	Dear Sir: Very truly yours,
Committee Chairman House of Representatives	The Honorable (full name) Chairman, Committee on (name) House of Representatives	Dear Sir: Very truly yours,
Representatives	The Honorable (full name) House of Representatives	Dear Sir: Very truly yours,
Head of independent Office	The Honorable (full name) Administrator, Federal Security Agency	Dear Sir: Very truly yours,
Head of agency subordinate to department or independent office representative	The Honorable (full name) Governor, Farm Credit Administration Department of Agriculture	Dear Sir: Very truly yours,
The Public Printer	The Public Printer Government Printing Office	Dear Sir: Very truly yours,
Director of the Bureau of the Budget	The Director Bureau of the Budget	Dear Sir: Very truly yours,
The Comptroller General	The Comptroller General of the United States	Dear Sir: Very truly yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
President of a board	The Honorable (full name) President Board of Commissioners of the District of Columbia	Dear Sir: Very truly yours,
President of a commission	The President of the United States Civil Service Commission	Dear Sir: Very truly yours,
Chairman of a Board	The Chairman of the Railroad Retirement Board	Dear Sir: Very truly yours,
Chairman of a commission	The Chairman of the Interstate Commerce Commission	Dear Sir: Very truly yours,
The Chief Justice	The Chief Justice The Supreme Court	Dear Sir: Very truly yours,
Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court	Dear Sir: Very truly yours,
Governor of state	The Honorable The Governor of (State) (City, State)	Dear Sir: Very truly yours,
Mayor	The Honorable (full name) Mayor of the City of (Name) (City, State)	Dear Sir: Very truly yours,
Mother superior of a parochial school	Mother Superior (Order if used) (Institution) (Street address) (City, State)	Dear Mother Superior: Very truly yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Doctor, president of a college or university	Full Name, Degree President (Institution) (Street address) (City, state)	Dear Sir: Very truly yours,
Dean of a school	Dean (Full name) School of (name) The University of (name) (City, State)	Dear Dean (surname): Very truly yours,
Professor	Full name, Degree (Name of school) (Street address) (City, State)	Dear Sir: Very truly yours,
Physician	Full name, M.D. (Street address) (City, State)	Dear Sir: Very truly yours,
Lawyer	(Full name), Esquire (Street Address) (City, State)	Dear Sir: Very truly yours,
Other civilians	Mr. (full name) Mrs. (full name) (or) Miss (full name) (or) (or) Messrs. (full name) (or) (or) Mesdames (full names) (or) (or) Misses (full names) (or) (Street address) (City, state)	Dear Sir: Dear Madam: Dear Madam: Dear Sirs: Dear Mesdames: Dear Mesdames: Very truly yours,
To a Corporation	Name of Company Incorporated (Local address)	Dear Sirs: Very truly yours,

ADDRESS	LETTER ADDRESS	SALUTATION AND CLOSE
An American Ambassador	The Honorable (Full name), American Ambassador London, England	Dear Sir: Very truly yours,
An American Consul General, Consul or Vice Consul	Full Name, Esquire American Consul General Paris, France	Dear Sir: Very truly yours,
To the Librarian of Congress	The Librarian of Congress	Dear Sir: Very truly yours,
To a General of the Army	Full Name, U.S.A. General of the Army War Department	Dear Sir: Very truly yours,
To an Admiral	Admiral (full name) U.S.N. Chief of Naval Operations Department of the Navy	Dear Sir: Very truly yours,
Catholic Cardinal	His Eminence John Cardinal Doe Archbishop of New York	Your Eminence: Respectfully yours,
Catholic Archbishop	The Most Reverend John Doe Archbishop of Baltimore	Most Reverent Sir: Respectfully yours,
Catholic Bishop	The Most Reverend John Doe Bishop of Sacramento	Most Reverend Sir: Respectfully yours,
Catholic Monsignor (higher rank than below)	The Right Reverend Monsignor John Doe	Dear Monsignor: Respectfully yours,

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ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Catholic Monsignor	The Very Reverend Monsignor John Doe	Dear Monsignor: Respectfully yours,
Catholic Priest	The Reverend John Doe (Church) (City, State)	Dear Reverend Sir: Very truly yours,
Protestant Episcopal Dean	The Very Reverend John Doe Dean of Washington Cathedral	Very Reverend Sir: Very truly yours,
Methodist Bishop	The Very Reverend John Doe Methodist Bishop	Very Reverend Sir: Respectfully yours,
Other clergymen	The Reverend John Doe, or The Reverend John Doe, D.D. (if entitled to a degree)	Reverend Sir: Very truly yours,
Jewish Rabbi	Rabbi John Doe, or The Reverend John Doe Local address	Dear Sir: Very truly yours,

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CIG MANUAL OF ADMINISTRATIVE INSTRUCTIONS

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COMMUNICATIONS

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GENERAL**1. Purpose**

The general purpose of this instruction is to acquaint the personnel of CIG with the various types of service provided by the Central Records Section, Services Division, and to set forth procedures governing the routing, handling, and filing of official CIG documents by Office and Staff Section personnel.

2. Organization and Functions

a. The Central Records Section, Services Division, Administration and Management Branch, is responsible for:

(1) Establishing and operating a central mail room and a messenger and courier system for routing communications within, into, or out of the Agency.

(2) The maintaining of records and the establishment of controls on all incoming and outgoing documents.

b. The following organizational units have been established under Central Records Section to accomplish the functions enumerated above:

- (1) Central Mail Unit
- (2) Distribution Unit (including Central Files)
- (3) Information Distribution Unit
- (4) Special Distribution Unit

3. Terminology

The following definitions, while not necessarily complete from a technical point of view, explain the meanings of certain terms as they are used in this instruction:

a. Document: any official paper, correspondence, pamphlet, book, publication, writing, or other instrument, whether classified or unclassified, which conveys information.

b. Classified Document: any document which requires security grading, i.e., TOP SECRET, SECRET, CONFIDENTIAL, or Restricted, to indicate the degree of precaution necessary for its safeguarding. The classification is determined in accordance with the standards outlined in Security Administrative Instruction [REDACTED].

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- g. Registered Document:** a TOP SECRET, SECRET, or CONFIDENTIAL document, or a Restricted cryptographic document or device, carrying a register number, a short title, and instructions to account for it periodically. (A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purpose only.) In the absence of the required markings, as enumerated above, documents will not be reported upon. Documents will be registered only when it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. (Officers authorized to originate and/or issue TOP SECRET, SECRET, or CONFIDENTIAL documents, and Restricted cryptographic documents, will designate as "registered" only such documents as they deem necessary in the interest of national security.)
- d. Intelligence Information:** "raw" information received from collecting agencies which has not been evaluated by the Office of Reports and Estimates, CIG.
- e. Intelligence Material:** intelligence documents which have been fully evaluated by the Office of Reports and Estimates, CIG, and are published for CIG.
- f. Depository:** the file to which a document, after having been used and/or acted upon, is sent for permanent retention, or where excess copies of intelligence documents are stored.
- g. Messenger:** a person who is assigned the duty of transmitting documents classified up through SECRET within a building occupied by CIG.
- h. Courier:** a person who is assigned the duty of transmitting documents classified up through SECRET between buildings of CIG and between CIG and other government agencies.
- i. TOP SECRET Courier:** an officer or specifically designated civilian who has been authorized to transmit TOP SECRET documents within and between buildings of CIG, and between CIG and an outside agency.

OFFICIAL DEPOSITORIES FOR COMMUNICATIONS

1. General

- a. The Central Records Section, Services Division, designates official depositories for all administrative documents except cables, cryptographic documents and devices.**
- b. The Office of Reports and Estimates designates official depositories for all intelligence documents.**

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2. Depository for Intelligence Documents

The official depository for all intelligence documents will be the Reference Branch of the Office of Reports and Estimates.

3. Depository for Administrative Documents

Central Files, Distribution Unit, Central Records Section, Services Division, and/or Office or Staff Message Centers will be the official depositories for all incoming and outgoing administrative documents other than those classified TOP SECRET which will be deposited in the Special Distribution Unit, Central Records Section.

4. Depository for Extra Copies of Intelligence Documents

Surplus copies of CIG-produced intelligence documents classified SECRET or below will be stored in the Information Distribution Unit, Central Records Section. Intelligence documents classified TOP SECRET will be stored in the Special Distribution Unit.

5. Depository for Inactive Files

a. Any Office or Staff Section having documents on file which are inactive or of no further value in connection with current operations will report the fact to:

(1) Reference Branch, ORE, if the documents are intelligence matter of any security classification.

(2) Central Files, Distribution Unit, Central Records Section, if the documents are administrative matter classified below TOP SECRET.

(3) Information Distribution Unit, Central Records Section, if the documents are ~~administrative matter~~ or surplus copies of CIG-produced intelligence classified ^{below} TOP SECRET.

(4) Special Distribution Unit, Central Records Section, if the documents are administrative matter or surplus copies of CIG-produced intelligence classified TOP SECRET.

b. When notified of an inactive file, the appropriate branch or unit will send a representative to survey material and arrange for proper disposition and storage.

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USE OF CIG INTER-OFFICE CHAIN ENVELOPE**1. General**

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a. When Used

Offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification traveling within the CIG Messenger and Courier System to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelope

Each Office Message Center as well as pick-up and delivery points within Offices will, upon request to Central Records Section, Services Division, be furnished with a supply of inter-office chain envelopes.

c. Delivery of Mail

All mail delivered by a Messenger or Regular Courier to an Office Message Center or a pick-up and delivery point within an Office will be contained in CIG inter-office chain envelopes. Where mail is classified SECRET or CONFIDENTIAL the responsible individual at a delivery point will remove attached Receipt Form 35-16 from the inter-office chain envelope, sign, and return signed receipt to the Messenger or Courier. Normally, chain envelopes containing Restricted or unclassified mail will bear no receipt.

2. Dispatching of CIG Documents in Inter-Office Chain Envelopesa. Additional Wrapping Not Necessary

Offices of CIG will dispatch outgoing inter-office mail (and that intra-office mail which is destined for a segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate inter-office chain envelope will be prepared for each office to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation, for example:

FROM: OCD TO: ORE (Attn: Mr. Blank)

In all instances room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is

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completely worn out. If an office accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Messenger or Courier serving the office.

c. Mail Transmitted Outside CIG

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Documents to be transmitted outside CIG will be routed in the inter-office chain envelope to the Distribution Unit, Central Records Section. (For detailed instructions covering the handling and routing of outgoing documents see [redacted])

d. Transmitting CONFIDENTIAL or SECRET Documents

The CIG inter-office chain envelope, when used to transmit CONFIDENTIAL or SECRET documents, will be sealed with one CIG gummed label and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from Central Records Section. Under no circumstances should scotch tape be used to seal the inter-office chain envelope.

e. Transmitting Unclassified or Restricted Documents

The CIG inter-office chain envelope, when used to transmit only unclassified or Restricted material, need not be sealed in any manner, but the envelope flap should be pushed inside.

f. Inter-Office Chain Envelope Numbering and Receipting Systems

Each Office Message Center and each designated pick-up and delivery point within an office will initiate its own numbering series for inter-office chain envelopes, the contents of which are classified SECRET or CONFIDENTIAL. This number will consist of the month expressed in number and the next unused consecutive number, e.g., if the first envelope is dispatched in June, the number would be 6-1; if the tenth envelope is dispatched in July, the number would be 7-10. Since the second number is the identifying envelope number, it would continue in numerical sequence until the end of the calendar year. Thus, if 320 envelopes containing SECRET or CONFIDENTIAL documents have been dispatched as of December 31, the last one would be numbered 12-320. At the beginning of the next calendar year, a new series would be initiated, the first envelope in January of the new year being numbered 1-1. This office envelope number will be placed in the office of dispatch column, before the name in the "From" column. The number appearing on the envelope will also be placed on the attached Receipt Form 35-16.

Receipt Form 35-16 to be attached to inter-office envelopes containing SECRET or CONFIDENTIAL documents will be prepared in the CIG receipt book in duplicate. Receipt Form 35-16 is in triplicate in the receipt book; however, only two copies are to be used and no attention is to be paid to the colors of the copies used. The third copy has a special use in isolated circumstances. The original copy of the receipt

will be stapled to the envelope. The preparing office will retain the carbon copy of the receipt for its records. This copy will be signed by the Messenger or Courier who picks up the chain envelope. The number appearing both on the Receipt Form 35-16 and the inter-office chain envelope will be noted in the office log opposite the individual papers transmitted in the inter-office chain envelope. This will provide a record of the documents in any one envelope.

g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

3. Operation of Courier and Messenger System

a. Courier Pick-Up and Delivery

Central Records Section, Services Division, will provide offices with pick-up and delivery Courier Service from and to appropriate points located in different buildings. An inter-office chain envelope containing SECRET or CONFIDENTIAL documents, after being signed for by a Regular Courier on Receipt Form 35-16, will be delivered to the appropriate building and Office Message Center. The appropriate individual in the Receiving Office Message Center will remove and sign the original copy of Receipt Form 35-16 attached to the chain envelope and return receipt to Courier. The Central Mail Room will maintain a file of all completed receipts for location purposes. The Courier transmittal of a Restricted or unclassified document to a location in another building is accomplished in the chain envelope without regard to the use of Receipt Form 35-16.

b. Messenger Pick-Up and Delivery

Central Records Section, Services Division, will provide offices with pick-up and delivery messenger service from and to appropriate points within the same building. The delivery of a chain envelope to any office located in another building will be made by Regular Courier as indicated above.

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CIG MESSENGER AND COURIER SERVICES

1. The Central Records Section, Services Division, will provide each Office and Staff Section of CIG with Messenger and Courier service as follows:

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a. TOP SECRET Couriers

TOP SECRET Couriers will be used to transmit TOP SECRET documents between individuals and buildings of CIG and between CIG and outside agency.

b. Regular Couriers

Regular Couriers will be used to transmit documents classified SECRET or below between buildings of CIG and between CIG and an outside agency.

c. Messengers

Messengers will be used to transmit documents classified SECRET or below between individuals and offices located in the same building, but will not carry documents between buildings. Certain messengers, however, may be used to transmit unclassified or Restricted documents between CIG and an outside agency.

d. Operation of Regular Courier and Messenger Service

See [REDACTED]

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LOGGING AND ROUTING OF ADMINISTRATIVE DOCUMENTS, OTHER THAN CABLES,
CLASSIFIED BELOW TOP SECRET

1. Incoming

a. The Central Mail Unit will:

(1) Receive, open, and time-stamp each document entering CIG and route each administrative document to the Distribution Unit, Central Records Section, Services Division. (The only exception to this procedure is an incoming pouch document addressed to OSO which, after being properly recorded, will be routed unopened to the Office of Special Operations.)

b. The Distribution Unit will:

(1) Assign CIG control number.

(2) Assign file classification number.

(3) Prepare CIG Form 35-1 in multiple copies, assigning a suspense date by which time correspondence must be answered; establish a follow-up system on suspense dates.

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(4) Prepare a Consolidated Receipt, CIG Form 35-3, for each receiving Office or Staff Section Message Center and insure the proper return of this receipt for filing.

(5) Route documents to the Office or Staff Message Center.

c. The Office or Staff Message Center will:

(1) Sign and return CIG Form 35-3 to Distribution Unit.

(2) Check document against copies of CIG Form 35-1 which are attached to each document.

(3) Withdraw Office Message Center Copy of CIG Form 35-1 and indicate thereon the particular office sub-division to which the document will be routed.

(4) File CIG Form 35-1 by the CIG control number appearing in the upper left-hand corner of the Form.

(5) Route document to appropriate Receiving Office.

d. The Receiving Office will:

(1) Record document in any appropriate log which will enable that office to account for all documents received by it for action or as a matter of interest.

(2) Return document to Central Files, Distribution Unit, for permanent filing after it has served its purpose.

(3) If the document must be retained permanently in the receiving office, remove the copy of CIG Form 35-1 attached to it, note the name of the office of retention thereon, and return it to Distribution Unit.

2. Outgoing

a. The originating office will:

(1) Check document and envelopes for correct preparation in conformance with CIG Administrative Instruction No. [REDACTED].

(2) Address envelopes.

(3) Insure that a receipt (CIG Form 38-15) has been prepared and is attached to all documents classified CONFIDENTIAL or above.

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(4) Insure that a copy of the document is attached to be withdrawn by Distribution Unit and forwarded to Central Files for permanent record. The Central Files copy will have attached to it, when circumstances require, a memorandum for record, or all buck slips, inter-office memoranda, and notes which have preceded the preparation of the document.

(5) Attach a CIG Form 35-11 if a special method of dispatch is desired, i.e., "Air Mail," "Registered," "Special Delivery," "Pouch," etc.

(6) Record the document in the office of origin log and dispatch it to the Office or Staff Message Center in accordance with inter-office chain envelope procedure (see Section 403).

b. The Office or Staff Message Center will:

(1) Check to see that an adequate number of copies of the outgoing document has been prepared.

(2) Insure the adequacy of the memorandum for record on the Central Files copy of the document.

(3) Check to see that adequate envelopes and receipts have been prepared for use of Distribution Unit.

(4) Assign each document a number preceded by the authorized abbreviation or symbol for the Office or Staff Section. This number will be placed above the return address on the outside envelope.

(5) Record the document in appropriate log and forward document to Distribution Unit in the inter-office chain envelope.

(6) Get in touch with Distribution Unit to determine the cause of delay if a copy of CIG Form 35-1 for each outgoing document has not been received within twenty-four hours after its release.

c. The Distribution Unit will:

(1) Check the document to see that it is properly prepared.

(2) Assign a CIG control number.

(3) Assign a file classification number and indicate cross-references.

(4) Prepare CIG Form 35-1.

(5) Forward to Office or Staff Message Center one copy of CIG Form 35-1 as assurance that the document has been dispatched.

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(6) Forward the document after it has been properly recorded and sealed to the Central Mail Unit for actual dispatch.

d. The Central Mail Unit will:

(1) Determine from notations on CIG Form 35-11, if attached, what special handling has been requested for the document, and handle in that manner if possible.

(2) Prepare and maintain all records and receipts for envelopes of classified documents.

(3) Effect delivery of document to proper transmitting agency.

e. Sealed Documents

If for security reasons outgoing documents are to be sealed in the office of origin and the contents are not to be seen by processing personnel, the originating Office will:

(1) Seal the envelopes, placing on the outside envelope a number, preceded by the authorized office abbreviation or symbol, for the use of Central Mail Unit in recording the envelope.

(2) Attach Form 35-11 indicating whether document is to travel through classified or unclassified channels and any special handling requested.

(3) Dispatch to Central Mail Unit via Office Message Center.

f. Pouch Documents

Documents to be dispatched by pouch from CIG to destinations outside the District of Columbia through Courier or similar service will be processed in the same manner as any other outgoing document (see Section XXXX). Documents from OSO intended for dispatch to locations outside the District of Columbia will be delivered already wrapped to the Central Mail Unit, for recording and forwarding through proper transmitting channels.

3. Inter-Office

a. Office or Staff Message Center Procedures

It is the responsibility of the Office or Staff Message Center to keep adequate records of all inter-office handling and routing of documents. Channeling of documents through Central Records will not be required in inter-office exchanges. The system for recording inter-office documents will be developed to fit the needs of each office, the

only requirements being that, at all times, the Office or Staff Message Center will be able to account for the disposition of both incoming and outgoing documents and appropriate security precautions are observed. The log used for recording outgoing documents may also be used for recording all types of inter-office documents.

b. Filing of Inter-Office Documents

Inter-office documents which obviously are of no permanent value will not be forwarded to Central Files for retention. The determination of the value of inter-office documents will be made either by the originator or the final recipient. Inter-office documents will be forwarded to Central Files if they:

(1) Contain valuable background information which will supplement the information contained in the memorandum for record on the Central Files copy of outgoing mail.

(2) Contain information supplementing a published directive or order.

(3) Concern a subject of permanent value either from a policy or a historical viewpoint.

c. Transmittal of Inter-Office Documents

Documents traveling between offices will be forwarded through the Messenger and Courier System in chain envelopes (see Section [REDACTED], except TOP SECRET which will be handled either by TOP SECRET Courier or TOP SECRET Control Officer.

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LOGGING AND ROUTING OF INTELLIGENCE INFORMATION, OTHER THAN CABLES, CLASSIFIED BELOW TOP SECRET

1. Incoming

a. The Central Mail Unit will;

(1) Open and route all intelligence information received in CIG to the Information Distribution Unit, Central Records Section, Services Division. The only exception to this procedure is incoming pouch material for OSO which, after being properly recorded, will be routed unopened to the Office of Special Operations where it will be acknowledged by signed receipt.

b. The Information Distribution Unit will:

- (1) Assign a CIG control number.
- (2) Assign a file classification number.
- (3) Record the document on CIG Form 35-2.
- (4) Deliver each document to the proper representative of the Reading Center, OCD, where the distribution to be accorded the document will be determined.
- (5) Make necessary records of distribution as indicated by the Reading Center on CIG Form 35-2 and withdraw Central Records copies of such Forms.
- (6) In the case of ORE, attach three copies of CIG Form 35-2 to copies of reports going to that Office.
- (7) Prepare Consolidated Receipts (CIG Form 35-3) for all documents and insure the proper return of this Receipt from the office of address.
- (8) Dispatch each document to appropriate Office or Staff Message Center.

c. The Office or Staff Message Center will:

- (1) Check documents against enclosed Consolidated Receipt (CIG Form 35-3) which it will sign and return to Information Distribution Unit.
- (2) Record receipt of documents in an appropriate log.
- (3) In the case of ORE, check the documents against the copies of CIG Form 35-2 attached to each document.
- (4) In the case of ORE, withdraw the three Message Center copies of CIG Form 35-2 and indicate thereon the particular subdivision of ORE to which a document is to be routed. The three copies of CIG Form 35-2 will then be filed as follows: one by CIG control number, one by source, and the remaining one by subject.
- (5) Dispatch documents to receiving offices and record disposition in an appropriate log.

d. The Receiving Office will:

- (1) Record receipt and disposition of documents in an appropriate log.

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(2) In the case of ORE, maintain record of documents on Form 38-2 supplied the receiving office by ORE Message Center.

2. Outgoing

Since CIG at the present time distributes little intelligence information to outside agencies appropriate instructions for its handling will be announced when and if the need arises. At the present time outgoing intelligence information is processed exclusively by the Information Distribution Unit, Central Records Section.

3. Inter-Office

Intelligence information documents traveling between offices will be processed in the same manner as administrative material (see Section [REDACTED]), i.e., through the Messenger and Courier system in chain envelopes. Complete records will be maintained in dispatching and receiving offices.

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PROCESSING OF TOP SECRET DOCUMENTS

1. General Information

a. Transmittal of TOP SECRET Documents between Offices and Divisions of CIG

Transmittal of TOP SECRET documents between Offices and Executive Staff Divisions will be accomplished by a TOP SECRET Courier, e.g., from ORE to GO; from Services Division to Finance Division, A&M Branch. It is permissible within CIG, however, for one Assistant TOP SECRET Control Officer to deliver a TOP SECRET document to another Assistant TOP SECRET Control Officer, the necessary receipt being obtained, provided Central Records, Services Division, A&M Branch, is informed of such change of responsibility.

b. Transmittal of TOP SECRET Documents between Units

Transmittal of TOP SECRET documents between units of an Office or Executive Staff Section will be effected by the Assistant TOP SECRET Control Officer of the Office or Staff Section concerned. When an Office or Staff has personnel in several different buildings, it is permissible to request a TOP SECRET Courier to effect deliveries between buildings.

c. TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13)

The TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13) will not be removed from a TOP SECRET document until the document

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is destroyed, downgraded, or dispatched outside of CIG. However, when a document is so treated, the particular disposition is noted on the TOP SECRET Signature Record and Cover Sheet and the sheet is sent to Special Distribution Unit to be filed. This sheet will serve as a cover to a TOP SECRET document and will provide a record of all individuals who have had access to the document. Each individual who uses or processes a TOP SECRET document, will affix his signature to the sheet and indicate thereon date and time of receipt. When releasing material to another authorized individual, he will affix his initials and indicate date and time of release.

2. Incoming

a. Special Distribution Procedures

All TOP SECRET documents, administrative or intelligence (except cables, and documents pertaining solely to the Office of Special Operations), shall be delivered initially to Special Distribution Unit, Central Records Section, Services Division. (Any member of CIG who receives a TOP SECRET document from an outside source in a manner which has by-passed Special Distribution Unit will report the fact to Special Distribution Unit as soon as possible in order that the document may be properly processed.)

b. The Special Distribution Unit will:

- (1) Assign CIG control number to each document.
- (2) Assign CIG file classification number.
- (3) Log document.
- (4) Staple a TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13) to document.
- (5) In the case of administrative documents, determine the routing to be given each document and make appropriate notations on all records and CIG Form 38-13.
- (6) In the case of intelligence information, pass the document to a specifically designated member of the Reading Center, CCD, for determination of distribution.
- (7) Make a record of the recommended distribution after the document returns from the Reading Center.
- (8) Prepare a Document Receipt (CIG Form 38-16) for each document.
- (9) Route each document to appropriate Office or Staff Section Message Center.

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c. The Office or Staff Section Message Center will:

(1) Check document against the Document Receipt Form 38-16 which it will sign and return to Special Distribution Unit through the Messenger-Courier system.

(2) Record document in a TOP SECRET log. (A suggested log sheet that may be used is CIG Form 38-14.)

(3) Insure that the Signature Record and Cover Sheet on each document is initialed by everyone examining or handling the document within the Message Center.

(4) Request its Assistant TOP SECRET Control Officer to deliver the TOP SECRET document to the receiving office where the document will be acknowledged by signature in the Message Center TOP SECRET log. An optional procedure will be to have the document delivered to the receiving office by a TOP SECRET Courier, in which case the Courier will sign for the envelope containing the document and make delivery to the Receiving Office where Document Receipt Form 38-16 will be signed and returned to the Office Message Center.

d. The Receiving Office will:

(1) Sign for the document in the Message Center TOP SECRET log if delivered by Assistant TOP SECRET Control Officer; or, sign and return Document Receipt Form 38-16 if delivered by TOP SECRET Courier.

(2) Enter the document in a TOP SECRET log.

(3) Insure that each person handling or examining the document enters his name, initials, and dates of handling on the TOP SECRET Signature Record and Cover Sheet.

(4) In case it receives permission to downgrade or destroy the document, remove the Signature Record and Cover Sheet, note the particular action or disposition at the bottom of the Sheet, and forward the Sheet through the Office or Staff Section Message Center to Special Distribution Unit, Central Records Section, Services Division.

(5) If the document is intelligence material, forward it to the Reference Branch, ORE, for permanent retention in the TOP SECRET files of that office. Here the Signature Record and Cover Sheet will be removed after notation has been made thereon that the document has been filed, and the Sheet returned to Special Distribution Unit through the Office or Staff Section Message Center.

(6) If a document is of special administrative nature, forward it with Signature Record and Cover Sheet still attached to Special Distribution Unit for file.

3. Outgoing

a. General

A TOP SECRET document prepared in an office will be processed in the following manner:

b. The originating office will:

- (1) Check to see that it conforms to CIG correspondence and/or Security regulations.
- (2) Insure that security classification has been properly affixed with appropriate authority indicated for the classification.
- (3) Prepare Receipt Form 38-15 to be attached to the document.
- (4) Prepare two envelopes, the smaller to be stamped with the TOP SECRET classification.
- (5) Attach a TOP SECRET Signature Record and Cover Sheet, Form 38-13, to the document.
- (6) Assign to the document a number preceded by the authorized initials or symbols of the preparing office and enter in the TOP SECRET log.
- (7) Deliver the document to the Office or Staff Message Center and receive a signature receipt in the TOP SECRET log of the originating office. If the originating office is in a different building from that of the Office or Staff Message Center, a TOP SECRET Courier should be called and a sealed envelope given him containing the document, the Receipt Form 38-16, the prepared envelopes, the Signature Record and Cover Sheet, and a Document Receipt (Form 38-16), the latter for execution by the Assistant TOP SECRET Control Officer of the Office or Staff Section Message Center. The originating office will require a receipt from the TOP SECRET Courier for the sealed envelope and its contents.

c. The Assistant TOP SECRET Control Officer will:

- (1) Sign for the document in the TOP SECRET log of the originating office, or open the sealed envelope delivered by the TOP SECRET Courier and execute the CIG Document Receipt (Form 38-16) which will be returned to the originating office.
- (2) Record the document in the TOP SECRET log of the Office or Staff Message Center. Special care must be taken to insure that each person handling or processing the document executes the attached Signature Record and Cover Sheet.

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(3) Check to see whether the document has been correctly prepared, properly signed, and receipt and envelopes attached for use of Special Distribution Unit, Central Records Section.

(4) Deliver the document to the Special Distribution Unit and receive in his TOP SECRET log a signature receipt therefor; or, as an optional procedure, enclose the document (to which will be attached a Document Receipt, Form 38-16) in a sealed envelope and call a TOP SECRET Courier. The TOP SECRET Courier will sign a receipt for the envelope and its contents and make delivery to Special Distribution Unit.

d. The Special Distribution Unit will:

(1) Sign for the document in the TOP SECRET log of the Assistant TOP SECRET Control Officer making the delivery; or, if the material has been delivered by TOP SECRET Courier, sign the envelope receipt and the enclosed Document Receipt (Form 38-16), the former to be retained by the Courier and the latter to be returned to the appropriate Office or Staff Section Message Center immediately.

(2) Record the document on the standard record slip (Form 35-1), one copy of which will be returned to the Message Center of origin.

(3) Insure that a Receipt Form 38-15 has been prepared, as well as the envelopes necessary for the dispatch of the document.

(4) Insure that the Signature Record and Cover Sheet has been properly executed by personnel in Special Distribution Unit who have handled or processed the TOP SECRET document.

(5) Remove the Signature Record and Cover Sheet noting thereon the disposition which is to be made of the document.

(6) Remove and file the Central Files copy of the document.

(7) After preparing necessary envelope records, determine the correct channel for the transmittal of the document and deliver it thereto.

4. Inter-Office

a. The Originating Office will:

(1) After checking a document for correctness, security classification, and authorization for such classification, make proper record in the office TOP SECRET log.

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(2) Attach a TOP SECRET Signature Record and Cover Sheet, Form 38-15, to the document and indicate on the second line of the Cover Sheet the name of the first person to whom the document will be sent.

(3) Deliver the document to the Assistant TOP SECRET Control Officer of the Office or Staff Message Center and secure his signature in a TOP SECRET log; or, as an optional procedure, enclose the document (to which will be attached a Document Receipt, Form 38-16) in a sealed envelope and call a TOP SECRET Courier. The TOP SECRET Courier will sign a receipt for the envelope and its contents and make delivery to the Assistant TOP SECRET Control Officer of the Office or Staff Message Center.

b. The Office or Staff Section Message Center will:

(1) Sign for the document in the TOP SECRET log of the originating office; or, if delivered by TOP SECRET Courier, sign the envelope receipt and enclosed Document Receipt, Form 38-16, the former to be retained by the Courier and the latter to be returned to the originating office.

(2) Enter the TOP SECRET document in the Message Center TOP SECRET log.

(3) Insure that each person who handles or processes the document executes the Signature Record and Cover Sheet.

(4) Deliver the document by Assistant TOP SECRET Control Officer to the receiving Office or Staff Section Message Center and have the Assistant TOP SECRET Control Officer of that Office sign for the document in the originating Office or Staff Section Message Center log; or, will send the document in an envelope covered by a receipt by TOP SECRET Courier to the receiving Message Center, insuring that a Document Receipt, Form 38-16, is enclosed for execution and return by the Assistant TOP SECRET Control Officer of the receiving Message Center.

c. The Receiving Message Center will:

(1) Sign for the document in the TOP SECRET log of the originating Message Center; or, sign the envelope receipt and enclosed Document Receipt, Form 38-16, the former to be retained by the TOP SECRET Courier and the latter to be returned to the originating Message Center.

(2) Record the document in its TOP SECRET log.

(3) Insure that each person who handles or processes the document within the Message Center executes the Signature Record and Cover Sheet.

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(4) Deliver the document to the receiving office by Assistant TOP SECRET Control Officer who will obtain a signature receipt in the TOP SECRET log of the Message Center. If the receiving office is in another building, it will be necessary to deliver the document by TOP SECRET Courier, the customary receipt being obtained. Upon receipt of the document, the receiving office will sign Document Receipt, Form 38-16, and return it to the Message Center.

d. The Receiving Office will:

(1) Sign the TOP SECRET log of the Assistant TOP SECRET Control Officer; or, if the document has been delivered by TOP SECRET Courier, sign the envelope receipt and the Document Receipt (Form 38-16), the former to be retained by the TOP SECRET Courier and the latter to be returned to the Message Center.

(2) Record the document in its TOP SECRET log.

(3) Insure that each person who uses or handles the document executes the TOP SECRET Signature Record and Cover Sheet.

5. Outgoing TOP SECRET Intelligence

a. General Instruction

All CIG-produced TOP SECRET intelligence documents will be distributed by the Special Distribution Unit, Central Records Section, Services Division. Upon receipt of such documents for distribution, Special Distribution Unit will supply the originating office with a Consolidated Receipt (CIG Form 35-3) for all copies. It will then distribute the documents in accordance with existing security regulations.

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TELEPHONE SERVICE

1. General

a. The CIG Telephone Switchboard is operated on a 24-hour day, 7-day week basis. The telephone number is Executive 6115.

b. Official telephone extensions in CIG are to be used for the transaction of official business. Pay station telephones are provided in the corridors of buildings for use of individuals in making personal calls.

2. Directory Service

a. A CIG telephone directory is published periodically to furnish telephone information on personnel of CIG, Government

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Dial Codes, miscellaneous numbers frequently used, and general information relating to the use of the dial telephone. Telephone directories contain classified information and as such must not be removed from CIG premises without permission from the Security Division.

b. It will be the responsibility of each Office or Staff Section to forward to the Chief, Services Division, attention, Chief Operator, up-to-date rosters of personnel, notices of changes in extensions, and information concerning deletions, in order that an accurate, current directory may be maintained.

c. Employees may call Extension 431 to obtain an extension not listed in the directory, or any other telephone information.

3. Long Distance Calls

a. Authorized long distance calls of an official nature may be made through the CIG switchboard facilities by calling the Long Distance Operator (Dial 81).

b. Each Office or Staff Section will furnish the Chief Operator with a list of the officials authorized to approve long distance telephone calls and no long distance calls will be placed unless approved by such officials.

c. Long Distance calls should be of as short duration as possible and should be made only when the business to be transacted is of such urgent nature that special mail or telegraph facilities would be inadequate, or when circumstances dictate the necessity for personal communication. When practicable, long distance calls will be made station-to-station rather than person-to-person. CIG switchboard and telephone facilities are not to be used for placing long distance calls of a personal nature. If, under emergency conditions, these facilities are used for personal calls the Fiscal Section, Finance Division, will collect from the user the commercial rate of the call, plus Federal Excise Tax.

4. Repair or Other Telephone Service

Requests for necessary telephone installations, repairs, or other related service will be communicated to the Chief Operator.

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TRANSPORTATION

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GENERAL

1. Purpose

The purpose of this instruction is to assign the responsibility and establish the routines for processing the transportation of CIG employees, their immediate families and/or household goods and effects, and the transportation of official supplies and equipment.

2. Functions and Responsibilities

a. The Transportation Section, Services Division, will be responsible for:

(1) Arranging all transportation for CIG civilian and military personnel, including movement of immediate families and household effects where permanent change of station is involved, procuring hotel, air and rail reservations, arranging travel itineraries, issuing Transportation Requests; securing, for overseas travel, necessary theater clearances, passports and visas, necessary air priorities for traveler and any excess baggage, reservations of space, and briefing of traveler.

(2) Arranging for shipment overseas of supplies and equipment including preparation of necessary shipping and related documents; maintaining close liaison with U.S. Despatch Agents, Ports of Embarkation, Office of the Chief of Transportation - U. S. Army, and Air Transport Command for obtaining space reservations.

(3) Providing motor transportation for civilian and military personnel on official business in and around the District of Columbia; maintaining a garage for repair, storage and assignment of all vehicles in the Motor Pool.

b. The traveler, the Office or Staff Sections concerned, and various other officials and administrative divisions will be responsible for certain other functions connected with transportation as discussed throughout this instruction.

3. Forms Used

Listed below are forms or other documents used to request and authorize transportation, together with a brief statement as to the initiation and purpose of each:

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a. Form No. 34-6, Travel Request, is initiated by the sponsoring office or Staff Section to request domestic travel for an employee and is the basis on which the Transportation Section executes a Travel Order.

b. Form No. 34-4, Travel Order, is executed by the Transportation Section to direct the travel of the employee at government expense, and is the basis on which the employee may claim reimbursement for expenses incurred in connection therewith.

c. Form No. 36-23, Request for Overseas Transportation, is initiated by the sponsoring office or Staff Section to request overseas travel of the employee and is used to secure all required clearances. It is also the basis on which the Transportation Section arranges transportation for the employee.

d. Transfer Letter Authorizing Permanent Change of Official Station is executed by the Chief, Personnel Division to establish the fact that the transfer is to the interest of the government, and constitutes the basic authority by the agency for the transport of the employee, his immediate family and household goods and effects. The form must be executed prior to the date actual transportation begins, and must contain all basic authorizations to be granted inasmuch as subsequent amendments cannot be made for the purpose of granting additional authority.

e. Length of Service Agreement by Employee is executed by an employee going overseas to indicate his agreement to remain at an overseas place of employment for a minimum period of twenty-four months and serves as the basis for authorization or disapproval of travel from overseas points to the United States at government expense.

f. Form No. 36-27, Request for Movement of Family and/or Household Effects, is initiated by the employee to request the movement of his family and/or household effects in connection with his change of official station, and to provide particulars thereof. The original and one copy are forwarded to the Transportation Section to be used as a basis for arranging the transportation of the family. In the case of overseas transfer, a copy is retained by the Transportation Clearance Officer to be used, at the proper time (See section [redacted] as a basis for requesting the Cargo Unit, Transportation Section to ship the employee's household goods.

g. Form No. 36-4, Request for Overseas Shipment of Cargo, is initiated by the Transportation Clearance Officer of the Office or Staff Section concerned to request the Cargo Unit, Transportation Section to proceed with the movement of the employee's household goods or personal effects.

h. Form No. 36-5, Request for Pick-Up and Delivery, is initiated by the Transportation Clearance Officer to furnish specific information to the Cargo Unit, Transportation Section as to location at which the pick-up of the household goods and personal effects should be made.

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4. Information for Traveler

Basic information relating to travel is contained in the standardized Government Travel Regulations, an amended, and Bureau of the Budget Circular A-7, Revised. Information covered by those basic instructions is not reproduced in this manual. The following paragraphs set forth administrative policies and information pertinent to travel.

a. Per Diem

Per diem in lieu of subsistence will be allowed as authorized by the Travel Order, Form 34-4. Maximum rates are \$6.00 per day for travel within the continental United States and the rates prescribed in Budget Circular A-7 for travel outside the United States. The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than 24 hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed upon departure from official station in afternoon and return on the same day prior to 6:00 P.M. or for any absence not exceeding three hours. The following charges will be paid by the traveler from his per diem allowance: meals, lodgings, buses, laundry, tips and fares in rooms, personal use of room during absence, telegrams and telephone calls respecting hotel accommodations, fees and tips, cleaning and pressing of clothing, transportation between places of lodging, or where meals are taken and pieces of luggage.

b. Leave While in Travel Status

(1) If leave of absence of any kind begins or terminates within traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time; otherwise traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 A.M. of the day on which actual service is resumed. Leave of absence wholly within a day for half or less of the prescribed working hours will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed for that day.

(2) The effect of sick and/or annual leave upon the continuity of traveler's domicile at temporary post of duty shall be administratively determined upon the circumstances surrounding the leave, and final authority for such determination will rest with the Certifying Officer, Fiscal Section, who approves the account for payment.

c. Advance of Funds

Where necessary to defray costs of contemplated travel, an application for advance of funds may be made to the Fiscal Section, Finance

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division, in accordance with instructions contained in CIG Instruction [redacted] by the traveler upon execution of a Bond of Indemnity. Cost of the premium for such bond (\$5.00) is borne by the traveler.

d. Responsibility of the Traveler

The traveler will be responsible for:

(1) examining his travel order to determine that it specifies all requirements, including mode of transportation, period covered, places to be visited, any special authorizations, per diem or other allowances. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to departure.

(2) maintaining accurate records of time of departure from and arrival at destinations, official expenditures including copies of telegrams and any paid receipts.

(3) ascertaining if through, excursion, or reduced rate round trip tickets can be obtained. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining lowest rates. When traveling by common carrier, Government Transportation Requests furnished by Transportation Section must be used.

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(4) submitting public Voucher for Reimbursement of Travel and other Expenses including, for visa, Standard Form 1012, in accordance with instructions shown in CIG Administrative Instruction [redacted]. Any unused portion of tickets must be attached to the Reimbursement Voucher.

(5) exercising utmost care in handling unexecuted Transportation Requests since the value of lost or stolen Requests may be charged to the employee. In the event of loss or theft, traveler must report the number(s) of the Request, where appropriate the number of the book in which it was contained, and an explanation of the facts surrounding the loss or theft to Transportation Section which will forward the information to Fiscal Section for report to General Accounting Office. If such Requests subsequently are located, they must be forwarded immediately to Transportation Section for cancellation. Requests forwarded through the mails must be registered.

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[redacted] DOMESTIC TRAVEL

The procedure outlined below is applicable only to travel by vouchered funds employees performed entirely within the continental limits of the United States.

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1. Action by requesting office

The requesting office will prepare Travel Request, Form No. 34-6, in duplicate, have it approved by the Chief of the Office or Staff Section or his designee, and forward it to the Transportation Section at least forty-eight hours prior to the time travel is to begin. To amend a previously issued Travel Order, the requesting office will submit a new Form No. 34-6 in the same manner.

2. Action by Transportation Section

The Transportation Section will prepare a Travel Order, Form No. 34-4, have the necessary obligation established by the Fiscal Section, and provide the traveler with the original copy of the Order as authority for his travel and for use as a supporting paper when claim is submitted for reimbursement of expenses incident to his travel in accordance with CIG Instruction [REDACTED]. The Transportation Section will arrange for reservations, identification cards, and Transportation Requests where appropriate and will brief the traveler on the rules and regulations pertaining to official travel.

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3. Permanent Change of Station

a. When domestic travel involves a permanent change of official station, the requesting office will proceed as indicated in paragraph 1 above, and at the same time will initiate Form No. 37-3, Personnel Action Request, obtain approval of the Chief of the Office or Staff Section, and forward the Personnel Action Request to the Personnel Division.

b. The Transportation Section will route a copy of Form No. 34-6 to the Chief, Personnel Division, with a request that a "Transfer Letter Authorizing Permanent Change of Station" be prepared.

c. The Personnel Division will prepare the Transfer Letter authorizing transportation of the employee, his immediate family, his household goods and personal effects, unless specific request is made that some of these items shall not be authorized; retain one copy of the transfer letter, forward the original to the employee, forward two copies to the Fiscal Section, Finance Division, and two copies to the Transportation Section.

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[REDACTED] TRAVEL TO OVERSEAS POINTS

The procedure outlined below is applicable specifically to travel from the United States to overseas points, either for the purpose of a permanent change of official station or temporary duty abroad.

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1. Action by Requesting Office

a. Initiation

Requests for movement of personnel to overseas points will be initiated in duplicate by the sponsoring Office or Staff Section on Form No. 36-23, Request for Overseas Transportation, in accordance with instructions on the reverse thereof, and forwarded to the official designated as Transportation Clearance Officer for the Office or Staff Section concerned.

b. Clearance

The Transportation Clearance Officer will arrange for necessary Security, Assessment and Personnel clearances, physical examination, immunization, training and indoctrination of employee. He will establish necessary follow up records to insure that the foregoing items are completed by the "availability date" indicated on Form No. 36-23. He will sign the Form 36-23 and forward it in duplicate to the Assistant Director or his designee.

c. Approval of Request

The Assistant Director of the Office or his official designee shall be the approving official for Requests for Overseas Transportation. Upon his approval of Form 36-23, section A thereof will be detached and retained in the files of the requesting Office or Staff Section. Sections B and C will be routed to the Transportation Section as a basis for necessary action to procure transportation for the employee.

2. Action by Transportation Section

a. Preliminary Interview

Upon receipt of Form No. 36-23, the Transportation Section will arrange a preliminary interview with the prospective traveler based on a standard check list covering all steps incident to the travel, i.e., financial arrangements, indoctrination, physical examination, immunization, necessary clothing and equipment, conditions to be encountered en route and at destination, etc. Items to be accomplished will be indicated on the check list, a copy of which will be forwarded to the Transportation Clearance Officer of the sponsoring Office or Staff Section for appropriate follow-through.

b. Travel Order

Travel Order, Form No. 34-4, will be prepared by the Transportation Section in an original and five copies. The Travel Order will indicate the appropriation and allotment chargeable and total estimated

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cost of the trip. The original and four copies, one of which shall be a certified true copy, will be transmitted to the Fiscal Section, Finance Division, for obligation. The original and one copy, the latter bearing evidence of obligation, will be returned to the Transportation Section. The original copy of Form No. 34-4 will be given to the employee as authority for his travel and for use as a supporting paper in claiming reimbursement of expenses incident to his travel in accordance with CIG administrative instruction [REDACTED].

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c. Clearance Certificate

The Transportation Section will arrange for passports, visas, identification cards, reservations, Transportation requests, and Theater Commanders' approval and air priorities where appropriate. The Transportation Section will ascertain from the Transportation Clearance Officer that immunizations, clearances and other items on the check list have been accomplished and that the traveler is available for departure as scheduled. Section C of Form No. 36-23 will be detached and forwarded to the initiating officer as notification of employee's date of departure. The Transportation Section will then issue a Clearance Certificate to inform the employee as to time and point of departure and will authorize him to proceed to the Port of Embarkation, and will arrange transportation thereto.

d. Notification of Departure

(1) After departure of employee from headquarters, the Transportation Section will notify the sponsoring Office or Staff Section and the Travel Unit, Fiscal Section, Finance Division, of the date of such departure and the date and time employee is required to report to the Port of Embarkation.

(2) Upon departure of the employee from the Port of Embarkation, the Transportation Section will notify the sponsoring Office, the Travel Unit, and the appropriate Chief of Mission.

e. Confirmation of Arrival

Upon arrival of the employee at his destination, the Chief of Mission will notify the Transportation Section, who will inform the Sponsoring Office and the Fiscal Section of the time, date and place of arrival.

3. Permanent Change of Station

a. Where the request for overseas travel involves a permanent change of official station, the Requesting Office or Staff Section will, concurrently with the preparation of Form 36-23, initiate a Personnel

Action Request, Form 37-3, obtain approval of the Assistant Director or his designee and forward the Personnel Action Request to the Personnel Division.

b. The Transportation Section will route a copy of Form No. 36-23 to the Chief, Personnel Division with a request that a "Transfer Letter Authorizing Permanent Change of Station" be prepared.

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c. The Personnel Division will proceed as outlined under Section [REDACTED]

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[REDACTED] TRAVEL FROM OVERSEAS POINTS TO U.S.

The procedure outlined below is applicable specifically to travel from overseas points to the U.S., either for the purpose of a permanent change of station or for temporary duty in the United States.

1. Clearance and Approval

Whenever the Chief of a Mission abroad wishes to return an employee to the United States for temporary duty or permanent change of station, he will forward a request to the Washington Office or Staff Section concerned. The Office or Staff Section will initiate Form 36-23 in a similar manner as for an employee who is to proceed overseas. This form will be approved by the Assistant Director or his designee and forwarded to the Transportation Section.

The Transportation Section will prepare the Travel Order, Form 34-4, and will forward the original to the traveler who may not proceed until receipt thereof. In the case of an emergency, the Transportation Section will forward a cable to the Chief of the Overseas Mission informing him of the date on which the traveler may proceed. In such instances, the traveler will pick up his travel order upon arrival.

2. Permanent Change of Station

If a permanent change of station is involved, a Form 37-3 will be initiated and forwarded to the Personnel Division.

The Transportation Section will route a copy of the Section "B" of the Request, Form 36-23 to the Personnel Division for the issuance of necessary Transfer Letter Authorizing Permanent Change of Official Station.

The Transportation Section will then prepare the Travel Order, Form 34-4, and will arrange the transportation in the usual manner.

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3. Temporary Duty in the United States

a. Justification

(1) Temporary Duty in the United States for an employee stationed overseas must be preponderantly in the interest of the Government, and as a general rule, the period of duty should exceed any leave which may be granted the employee.

(2) Care must be exercised by the Requesting Office in the selection of an employee for temporary duty since the official capacity of that employee will have a bearing on the allowability of expenses incident to such duty, e.g., justification of temporary duty for a clerk-stenographer would be difficult.

b. Leave

Whenever an employee who is on temporary duty in the United States spends part of the period on leave and part on duty, he will be entitled to per diem allowance only for the period actually spent in a duty status.

4. Returnees

The Transportation Section will provide an escort to meet returnees at the Port of Debarkation and will arrange transportation from the Port to headquarters when such escort is required and specific request is made therefor.

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TRANSPORTATION OF FAMILIES AND/OR HOUSEHOLD GOODS

1. General Provisions and Limitations

The provisions and limitations of Public Law 600 and Executive Order 9805 shall be the basic authority for the movement of families and household goods and personal effects:

a. Transportation of the employee, his immediate family, and his household goods and effects must be authorized by the head of the Agency or his designee in a transfer order which specifically states that the transfer is not for the primary benefit or convenience of the employee or at his request. (Section 4, EO 9805)

b. The Government will pay the transportation cost of the employee's "immediate family" only. "Immediate family" includes wife, children under 21 years of age and dependent parents. In-laws are not considered as part of the immediate family. (Section 1, EO 9805)

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c. Transportation of the immediate family of the employee shall be subject to the provisions of the Standardized Travel Regulations which relate to transportation. (Section 3, EO 9805)

d. Household goods and personal effects shall not include wines, liquors, animals or birds not necessary in the performance of official duties, or automobiles. (Section 7, EO 9805)

e. The maximum weight allowance for the transportation of household goods and effects is 7,000 pounds net, or 8750 pounds packed and crated for employees with families, and 2,500 pounds net or 3125 pounds packed and crated for employees without families. (Section 17, EO 9805)

f. All transportation allowed in connection with the change of official station of an employee shall begin within two years from the effective date of the transfer, except that the time limit of two years shall be exclusive of time spent in military service and the time during which shipping restrictions make travel and transportation impossible. (Section 9, EO 9805)

g. Temporary storage of authorized weight of household effects must not exceed sixty days. (Section 23, EO 9805)

h. Valuation of property as declared for shipping purposes must not exceed that at which the lowest freight rates will apply. If employee desires higher valuation he must assume charges incurred in excess of the charges at lowest rate. (Section 24, EO 9805)

i. The cost to the Government for transporting the employee, his immediate family, and his household goods and effects must not exceed the cost by the most economical route between the last official station and the new official station, except that for a new appointee to an overseas post, his immediate family and his household goods and effects may be transported at government expense from his place of actual residence at time of appointment to place of employment outside continental United States in accordance with Public Law 600, provided that such expense shall not be allowed new appointees unless and until the person selected for appointment shall agree in writing to remain in the Government Service for a specified time following his appointment unless separated for reasons beyond his control.

j. For overseas transportation, the actual costs of packing, crating, drayage, unpacking and uncrating (not to exceed authorized weight) will be allowed. (Section 17, EO 9805)

k. For transportation within the continental United States, in lieu of payment of actual expenses, reimbursement shall be made to the employee on a commuted basis at rates per hundred pounds as fixed by zones in Schedule A. (Section 12, EO 9805) In claiming reimbursement,

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employee will be required to submit original evidence showing point of origin, destination and weight. (Section 14, EO 9805) Upon execution of a bond, an advance of funds may be made to employee to cover the expenses for shipment of household effects within the United States. (Section 15, EO 9805).

2. Action by Requesting Office

a. The Transportation Clearance Officer will:

(1) have the employee execute Form No. 36-27, Request for Movement of Family and/or Household Effects, in an original and two copies prior to releasing the requests for Transportation or Travel.

(2) review the information furnished on Form 36-27 to determine that the request is properly allowable in accordance with Agency policy and regulation.

(3) list on the reverse of Form 36-27 any conditions incident to the request. In many cases the movement of the employee's family and/or household goods and personal effects will be conditional upon the fulfillment of certain obligations such as the procurement of adequate housing, the approval of the Chief of Mission after the employee has served a probationary or trial period, etc. It is the responsibility of the Clearance Officer to indicate on the reverse side of Form 36-27 that the Transportation Section should ascertain from the Clearance Officer that all such obligations have been met before proceeding with the movement of the family and/or household goods and effects.

(4) send the employee to the Transportation Section for advice concerning what costs the Government will pay and what responsibilities the Government will assume in connection with the movement of his family and/or household goods and effects.

(5) forward original and 1 copy of Form 36-27 to the Transportation Section and retain a pending copy in his file.

3. Action by Transportation Section

a. Domestic Transportation

(1) In the case of domestic transportation, the Transportation Section will, upon receipt of Form 36-27, advise the employee to make his own arrangements for the movement of effects and household goods and submit reimbursement voucher for payment in accordance with the provisions of Executive Order 9805.

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(2) Advise the employee to transport his immediate family in accordance with the provisions of Standardized Government Travel Regulations, Executive Order 9806, and Act of February 14, 1951. (5 U.S.C. 53(a))

b. Transportation to and from Overseas Points

The Transportation Section will:

(1) upon receipt of Form 36-27 obtain from the Clearance Officer of the Requesting Office Form No. 36-4, Request for Overseas Shipment of Cargo, in duplicate; Form No. 36-b, Request for Pick-up and Delivery, in triplicate; memorandum requesting arrangements be made for the movement of the employee's immediate family.

(2) Arrange for the crating, pick-up and transportation of the effects in accordance with established authorization.

(3) Contact the members of the employee's immediate family and arrange for passports, immunizations and medical examinations, and obtain the necessary transportation in accordance with established authorizations.

(4) Establish appropriate pending files and maintain a follow-up until the movement of the household goods and/or family is completed.

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TRANSPORTATION OF SUPPLIES AND EQUIPMENT

1. Pick-up

a. The Office or Staff Section concerned will fill out Form No. 36-4, Request for Overseas Shipment of Cargo, indicating type of funds chargeable, attach one copy of requisition of material to be shipped, and forward to Cargo Unit, Transportation Section.

b. Where possible CIG warehouse facilities will be used to collect, pack and crate the property for shipment. The Cargo Unit will forward a shipping document together with a copy of Form 36-5, Request for Pick-Up and Delivery, to Storage and Issue. Upon receipt of the property, Storage and Issue will forward a notice of delivery to the Cargo Unit, and, after packing and crating, will issue an accomplished document notifying the Cargo Unit that the property, detailed as to weight and cube, is ready for shipment.

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2. Shipment to Point of Embarkation



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b. Upon receipt of the assignment of space, the Cargo Unit will issue a notice of shipment to Storage and issue or to the commercial carrier giving all necessary particulars as to the shipment. In the event property prepared for shipment by Storage and issue cannot be moved to the point of embarkation by CIG facilities, a CIG Bill of Lading will be issued by the Cargo Unit to effect shipment from the warehouse through commercial means.

3. Shipment to Destination

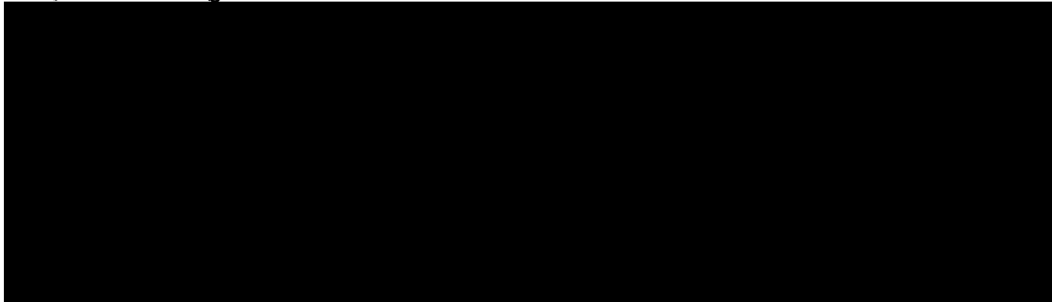
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a. The [redacted] will complete shipment to destination according to their respective procedures.

4. Methods of Payment

a. CIG Bills of Lading will be used to transport material from inland points to FOB in connection with shipments through War and Navy channels. A copy of the bill of lading will be forwarded to the Fiscal Section for encumbrance, together with a copy of "Letter of Transfer" in the case of household effects. Bills will be presented by the carriers direct to the Fiscal Section and payment will be made in accordance with applicable regulations.

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LOCAL MOTOR TRANSPORTATION

1. Existing Facilities

a. A limited number of passenger cars and trucks, garaged at and operated from the Motor Pool, are maintained by the Transportation Section for official use by JIC.

2. Limitations on Use

a. Public Law 600, 70th Congress, provides that:

...Unless otherwise specifically provided, no appropriation available for any department shall be expended... for the maintenance, operation and repair of any government-owned passenger motor vehicle or aircraft not used exclusively for official purposes; and "official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment.... Any officer or employee of the Government who wilfully uses or authorizes the use of any government-owned passenger motor vehicle or aircraft, or of any passenger motor vehicle or aircraft leased by the Government, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant....

b. In view of the foregoing, statute the following rules will apply:

(1) Trips are not authorized to or from the passenger's home or place where meals are taken.

(2) Chauffeurs are forbidden to deviate from the most direct route to the destination set forth in the Dispatch Slip unless previous approval is obtained from the Dispatcher.

(3) The requirements of operating rules posted on a placard in official cars must govern both chauffeur and passenger.

3. Operation of Motor Pool

a. Requests for automobile transportation will be made by telephone call to the Dispatcher, Motor Pool, Transportation Section. Name of the passenger, time and place of departure and the destination will be given, and passenger will be required to report promptly to the point of departure. Care will be exercised to avoid reserving automobiles for tentative trips, and the Dispatcher will be notified promptly when scheduled trips are cancelled.

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- PROCUREMENT & SUPPLY

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GENERAL

1. Purpose

The purpose of this instruction is to outline the procedure to be followed in connection with the requisitioning, procurement, and issue of supplies, equipment, and services other than personal.

2. Organization and Functions

a. The Supply Section, Services Division, P&A Branch, is responsible for the procurement, storage, maintenance and issuance of supplies and equipment, and the procurement of contractual and miscellaneous services required for the operations of the CIG.

To accomplish the functions set forth above, the Supply Section has established the following units:

- (1) Processing Unit
- (2) Procurement Unit
- (3) Storage and Issue Unit
- (4) Contract Unit
- (5) Real Estate and Maintenance Unit
- (6) Appliance Maintenance Unit
- (7) Special Procurement Unit

b. The Reproduction Section, Services Division, P&A Branch, is responsible for providing through its own facilities or GPO all printing and reproduction services, with certain exceptions, including composing, drafting, mimeographing, ditto, offset printing, cutting, padding, binding, microfilming, photographic copying, photographic printing and enlarging, photostat, ozalid, and identification photography.

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REQUISITIONING

1. Persons Authorized to Requisition

a. Expendable items or reproduction work may be requisitioned from the Supply and Reproduction Sections respectively by the designated responsible officers of an Office or unit thereof.

b. Requisitions for non-expendable items, contractual services and repairs to equipment must be approved by a Unit Supply and Property Officer, and in the case of items the cost of which exceeds \$500.00 the requisition must also bear the approval of the Chief of the Branch or activity for which the items are to be used.

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c. Requisitions for Communications items must be approved by the Chief, Communications Division. (See Section _____.)

2. Forms

The forms to be used in requisitioning supplies, equipment and services from the Supply and Reproduction Sections are:

- a. Form 36-7, Request for Supplies, Equipment, and Services
- b. Form 36-2, Reproduction Requisition

3. Catalogs

Three standard catalogs indicate all items stocked by CIG.

- a. Catalog of Office Supplies (expendable items)*
- b. Catalog of Office Equipment (non-expendable items)
- c. Catalog of Expendable Medical Supplies

* Part II of the Catalog of Office Supplies contains a list of approved CIG forms; also information as to the various reproduction techniques for guidance in requisitioning reproduction jobs.

4. General Routine for Ordering Supplies, Equipment, and Services

a. Action by Requisitioning Office

(1) Number of Copies

To requisition supplies, equipment, or services, Form No. 36-7, Request for Supplies, Equipment, and Services, will be prepared in an original and two copies.

(2) Approval

The Requisition will be approved by the Unit Supply and Property Officer, if for non-expendable items; by the Responsible Officer if for expendable items; or by the Chief, Communications Division, if for communications items.

(3) Submitted to

Requisitions will be forwarded to the Chief, Supply Section, except in the case of Requisitions for expendable stock items which should be submitted direct to the Office Supplies and Equipment Sub-Unit.

(4) Description

(a) Requisitions must include a complete description of the items required, suggested source of supply if known, model number, specifications, and sketch of the item when necessary.

(b) If stocked items, description must agree with catalog numbers and nomenclature.

(c) Requisitions for repairs should fully identify the item, including make, serial number if any, and the nature of the repairs if known. EXCEPTION: - Safes - Repairs to or changes in combinations of safes will not be made by the Supply Section, and no Requisitions should be submitted therefor. Requests for such service will be made by telephone or memorandum to the Security Division. (See Administrative Instruction [redacted].) Whenever it is necessary to secure this type of service from a commercial concern the Security Division will request the Supply Section to procure the service.

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(d) Requisitions for Contractual Services must be supported by explanatory memoranda or statements of justification as occasion requires. Preliminary consultation with the Chief, Supply Section, is suggested to resolve questions in doubtful cases. Under no circumstances shall negotiations be carried on or any contracts or agreements be entered into or obligations or commitments made except by or on specific approval of a properly authorized contracting officer.

(5) Point of Delivery

The point of delivery should be inserted in the space provided and may be a point other than the place where the Requisition originates. The original of the Requisition Form 36-7 will be the action copy; one copy will be returned to the Accountable Officer for record and for basic reference in the event of necessary inquiries; the remaining copy, in the case of expendable stock items, will accompany delivery and be the record of receipt. The person receiving the items, will be required to sign the latter copy. (In case of deliveries other than those of expendable office supplies carried in stock, serially numbered Form 36-10 will be used for receipt purposes.)

(6) When to Order

(a) Requisitions for all supplies and services except expendable stock items, must be submitted as far in advance of requirements as possible and any special urgency should be stated and justified, notwithstanding any oral clearance previously given.

(b) Requisitions for expendable stocked office supplies may be requisitioned 24 hours prior to need, as delivery of such items will usually be made within 24 hours.

(c) Requests for emergency repair service may be made at any time by telephone call to the Chief, Appliance Unit, and confirmed by requisition in the usual manner.

(d) Requests for such miscellaneous services as replacement of lamp bulbs, repair or adjustment to doors, windows, blinds, floors, floor coverings, radiators, pipes, may be made at any time by telephone call to the Chief, Real Estate Unit.

(7) Classification

For prompt and effective handling of requisitions, all supplies, equipment, and services are grouped into classes. A separate requisition should be prepared for items falling under each of the classes listed below:

- (a) Expendable Office Supplies listed in the Catalog of Office Supplies.
- (b) Non-expendable Office Equipment listed in the Catalog of Office Equipment.
- (c) Medical Supplies and Equipment listed in the Catalog of Medical Supplies.
- (d) Office Supplies and Equipment not listed in the catalogs.
- (e) Medical Supplies and Equipment not listed in the catalog.
- (f) Communications Supplies and Equipment.
- (g) Space, utilities, and building maintenance consisting of electrical or carpentry work, acquisition of additional office space or moves between offices.
- (h) Repairs to Office Appliances such as typewriters, adding machines, numbering machines, etc.
- (i) Leases, Contractual Services, including the acquisition of space by lease or other arrangements; utility services; repair, alteration, or improvements of property; the installation of and/or rental or leasing of facilities and equipment and repairs thereto for which the government is responsible; special services of a contractual nature.
- (j) Operational Supplies and Equipment will be stocked, but not listed in a catalog for security reasons. When a requesting officer has any doubt that the item which he requires falls into this class, or if he requires any specific information with regard thereto, he will make inquiry of the Chief, Supply Section.

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b. Action by Supply Section

(1) The Chief, Supply Section, or other addressee of the Requisition will examine, approve, and forward the Requisition to the appropriate unit for action.

(2) If upon examination the Requisition is disapproved, the Chief, Supply Section, will return all copies of the Requisition to the requesting office with a brief statement of explanation.

5. General Routine for Ordering Reproduction and Printing

a. Form 36-2, Reproduction Requisition, will be used for all reproduction and printing jobs to be performed by CIG facilities. Each office requesting reproduction of material shall collaborate with the Chief, Reproduction Section, to determine the best type of reproduction to meet the requirements of the job ordered.

b. The Requisition should be prepared in duplicate and forwarded direct to the Chief, Reproduction Section. In those cases where the job involves the drafting of a new CIG form or the revision of an established form the Requisition should be routed through the Procedures Unit, Finance Division (See Section _____).

c. Printing or reproduction jobs to be performed by the Government Printing Office or other outside agency should be requisitioned on Form 36-7, Request for Supplies, Equipment, and Services, and forwarded to the Chief, Supply Section, in the usual manner. When in doubt as to the proper requisition to use in a given instance, the Chief, Supply Section, or the Chief, Reproduction Section, should be consulted.

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PROCUREMENT**1. Authority for Procurement**

The right to effect purchases or enter into contracts is reserved by statute to the Director of Central Intelligence and cannot be exercised by any other individual in CIG except by specific delegation. Such specific delegation has been made to the Executive for USA; the Chief, Services Division; the Assistant Chief, Services Division; and the Chief, Supply Section.

The above named individuals are the sole agents for the performance of the functions of purchasing and contracting, and any purchase, obligation, or commitment on the part of any other individual will not be recognized or honored by CIG. (See C.G. _____.)

In the case of contracts amounting to \$2,000 or over, the original and one copy will be certified as to legal sufficiency by the General Counsel's office prior to release to the contractor.

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2. Methods of Procurement

a. Purchase Order Form No. 36-1 will be used as an authorization to a vendor to deliver supplies or services. It will be signed by the Chief, Supply Section, or his designee.

b. Contracts will be used for entering into formal agreements signed by both the Government and the vendor authorizing the contractor to furnish the services or supplies. The contract instrument usually employed will be the Standard (U.S.) Form No. 35 entitled, "Invitation, Bid, and Acceptance."

c. Standard (U.S.) Form No. 2 entitled "Lease between (blank) and the United States of America" will be used to contract for office or other space outside the metropolitan area of Washington, D. C., unless such space is otherwise available.

d. Standard (U.S.) Form No. 40 entitled "Contract for Telephone Service" will be used to contract for telephone service outside the metropolitan area of Washington, D. C., unless otherwise provided for.

e. Letters of agreement, or memoranda of verbal agreements, will be used between CIG and other government agencies and will consist of letters of request and letters of acceptance stipulating the supplies and/or services to be rendered to the CIG and the terms of rendition thereof. Procedure for negotiating letters of agreement will be governed by the circumstances surrounding each individual case, but in general such requirements should be approved and arranged for by the Executive for Personnel and Administration, and in all cases cleared with that official or his authorized representative.

f. Bills of Lading, Standard (U.S.) Forms 1103 through 1106, will be used as authorization to a carrier to ship supplies and materials at government expense.

g. There are also certain specialized methods of procurement observed by the Supply Section, utilizing special forms such as: Standard Form No. 1, "Requisition for Printing and Binding," for obtaining printing and binding services from the Government Printing Office; Government Printing Office Form R-2390, "Order for Standard Forms or Supplies"; Form No. 10-292, "Request for Work to be Performed" by the Public Buildings Administration of the Federal Works Agency.

3. Routine of Procurement

a. General

Requisitions for any items not carried in stock, after approval by the Chief, Supply Section, and recording in the Processing

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Unit, will be routed to the appropriate procuring unit for acquisition of the items by purchase or other means from commercial or government sources in accordance with pertinent laws and regulations. Contractual purchases amounting to \$2,000 or over, or contracts for continuous services or leasing of space will be handled in the Contract Unit. All other regular purchases will be handled by the Procurement Unit. Other types of acquisitions will be handled by other units as assigned.

b. Obligation of Funds

The preparation of the Purchase Order and/or Contract involves the commitment of an expenditure which must be obligated on the Allotment Accounts of the Central Intelligence Group. Before a Purchase Order, Contract, or other instrument involving vouchered funds may be issued to a supplier for services, equipment, or supplies, the document must be routed via the Budget Section to the Accounts Unit of the Fiscal Section for verification that funds are available. Indication that an obligation has been established will be placed on two copies of the Purchase Order form; in cases of other instruments of procurement which are not accompanied by Purchase Order, the Accounts Unit will indicate the establishment of an obligation by executing a Form 34-9, Miscellaneous Obligation Record.

If lack of funds prevents the Accounts Unit from establishing an obligation, the procuring officer will notify the requisitioning office and the order will remain in suspense in the Supply Section until the requisitioning office requests and obtains the necessary allotment of funds from the Budget Section, and notifies the Supply Section accordingly.

c. Distribution of Forms

(1) After the preparation of the procurement documents and the obligation of funds, copies of the procurement documents will generally be distributed as follows:

- Original, with additional copies where needed, to the supplier of the commodity or service
- 1 copy to the Fiscal Section
- 1 copy to the Receiving Station
- 1 copy to the Requisitioning Office
- All other copies retained for internal use of Supply Section

(2) Contracts are an exception to the foregoing and are distributed as follows:

- Original to GAO via the Fiscal Section
- 1 copy for Fiscal files
- 1 copy for contractor
- Remaining copy(s) retained in Supply Section

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STORAGE AND ISSUE**1. Storage**

A warehouse at Rosslyn, Virginia, and two stock rooms at North Building are maintained by CIG to accommodate items of supply and equipment carried in stock for issue against requisition; and to receive and dispatch all shipments. The warehouse is the main repository of supplies and equipment.

A perpetual inventory of all items carried in stock will be maintained which will reflect the issue of stock, the balance on hand, the rate of consumption, and will serve as a basis for periodic replenishment of stock.

Any surplus property will be reported to the Chief, Storage and Issue Unit, on Form No. 36-24 entitled "Property Turn-In or Transfer Slip" executed in an original and 6 copies. (See Administrative Instruction [redacted].)

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2. Incoming Material**a. Receipt**

Supplies and equipment procured by Purchase Order, or equivalent document in special cases, are received at the warehouse. The receiving clerk will inspect delivery for condition, to insure that items meet specifications, and check it for quantity comparing it with the copy of the purchase document. The Storage and Issue Unit will institute claims for loss, damage, or omission. Receipt of shipment will be recorded on CIG Form 36-10.

b. Re-delivery

Redeliveries to local consignees will be accompanied by CIG Form 36-10 which is prepared in 7 copies, distributed as follows:

Original to consignee for receipt and return to warehouse files

1 copy to Property Control Section for property recording
1 copy to the Fiscal Section to support audit and payment of vendor's invoices

1 copy to Accountable Officer
1 copy to Responsible Officer
1 copy to Processing Unit of the Supply Section for recording and completion of procurement records
1 copy retained in files of Receiving and Inspection Sub-Unit

NOTE: Delivery of stocked items will be accomplished in the same manner, with the exception of expendable Office Supplies for which the receipt will be a copy of Form 36-7, Request for Supplies, Equipment, or Service. (See Section [redacted])

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8. Outgoing Material

Domestic and cargo shipments will be prepared by the Storage and Issue Unit where responsibility will reside for sorting, segregation, processing, waterproofing, packing, and marking in accordance with security regulations. (See Transportation, Administrative Instruction [REDACTED].)

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**REGULATORY PROVISIONS GOVERNING PROCUREMENT (For Distribution to)
 (Supply Section only)**

1. General

Limitations proceeding from various laws, from the appropriation act and the approved budget of a federal agency such as the CIG, restrict the object, scope, and duration of procurement transactions, but in general permit the agency to procure equipment, supplies, and services necessary to fulfill its function. However, the right of federal agencies and departments to choose sources of supply, and to some extent to choose materials and services to meet their requirements, is limited by the existence of a number of mandatory sources of supply from which procurement is made by reference to a published schedule or list of supplies or other reference.

2. Mandatory Sources of Supply

a. Federal Supply Schedule

The Bureau of Federal Supply of the Treasury Department is authorized by E.O. 6166, 47 Stat. 1617, to execute contracts covering federal requirements for generally used commodities of wide variety. These contracts are assembled and published as the Federal Supply Schedule (formerly General Schedule of Supply). All items of supplies and equipment listed in the mandatory portions of the Federal Schedule must be purchased for offices within the continental United States from sources indicated therein, unless (1) a clearance is obtained to meet special circumstances or (2) an emergency of a thoroughly justifiable nature arises (6 C.G. 824, 16 C.G. 225). Where field services are not specifically covered by Federal Supply Contracts, these contracts should be utilized whenever the contract prices and conditions are advantageous.

b. Federal Warehouse Supplies

In addition to the stockrooms of supply items maintained by most federal agencies, there is a large warehouse of standard supplies and equipment maintained by the Bureau of Federal Supplies in Washington and in regional offices throughout the country for purchase by government offices. Purchases may not be made commercially of items listed in the "Federal Stock Catalog" without a certificate of clearance from the Bureau of Federal Supplies (E.O. 6166, 47 Stat. 1617).

c. W.A.A. Surplus Property

Federal surplus supplies and equipment are listed periodically in catalogs issued by the War Assets Administration, pursuant to the Surplus Property Act of 1944. When advantageous, purchase of the items listed is required by the Federal Regulations based on authority contained in the law.

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d. Federal Prison Industries, Inc.

Federal agencies are required by law, unless specifically exempt, to purchase products manufactured by the Federal Prison Industries, Inc. (E.O. 6917, 48 Stat. 391, 48 Stat. 1211). A "Schedule of Products" lists such classes of materials as are manufactured by penal institutions and the introduction to each class states whether or not the respective class is mandatory. The list includes bristle, cloth, leather, and metal products. Certificates of clearance must be obtained from Federal Prisons Industries, Inc., before purchasing from commercial sources. The Comptroller General has held that alleged emergencies or cheaper commercial prices are no authority for failure to comply (18 C.G. 80, 18-391, 17 C.G. 638, 16-312, and 14 C.G. 270).

e. Blind-Made Products

Federal agencies are required by law to purchase products made by associated groups of the blind working under the auspices of a Committee on Purchases of Blind-Made Products created by the Act of 6/25/38 (52 Stat. 1196). Pursuant to provisions of the statute, the Committee issues regulations and publishes annually a "Schedule of Blind-Made Products," listing such items as mats, mattresses, brooms, rags, and mail bags. Purchases of such items without a certified clearance from the Committee may not be made from commercial sources even at a saving to the Government (21 C.G. 482).

f. Government Printing Office

The Government Printing Office has been established by Congress to execute all printing and binding and blank book work and has been authorized to supply all related materials such as paper, blank books, blank envelopes, ink, glue, etc. These supplies are listed in two catalogs entitled "Blank Paper and Envelopes" and "Standard Forms and Miscellaneous Supplies." (28 Stat. 622; 32 Stat. 481; 43 Stat. 592; 44 Stat. 550-1; 45 Stat. 1400; 49 Stat. 475; 40 Stat. 1270; 5 C.G. 556; 9 C.G. 493; 11 C.G. 136; 18 C.G. 565.)

g. Post Office Department

Franked envelopes of all descriptions may be purchased from commercial sources, only through contracts approved by the United States Post Office Department. (34 Stat. 478)

h. Public Buildings Administration

The PBA is responsible by law (53 Stat. 561) for the control and management of all buildings in the District of Columbia occupied by the government. This includes leased properties as well as government-owned buildings.

The PBA assigns space and performs or supervises all moving operations.

The authority expressed and implied in the foregoing requires that many mechanical and custodial services be performed or procured through the PBA by CIO in conformance with regulations and procedures established by the PBA, for example, repairs to windows, doors, and blinds; alterations to partitions; installation of special facilities such as electric fans and air-conditioning equipment, etc. PBA maintains a regular force of salaried mechanics and per diem employees to perform such services.

Clearance from the PBA is necessary for the procurement of any of the above services from commercial sources.

3. Domestic Preference Act

A general limitation on freedom to purchase is found in the Domestic Preference Act, commonly referred to as the "Buy American Law" (47 Stat. 1520), which requires the Federal Government to buy only domestic products unless inconsistent with the public interest or the cost is unreasonable, or commercial quantities of a satisfactory quality are not reasonably available. Such exceptions must be established and certified to by the head of a department or independent establishment, or in certain instances by his duly authorized representative.

4. Statutory Limitations on Specified Items

a. Among laws restricting the purchase of property is 3 Stat. 508 which states that "No land shall be purchased on account of the United States except under law authorizing such purchase."

b. Leases cannot be entered into for the rental of space without a specific appropriation therefor by Congress (19 Stat. 370; 6 C.G. 685; 17 C.G. 424). The Economy Act of June 30, 1932, provides a formula limiting rent payable per annum, and amounts payable for alterations, improvements, and repairs in rented premises. Permanent improvements to leased property may not be made unless specifically provided for in the appropriation (20 C.G. 927; 15 C.G. 50).

c. Passenger motor vehicles may not be hired or purchased for other than the heads of executive departments without specific authority in the appropriation concerned (5 U.S.C. 78 as amended by Sec. 16, Public Law 600). A ceiling of \$1,300 for passenger automobiles was set in Section 406 of the Third Deficiency Appropriation Act of 1946, Public Law 521. This sum is required to include certain accessories and equipment (19 C.G. 988), but is exclusive of the costs of transportation.

d. Law books, books of reference, and periodicals may not be purchased unless authority is specifically provided in the law granting the appropriation (30 Stat. 316). This limitation does not apply to the field service.

e. All printing, binding, and blank book work for Congress, the Executive Office, the Judiciary, and every executive department, independent office, and establishment of the Government shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District (44 U.S.C. 111).

f. Purchase of articles of a personal nature are prohibited by decision of the Comptroller General (5 C.G. 433). Purchase of such articles therefore cannot be made except when specifically provided for in the appropriation.

g. Authority to dispose of equipment by sale or exchange and to apply the proceeds of sale or exchange value to the purchase of similar new equipment must be specifically authorized by law (31 U.S.C. 487 as modified by 57 Stat. 195; see also 23 C.G. 931).

h. The purchase of drinking water for office use has been the subject of repeated suspensions by the Comptroller General in GAO audit of contracts and payments. There must be shown that (1) the necessity, from the Government's standpoint, exists, and (2) no other water fit for drinking purpose is available without charge or at lower cost (5 C.G. 90). Similarly, ice may not be bought for water purchased without conclusive justification.

i. Unless insurance of government-owned valuables is authorized by specific statutory enactment, or specifically authorized by the Secretary of the Treasury, no obligation may be incurred or payment of premiums allowed (50 Stat. 479; 53 Stat. 1358). Charges for transportation providing care in handling of shipments commensurate with their value is permissible (17 C.G. 741).

5. Competitive Bidding

a. The basic statute among miscellaneous laws pertaining to purchases is Revised Statute Sec. 3709 which reads as follows: "Except as otherwise provided by law all purchases and contracts for supplies or services in any of the departments of the Government..., except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles, or performance of the service."

b. Competition and advertising are not necessary where the amount expended for a purchase or service does not exceed the open market limitation of \$100.00 as provided by Public Law 600 - 79th Congress (5 U.S.C. 41). However, purchases should not be split to bring them within the exemption nor should term or definite quantity contracts be avoided to permit piece-meal purchases in amounts below the open market limitations.



c. The term "open market" is applied to purchases from commercial sources without restriction to competitive bidding. Notwithstanding this relative freedom to purchase, administrative discretion and good management require a purchasing officer to solicit quotations from several vendors as a general practice. This establishes proof of a reasonable effort to obtain reasonable prices without favoritism.

d. Where public exigencies require the immediate delivery of articles or performance of services, the articles or services required may be procured in the open market in a manner in which such articles are usually bought and sold or such services engaged regardless of the \$100.00 limitation. Where the amount of such an emergency procurement is more than \$100.00, the existence of an emergency must be certified to by the procuring officer. This statement of justification must show acceptable explanation of the emergency and why the need for the item involved could not have been foreseen in time to secure competition by formal bids. It should also indicate that the price is just and reasonable and the lowest obtainable under the circumstances.

6. Contract Limitations

Government contracts must include various provisions and conditions which operate as limitations and are subject to requirements of various laws.

a. No contracts or purchases on behalf of the United States shall be made unless the same is authorized by law or is under an appropriation adequate to its fulfillment (34 Stat. 255).

b. Contracts for supplies may not be entered into for more than one year (R.S. Sec. 3735).

c. Contracts involving installation, construction or labor of any kind (with the exception of classes of work specifically exempted in the Act such as transportation by rail or water or transmission of intelligence) must contain provisions requiring compliance with the Eight Hour Law (35 Stat. 137, 138, as amended by Act of 9 Sept. 1940, 54 Stat. 884; see also, 18 C.G. 672, 24 C.G. 376).

d. Contracts for the manufacture of supplies and equipment, amounting to \$10,000 or over must include the requirements of the Walsh-Healey Act, 49 Stat. 2036, with reference to wages, conditions, and hours of labor (20 C.G. 931; 21 C.G. 9).

e. Contracts for the rental of equipment may not lawfully contain stipulations for the payment of damages resulting to the equipment operated by the Government under rental agreements (14 C.G. 139). Repairs for ordinary wear, tear, and breakage (that is, such repairs as are necessary to the proper and continued use of the rented equipment) are permissible. These repairs, however, may not be made for

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the purpose of returning the equipment in as good condition as when rented, but are restricted to such repairs or replacements as are necessary for the continued use of the equipment by the renting agency.

f. Utility contracts must refer to the lease number of the premises in which located or must contain a statement that the premises are government owned, in accordance with requirements of the General Accounting Office.

g. Unduly restrictive provisions or specifications, nullifying the clear intent of R.S. Sec. 3709 requiring competition are illegal and their inclusion in advertising for bids must be guarded against (16 C.G. 258; 13 C.G. 284).

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- PROPERTY

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GENERAL

1. Authority

In accordance with the provisions of HSCA Title 31, Sections 89, 90, 91, 92, the Director of Central Intelligence is charged with establishing and enforcing regulations pertaining to all phases of property accounting for the Central Intelligence Group.

2. Purpose

This manual sets forth the policies and procedures with respect to accountability of, and responsibility for, supplies and equipment at all CIG operating units and installations.

3. Definitions Applicable To Property Regulations

a. Accountability is the obligation of an individual officially designated to maintain a formal record of supplies and equipment on a stock record account. An individual so designated will be referred to as an Accountable Supply and Property Officer. The term "accountable supply and property officer" refers collectively to a Unit Supply and Property Officer, a Central Supply and Property Officer, and a Consolidated Supply and Property Officer as defined in paragraphs b, c, and d below.

b. A Unit Supply And Property Officer (formerly known as Branch Supply and Property Officer) is an individual officially designated to be accountable for all non-expendable supplies and equipment issued on receipted instruments to responsible individuals in using units under his supply jurisdiction. A Unit Supply and Property Officer will normally function at the office, branch, or division level in the Washington area.

c. A Central Supply And Property Officer is an individual officially designated to be accountable for supplies and equipment in stock available for issue at a central storage point.

d. A Consolidated Supply And Property Officer is an individual officially designated at an independent installation to be accountable for all non-expendable supplies and equipment at the station or its satellite units.

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f. A Stock Record Account is a formal basic record showing, by item, the receipt and disposal of property, the quantity on hand and/or



issued to responsible officers, maintained by an accountable supply and property officer on prescribed forms, which is subject to audit.

g. Responsibility is the obligation of an individual for the proper custody, care, and safekeeping of public property in his possession or under his supervision whether or not a signed receipt has been given.

h. Direct Responsibility rests with an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

i. Supervisory Responsibility is the obligation of the senior individual of a unit, (office, branch, division, etc.) or an independent installation, to insure that all property under his jurisdiction is properly safeguarded, administered, and accounted for.

j. A Responsible Officer is an individual specifically charged with the care and safekeeping of property received from an accountable supply and property officer on a signed receipt.

k. Non-Expendable property includes all supplies and equipment not consumed in use and which ordinarily retain their identity during the period of use, such as vehicles, machines, desks, typewriters, etc.

l. Expendable property includes all supplies and equipment which are consumed or lose their separate identity in use. Spare parts, which are used to repair or complete other articles; office supplies, such as stationery, pencils, etc., are considered expendable items upon issue to using units. Items of equipment which are usable for a short period only, or which are easily broken will be considered expendable upon issue, and will not be carried on the control records of an accountable supply and property officer.

m. Pecuniary Liability is the responsibility of an individual to make restitution for the loss or destruction of, or damage to, public property. Pecuniary liability arises from the failure of an individual to exercise proper responsibility.

n. A Voucher is an instrument used to evidence a transaction on a stock record account. Normally, there are three types:

(1) A Debit Voucher is an instrument listing articles to be entered on a stock record account in order to increase the "balance on hand".

(2) A Credit Voucher is an instrument listing articles to be entered on a stock record account in order to decrease the "Balance on hand".

(3) An Adjustment Voucher is an instrument used to bring the "balance on hand" figure, as shown on a stock record account into agreement with the quantities actually on hand and/or issued to responsible

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individuals.

o. Public Property and Property are general terms referring to expendable and non-expendable supplies and equipment, but do not include real property, such as buildings, leaseholds, etc.

p. Installed Property refers to moveable things such as equipment apparatus, appliances, fixtures, and machinery which have been fixed in place in, or attached to, real property, but which may be severed or removed without destroying their identity or utility.

q. Receipted Instruments and Signed Receipts are general terms referring to all signed transfer and issue documents used to effect the assumption of, or relief from, accountability and/or responsibility.

4. Accountability And Responsibility Distinguished

a. Differences

Accountability is the function of keeping a formal stock record account of supplies and equipment in storage and available for issue, or of property which has been issued to responsible individuals on signed receipts. Responsibility arises from the possession of property or from the supervisory jurisdiction over others who have possession of the property. Each of these concepts of responsibility or accountability, or a combination of them, may be attached to one individual as of any moment.

b. Accountable and Responsible

An individual who carries property on a stock record account and who has said property in his custody, either in use or in storage, has both accountability and responsibility.

c. Accountable Only

An individual who carries property on a stock record account which is issued to a using unit on a signed receipt is accountable but not responsible. The responsibility in this case rests with the individual having possession of the property.

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FORMS TO BE USED BY ACCOUNTABLE SUPPLY AND PROPERTY OFFICERS

1. Forms And Purposes

a. Form No. 36-7, Request for Supplies, Equipment, or Service, will be used by an accountable supply and property officer and designated responsible officers to requisition supplies, equipment, or services.

b. Form No. 36-13, Accounts Control Register, will be used to record pertinent information relative to the sub-accounts of responsible officers established under the supply jurisdiction of a Unit Supply and Property Officer.

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c. Form No. 36-14 (Face), Stock Control Card, will be used by a Unit or Consolidated Supply and Property Officer for maintaining a running balance, by item, of non-expendable property on hand and/or issued to sub-accounts under their control.

d. Form No. 36-14 (Reverse), Accounts Control section will be used by a Unit or Consolidated Supply and Property Officer for maintaining a running balance, by item, of non-expendable property issued to individual sub-accounts.

e. Form No. 36-15, Voucher Register, will be used to record, by voucher number, all transactions posted to a stock record account maintained by an accountable supply and property officer.

f. Form No. 36-16, Report of Inventory Adjustment, will be used to adjust discrepancies on the stock record cards of an accountable supply and property officer, if said discrepancies are the result of errors in nomenclature or posting. Other uses for Form No. 36-16 are discussed in paragraphs 712 and 715.

g. Form No. 36-18, Survey Report, will be used to record the circumstances concerning the loss, damage, destruction, or theft of public property, and serves as, or supports, a credit voucher to the stock record account of the accountable supply and property officer concerned.

h. Form No. 36-22, Consolidated Property Report, will be used by a Consolidated Supply and Property Officer at an independent installation to indicate, by item, the total gains or losses of expendable and non-expendable property which have occurred during the month.

i. Form No. 36-24, Property Turn-In Or Transfer Slip, will be used to return property to a central supply point or to initiate transfer actions between accountable supply and property officers and/or responsible officers.

j. Form No. 36-25, Property Inventory Record, will be used by a Central Supply and Property Officer to maintain a running balance, by item, of all supplies and equipment in stock available for issue.

k. Form No. 36-42, Voluntary Payment For Public Property, will be used by an individual who desires to make voluntary payment for the loss, damage or destruction of public property.

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APPOINTMENT OF ACCOUNTABLE SUPPLY AND PROPERTY OFFICERS

1. Requirements

a. Who May Be Designated

Any commissioned or warrant officer of the U. S. armed services, or any U. S. civilian employee, CAF-7 or above, may be designated

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as an accountable supply and property officer for public property under the jurisdiction of this Agency.

2. Appointing Authority

a. Unit Supply And Property Officer

Within the various operating units in the Washington area, the accountability of a Unit Supply and Property Officer will normally be established at the branch or division level; however, this is not mandatory. It shall be the prerogative of the Assistant Directors of the various Offices, and of the Chiefs of similar operating echelons (branch, division, etc.) to prescribe the accountability level for units under their jurisdiction. The appointment of a Unit Supply and Property Officer will be made by the individual having supervisory responsibility over the unit (office, branch, division) at which the accountability level has been established.

b. Central Supply And Property Officer

A Central Supply and Property Officer, who is responsible for the receipt, storage, and issue of centralized supply stocks, will be appointed by the Chief of the Services Division.

c. Consolidated Supply And Property Officer

A Consolidated Supply and Property Officer for an independent installation will be designated by the Chief of the Station. This appointment will be made with the concurrence of the office in Washington having jurisdiction over the establishment.

3. Confirmation of Appointments

a. Preparation Of Appointment Orders

The appointment of an accountable supply and property officer will be confirmed by the use of an office operating procedure, or through the media of a written memorandum, initiated by the unit (office, branch, or division) having the appointing authority. The appointment order will indicate the name, grade (military or civilian), office location, account number, and supply jurisdiction of the designated accountable supply and property officer.

b. Distribution of Appointment Orders

The following distribution of appointment orders will be required:

- (1) 1 copy to the individual designated;
- (2) 1 copy to the Property Control Section, Services Division;
- (3) 1 copy retained in the files of the appointing authority.

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Supplementary distribution will be made at the discretion of the appointing authority.

TRANSFERS OF PROPERTY ACCOUNTABILITY

1. Transfer Of Property On Stock Record Accounts

a. Routine Transactions

Normally, the transfer of supplies and equipment between accountable supply and property officers of this Agency will be effected on a suitable transfer document, such as a Delivery Ticket, Form No. 36-10, or Property Turn-In or Transfer Slip, Form No. 36-24.

b. Change Of Accountable Officers

When a complete transfer of property occurs, the officer being relieved of accountability and his successor will sign the following certificates prepared in quadruplicate in lieu of transfer documents:

I certify that the balances shown on the stock record account of _____, Account Number _____, (Name of transferring officer) Central Intelligence Group, as of the above date, last voucher Number _____ dated _____ 19____, are true and correct to the best of my knowledge and belief, and that the property has this date been turned over to _____ (Name of receiving officer) pursuant to _____ (Order directing transfer)

(Signature of officer turning over property)

I certify that I have this date received from _____ (Name) predecessor, all property pertaining to the above designated stock record account for which my said predecessor is accountable, as shown by the last audit of the account, plus all proper charges against and less all authorized credits to my predecessor's account to the time of transfer, last voucher Number _____ dated _____ 19____, and that I have this date assumed accountability for property pertaining to this account.

(Signature of officer receiving property)

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APPROVED:
 (Name and title of appointing authority)

c. Inventory Prior To Assuming Accountability

It shall be the prerogative of the newly appointed accountable supply and property officer to take a complete physical inventory before assuming accountability for any public property. This action should be completed prior to the signing of the Certificate of Transfer.

d. Distribution of Certificates of Transfer

One copy of the Certificate of Transfer will be retained by the individual who is being relieved of the accountability. One copy will be filed with the property records of the account, and two copies, together with a copy of the orders directing the transfer, will be forwarded to the Chief of Services, Washington, Attention: Property Control Section.

2. Action Upon Death Or Legal Incapacitation

a. Inventory of Property

Upon the death or legal incapacitation of an individual who has been designated to be an accountable supply and property officer, the senior individual of the operating unit or independent installation will appoint a board of three persons to inventory the property to the extent deemed necessary to ascertain the correctness of the stock record account. Discrepancies disclosed by the inventory will be immediately adjusted by the investigating board. The transfer of accountability to a designated individual will be effected in accordance with paragraph [redacted] above.

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b. Preparation And Distribution Of Report

A complete report on the findings of the board investigating the account, together with a list of balances of property inventoried, and the Certificate of Transfer, will be prepared in triplicate and submitted to the appointing authority for approval. Upon approval, one copy of each will be filed with the property records and two copies will be forwarded to the Chief of Services, Washington, Attention: Property Control Section.

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PROPERTY ACCOUNTING

1. General

a. All property owned by this Agency in use or in storage which has been acquired by purchase, transfer, or any other means must be accounted for on the appropriate stock record account of an accountable supply and property officer, unless otherwise provided for in these regulations.

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b. An accountable supply and property officer, upon discovery of unaccounted for property, will account for said property on his stock record account. All other individuals, upon discovering unaccounted for public property, will be responsible for reporting same to the appropriate accountable supply and property officer concerned, in order that necessary action may be taken.

c. There will be three types of accountable supply and property officers in this Agency; namely, Unit, Central, and Consolidated. Each type will be discussed in the ensuing paragraphs.

2. Unit Supply and Property Officer

a. Duties

The duties of a Unit Supply and Property Officer will be:

- (1) maintaining a stock record account and an "Accounts Control" record, by item, on Form No. 36-14, on all non-expendable property issued to using units under his supply jurisdiction;
- (2) reviewing, approving, and processing all requisitions and transfer actions for non-expendable supplies and equipment initiated by responsible officers under his control;
- (3) reviewing and processing all Survey Reports which affect his stock record account.

b. Accountability and Responsibility

The accountability for non-expendable property in use, or in the possession of individuals within a given operating unit (office, branch, division), in the Washington area will rest with a designated Unit Supply and Property Officer. Normally, the Unit Supply and Property Officer will not have custody of the property for which he is accountable, and, therefore, the responsibility rests with the using individual or unit. Utilizing Form No. 36-13, Accounts Control Register, the Unit Supply and Property Officer will establish and maintain sub-accounts and sub-account numbers for the using units under his supply jurisdiction. An individual within each using unit will be designated as the responsible officer and will assume the responsibility for the requisition, receipt, and safekeeping of property charged to the sub-account. This responsibility may be redelegated to individuals having custody or use of the property.

3. Central Supply and Property Officer

a. Duties

A Central Supply and Property Officer will be charged with the receipt, inspection, storage, and issuance of all supplies stocked at a central point.

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b. Accountability and Responsibility

All expendable and non-expendable supplies and equipment stored at a central supply point will be accounted for on stock record cards maintained by a Central Supply and Property Officer. Form No. 36-25, Property Inventory Record, will be used for this purpose. Accountability and responsibility for supply stocks will rest with the Central Supply and Property Officer until such time as they are issued to using units on valid credit vouchers or otherwise disposed of.

4. Consolidated Supply and Property Officer**a. Duties**

A Consolidated Supply and Property Officer will be charged with the requisitioning, receipt, inspection, storage, and issuance of all supplies at an independent installation.

b. Accountability and Responsibility

All non-expendable supplies and equipment on hand and/or in use at an independent installation will be accounted for by a designated Consolidated Supply and Property Officer.

The Stock Control Card, Form No. 36-14, maintained by a Consolidated Supply and Property Officer will reflect, by item, the quantity of non-expendable property on hand or in use at the installation.

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STOCK RECORD ACCOUNTS**1. General**

a. Although there are some deviations in the procedures used by Unit, Central, and Consolidated Supply and Property Officers, the basic principles involved in maintaining their stock record accounts are the same. In all cases, the purpose of a stock record account is to record receipts, issues, and transfers of supplies and equipment in such a manner that the quantities on hand and/or issued to using units can readily be determined. The value of a stock record account is dependent upon the accuracy and currentness of the postings made.

b. In order to maintain adequate control of stock record accounts established in this Agency, an account number will be assigned by the Property Control Section, Services Division, to each account.

2. Voucher Register**a. Recording By Voucher Number**

An accountable supply and property officer will utilize Form

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No. 36-15, to establish and maintain a Voucher Register for his stock record account. Each instrument to be posted to the stock record account will be recorded in the Voucher Register, and the voucher number will be indicated thereon.

b. Method of Numbering Vouchers

Vouchers to a stock record account will be numbered in a single series commencing with No. 1 at the beginning of each fiscal year, and will be maintained in numerical order. Each voucher number will be prefixed with the letter "D" for debit voucher, "C" for credit voucher, and "I" for adjustment voucher (Reports of Inventory Adjustment and Survey Reports). Debit voucher numbers should not be assigned to any document until the property has been received. Credit and adjustment voucher numbers should be assigned to transfer and adjustment documents at the time of preparation.

A separate sequence of numbers will not be established or used for debit, credit, or adjustment vouchers.

3. Voucher Files

a. An accountable supply and property officer will establish and maintain a permanent file of signed vouchers used to evidence transactions on his stock record account. All documents posted to the stock record account will be filed by voucher number. Vouchers will not be considered a valid posting media until they have been properly signed.

b. In order to reduce the bulkiness of the files, it is suggested that no more than fifty (50) vouchers be placed in one folder.

c. Voucher files which have been audited and cleared may be destroyed after retention for a period of two years subsequent to the date of audit.

4. Accounts Control Register

a. A Unit or Consolidated Supply and Property Officer will utilize Form No. 36-13 to record pertinent information relative to the sub-accounts of responsible officers under his supply jurisdiction.

b. The following data will be shown on Form No. 36-13 for each sub-account:

- (1) Account Number
- (2) Section (over which the responsible officer has supply jurisdiction)
- (3) Room numbers (of all rooms over which the responsible officer has supply jurisdiction)
- (4) Name of responsible individual

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(5) Grade of responsible individual

5. Responsible Officer's Jacket Files

a. Unit Supply and Property Officers may establish and maintain individual jacket files for all responsible officers under their supply jurisdiction. Each individual jacket file will serve as an informal record of debits and credits to a responsible officer's account and will further substantiate the postings made to the Accounts Control Section of Form No. 36-14.

b. A document placed in an individual jacket file should be cross-referenced with the corresponding signed instrument in the voucher file.

6. Stock Record Cards

a. Unit and Consolidated Supply and Property Officers will maintain Stock Control Cards, Form No. 36-14, on all property for which they are accountable. Central Supply and Property Officers are authorized to use Form No. 36-25, Property Inventory Record, in lieu of the Stock Control Card. Forms Nos. 36-14 and 36-25 are commonly referred to as stock record cards.

b. Separate stock record cards will be established for each item, of non-expendable supply on hand or in use. A complete description of the item, including size, model, etc., will be shown on the face of each stock record card. Standard nomenclature, unit, and stock number as listed in CIG Stock Catalogues and in supplemental stock lists will be used insofar as it is possible.

c. Unit and Consolidated Supply and Property Officers will utilize the face of Form No. 36-14 to record receipts and transfers of non-expendable property for which they are accountable. This will be accomplished by posting individual debit, credit, and adjustment vouchers to the stock record cards. The balance figure on the face of Form No. 36-14 should at all times reflect the accountability of the accountable officer.

d. The reverse side of Form No. 36-14, Accounts Control Section, will be used by a Unit Supply and Property Officer for maintaining a running balance of each item of supply issued to individual responsible officers in the sub-accounts. The outer left-hand column of the Accounts Control Section will be used to indicate the voucher number of the transaction being posted. The outer right-hand column will be used for posting the total quantity of the item issued to all sub-accounts, and this figure should equal the "balance" column on the face of the Form No. 36-14.

e. The supply activity of an independent installation does not warrant the establishing and maintaining of the Accounts Control Section of Form No. 36-14 as outlined in paragraph [redacted] above. Therefore, the maintenance of a stock record account by a Consolidated Supply and Property Officer will be limited to the face of Form No. 36-14.

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f. Postings to all stock record cards will be currently and accurately made within 24 hours after a receipt or transfer action has been completed.

7. 7. Posting to a Unit Supply and Property Officer's Stock Record Account

a. Use of Form No. 36-14

The stock record account of a Unit Supply and Property Officer will be maintained, by item, on a Stock Control Card, Form No. 36-14.

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b. Processing Copies of Vouchers

Except as noted in paragraph [redacted] below, all transactions posted to the Stock Control Card, Form No. 36-14, will reflect a change in the Unit Supply and Property Officer's total accountability. This will, in turn, effect individual responsibility in one or more sub-accounts. In view of the above, it will be necessary for a Unit Supply and Property Officer to process two copies of each voucher representing a single transaction. One copy will be vouchered, posted to the face of the Form No. 36-14 to reflect the increase or decrease in accountability, and placed in the voucher file. The other copy of the voucher will be posted to the Accounts Control Section of the Form No. 36-14 to indicate an increase or decrease of responsibility in the sub-account concerned. This copy will then be placed in the responsible officer's jacket file.

c. Balancing of Accounts

The balance as shown on the face of the Form No. 36-14 should equal the total balances of the sub-accounts shown in the Accounts Control Section of the Stock Control Card.

d. Transfer between Sub-Accounts

A transfer of property between the sub-accounts of a Unit Supply and Property Officer will not be reflected on the face of the Form No. 36-14, inasmuch as no change in total accountability has occurred. Such a transaction will be posted to the appropriate sub-accounts in the Accounts Control Section of Form No. 36-14 and copies of the transfer documents will be placed in the jacket files of the responsible officers concerned.

8. Posting to a Central Supply and Property Officer's Stock Record Account

a. Use of Form No. 36-25

The stock record account of a Central Supply and Property Officer will be maintained, by item, on a Property Inventory Record, Form No. 36-25.

b. Processing of Accountability Documents

All instruments representing transactions which reflect a change in the accountability of a Central Supply and Property Officer will be vouchered, posted to the appropriate stock record cards, Form No. 36-25, and placed in the voucher file.

9. Posting to a Consolidated Supply and Property Officer's Stock Record Account

a. Use of Form No. 36-14

The stock record account of a Consolidated Supply and Property Officer will be maintained, by item, on Form No. 36-14, Stock Record Card.

b. Purpose

The primary purpose of a stock record account at an independent installation is to record receipts and transfers of non-expendable supplies and equipment in such a manner that the quantities on hand and in use are accurately reflected at all times. No segregation will be made in the accounting for non-expendable property in stock or in use at independent installations.

c. Postings

A Consolidated Supply and Property Officer will account for all receipts and transfers of non-expendable property by posting individual debit and credit vouchers substantiating said transactions on the face of Form No. 36-14. Adjustment vouchers will be posted in accordance with current instructions.

10. Corrections of Erroneous Entries on Stock Record Cards

a. Restrictions

Accountable supply and property officers will not make erasures or alterations of entries on stock record cards. Corrections will be effected as prescribed in the ensuing paragraphs.

b. Correction Before Additional Postings

When an error is discovered in a posting, and if subsequent postings have not been made, the incorrect entry will be ruled out with a narrow, but not obliterating line, and the correct posting will be made on the next line.

c. Correction After Additional Postings

When an error in posting is discovered, and if additional postings have been made prior to discovery of the error, the correction will be effected as follows:

(1) If an incorrect figure has been posted in either the "Received" or "Issued" ("Returned" on Form No. 56-14) column, the correct entry will be made on the first available line, using the original voucher number and date, together with the notation "Corr." The net figure (debit or credit) necessary to make the correction and the new balance will be posted.

(2) If a correct figure has been entered in the "Received" or "Issued" column, but an arithmetical error has been made in computing the balance, the correction will be made on the first available line, using the original voucher number and date, with the notation "Corr. Bal. Only." No entry will be made in the "Received" or "Issued" column.

d. Posting on Wrong Stock Card

When an entry has been posted in error to the wrong stock card, the adjustment will be effected as follows:

(1) If the error is discovered while the entry is being made, the posting will be discontinued, ruled out, and initialed. Without further notation on the entry will be posted to the proper stock card.

(2) Providing no subsequent entries have been made, the procedure described in (1) above will be followed when the error is discovered at a later date.

(3) If subsequent entries have been made, the improperly posted stock record card will be adjusted by a cancellation entry. The date and voucher number of the original incorrect entry will be posted together with a notation such as "Cancel Post. 12-17" (12-17 being the date of the original posting). The amount of increase or decrease (the exact reverse of the original entry), and the correct "Balance" will then be posted. Using the original date and voucher number, the correct posting will then be made to the proper stock record card.

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SURPLUS PROPERTY

1. General

a. The term "Surplus Property" as used in this paragraph refers to supplies and equipment which have become excess to the needs of the Central Intelligence Group, and which have been or will be declared as such to the proper disposal agency.

b. The final determination of surplus supplies and equipment will rest with the Chief of the Supply Section, Services Division, or his designated representative.

2. Surplus Property Records, Washington Area

a. Transfers to Surplus Property Officer

Property which has been determined as being surplus to the needs of this Agency will be transferred to the Surplus Property Officer, Supply Section, Services Division. Such transfers will normally be initiated by a Central Supply and Property Officer and will be made in accordance with current transfer procedure.

b. Records

The Surplus Property Officer will maintain necessary records to insure that all property in his custody is adequately accounted for, and that records of receipts, minus records of disposals, equal the stock on hand at all times.

3. Surplus Property Officer, Washington Area

a. Responsibilities

In addition to the maintenance of suitable control records, the Surplus Property Officer is responsible for the receipt, inspection, classification, declaration, and disposal of all excess supplies and equipment.

b. Action Upon Receipt of Surplus Property

Upon receipt of surplus property, the Surplus Property Officer will take immediate action, in accordance with current directives, to effect prompt transfer of said supplies and equipment to the proper disposal agency.

4. Surplus Property at Independent Installations**a. Submission of Report to Washington**

The Consolidated Supply and Property Officer of an independent installation will report all excess supplies and equipment to the Chief, Services Division, Washington, for disposition instructions. In no case will dispositions be effected without proper authorization.

b. Action Upon Receipt of Disposition Instructions

Upon receipt of disposition instructions, the Consolidated Supply and Property Officer will take immediate action to effect disposal and will report same to the Property Control Section on the "Monthly Consolidated Property Report," Form No. 36-22.

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INSTALLED AND UNASSIGNED PROPERTY**1. General**

a. The term "Installed Property" as used in this paragraph refers to moveable things such as equipment, apparatus, appliances, fixtures, and machinery which have been fixed in place in, or attached to, a building, but which may be removed without destroying their identity or utility.

b. The term "Unassigned Property" refers to non-expendable equipment in use, the location of which precludes the designation of fixed responsibility.

c. Installed and unassigned property in current service in the Washington area will be accounted for by the Chief, Real Estate and Utilities Unit, Supply Section, Services Division.

2. Property Records, Washington Area**a. Stock Record Account**

The Chief, Real Estate and Utilities Unit, will maintain a stock record account, by item, of all installed and unassigned property on the Stock Control Card, Form No. 36-14. The following information will appear on the Stock Control Card for each item:

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- (1) standard nomenclature
- (2) model number
- (3) size or capacity
- (4) name of manufacturer
- (5) unit cost

b. Use of Form No. 56-14

The face of the Form No. 56-14 will be used to record the transactions which reflect an increase or decrease in the total accountability of the accountable officer. The reverse side, Accounts Control Section, will indicate the disposition of installed and unassigned property by buildings.

3. Responsibility for Installed and Unassigned Property

Under normal circumstances, installed and unassigned property will not be issued to a responsible officer on a signed receipt. The responsibility for the custody and safekeeping of said property will rest with the individual having supervisory responsibility over the installation in or to which the equipment is installed, attached, or located.

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RENTED OR BORROWED PROPERTY

1. General

a. Supplies and equipment which are rented or held on a loan basis from a commercial firm or other Government agency will be obtained through the Supply Section, Services Division. Such property will not be reflected on the stock record account of an accountable supply and property officer, nor will accountability be established.

b. The absence of accountability does not preclude the assumption of direct and/or supervisory responsibility for rented or borrowed property.

2. Responsibility

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a. Responsibility for the custody, care, and safekeeping of rented or borrowed property will rest with the individual or using unit having possession. Necessary records will be maintained by the responsible individual as prescribed by the Chief, Supply Section, Services Division.

b. The loss, damage, destruction, or theft of rented or borrowed property will be accounted for by the responsible individual in accordance with the regulations governing the loss of property owned by this Agency.

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PROPERTY ISSUED ON TEMPORARY LOAN OR BEING REPAIRED

1. Temporary Loans

a. In the event that accountable or responsible supply and property officers issue property to an individual or using unit on a temporary loan basis, a signed hand receipt will be obtained. This receipt will be maintained in a suspense file until said property is returned.

b. Temporary loan issues should be limited to intra-agency transactions and such action will not be condoned as a routine practice.

c. Loans to other Government agencies must be coordinated through the Property Control Section, Services Division.

2. Property Being Repaired

a. Typewriters, office machines, and other equipment which are returned to the Supply Section, Services Division, for repair will normally remain on the accountable records of a Unit Supply and Property Officer.

b. The accountable or responsible supply and property officer initiating the request for repair will obtain an itemized signed receipt for the items turned in. This receipt will be retained in a suspense file until the property is repaired and returned.

711 ACCOUNTING FOR GASOLINE, OIL, AND LUBRICANTS

1. General

a. The accountability for all motor vehicle fuels and lubricants used by this Agency, within the Washington area, is the responsibility of the Transportation Officer, Services Division. The ensuing paragraphs outline the policies and procedures for the receipt, issuing, and accounting for gasoline, oil, and lubricants.

b. Independent installations located outside of the Washington area may establish procedures which are in accord with local circumstances.

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2. Stock Record Account

a. Gasoline, oil, and lubricants will be carried as individual items on the stock record account maintained by the Transportation Officer. All receipts will be vouchered and posted as individual debits, and a consolidated "Monthly Abstract of Issues" will be posted as a credit to the stock record account. One copy of all debit and credit vouchers will be forwarded to the Property Control Section.

b. Discrepancies which may arise between the recorded balance and the actual balance on hand as disclosed by a monthly inventory will be adjusted in accordance with current regulations.

3. Issues

a. Daily individual issues of gasoline, oils, and lubricants will be made on a signed QMC Form No. 437, Delivery Order and Receipt, or on a similar form prepared in triplicate. Information such as the quantity issued, serial number of the vehicle, date, etc., will be included on each issue receipt.

b. At the close of each day, a recapitulation of the total issues made will be entered on WD AGO Form No. 10-117, Monthly Abstract of Issues, maintained in duplicate. One copy of each supporting delivery receipt, QMC Form No. 437, will be filed by the accountable officer to substantiate this entry, and one copy of the QMC Form No. 437 will be forwarded to the Property Control Section.

4. Monthly Abstract of Issues

a. As of the last day of each month, the Monthly Abstract of Issues, WD AGO Form No. 10-117, will be completed. The original WD AGO Form No. 10-117 will be vouchered, posted as a credit to the stock record account of the accountable officer, and the other copy will be forwarded to the Property Control Section.

PROPERTY WORN OUT THROUGH FAIR WEAR AND TEAR

1. General

a. Definition

Supplies and equipment which have become worn out or otherwise rendered unserviceable and/or obsolete in use or in storage without apparent fault or neglect of any individual or individuals will be considered as being worn out through fair wear and tear in the service of the Government.

b. Disposition

Survey Reports will not be initiated on property determined as being worn out through fair wear and tear. Disposition of property will be accomplished in accordance with the instructions contained in

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the ensuing paragraphs.

2. Action By The Unit Supply And Property Officer

a. Preparation of Form No. 36-24

A Unit Supply and Property Officer will instruct responsible officers under his supply jurisdiction to return all property which has become unserviceable through fair wear and tear to the appropriate Central Supply and Property Officer. The transfer will be made on a Property Turn-In or Transfer Slip, Form No. 36-24, prepared in sextuplicate by the responsible officer.

b. Processing Form No. 36-24

Upon completion of the turn-in, the Unit Supply and Property Officer will post one receipted copy of Form No. 36-24 as a credit voucher to his stock record account. One copy will also be posted to the Accounts Control section of the Stock Control Card, and subsequently placed in the jacket file of the responsible officer concerned.

3. Action By The Central Supply And Property Officer

a. Approval

The Central Supply and Property Officer will be responsible for determining that property being returned to stock by a using unit is unserviceable and has been worn out through fair wear and tear. Such turn-ins will be accounted for by the Central Supply and Property Officer until disposition is made in accordance with paragraph [REDACTED] below.

b. Disapproval In Whole Or In Part

In the event that all or part of the property has not been worn out through fair wear and tear, and the unserviceability appears to be the result of neglect, the questionable items will not be returned to the Central Supply and Property Officer. The responsible individual will be notified by the Central Supply and Property Officer to initiate a Survey Report in accordance with paragraph [REDACTED]. One copy of the notification will be forwarded to the Property Control Section for informational purposes. Ultimate disposition of the property will be made in accordance with instructions issued by the Property Survey Board after the Survey Report has been duly processed.

c. Disposition of Unserviceable Items

All unserviceable items worn out through fair wear and tear which appear on the stock record account of a Central Supply and Property Officer will be disposed of in the following manner:

(1) Items which are economically repairable and which are not surplus to the needs of this Agency will be repaired and returned to stock.

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(2) Unserviceable property that is surplus to the needs of this Agency, or which is beyond the state of economical repair, will be transferred to the Surplus Property Officer in accordance with current transfer procedure.

4. Action By The Surplus Property Officer

a. The Surplus Property Officer will be responsible for the ultimate disposition of all unserviceable property which is not economically repairable and/or is excess to the needs of this Agency. Insofar as it is possible dispositions will be made to established Government disposal agencies.

b. Unserviceable property which cannot be disposed of through normal channels will be destroyed. Prior to destruction such items will be reported to the CIG Property Survey Board on a Report of Inventory Adjustment, Form No. 36-16, prepared in triplicate, by the Surplus Supply and Property Officer. A request for authority to destroy such items should be included in a cover letter directed to the Property Survey Board.

c. Two copies of the Report of Inventory Adjustment, together with the request for authority to destroy the items listed thereon, will be forwarded to the Property Survey Board, through the Property Control Section. One copy of the Form No. 36-16 will be retained by the Surplus Property Officer as a suspense credit voucher to his stock record account. The Property Survey Board will return one approved copy of the Form No. 36-16 with authorized disposition instructions to the Surplus Property Officer. The approved copy of the Form No. 36-16 will be posted as a valid credit voucher to the Surplus Property Officer's account after disposal has been effected. One approved copy will be forwarded to the Property Control Section for adjustment of control records.

5. Action At Independent Installations

a. Turn-In of Property

Property in the possession of individuals which has been rendered unserviceable and/or obsolete through fair wear and tear will be returned to the Consolidated Supply and Property Officer for credit. Such items will be accounted for on the stock record account until proper disposition has been effected.

b. Preparation of Form No. 36-16

All unserviceable property appearing on the stock record account of a Consolidated Supply and Property Officer will be listed on a Report of Inventory Adjustment, Form No. 36-16, prepared in triplicate. The following certificate will be included on the face of the Form No. 36-16.

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I certify that the items listed hereon have been worn out through fair wear and tear in the service of the Government without fault or neglect on the part of any individual or individuals, and that said items are not economically repairable.

Accountable Supply and Property Officer

c. Distribution of Form No. 36-16

The original and one copy of Form No. 36-16 will be forwarded to the Chief of Station for approval. The third copy will be posted as a suspense credit voucher to the stock record account by the Consolidated Supply and Property Officer. After approval has been effected, the original Report of Inventory Adjustment will be returned to the Consolidated Supply and Property Officer for posting as a valid credit voucher. The other copy will be retained in the administrative files of the installation.

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LOST, DAMAGED, OR STOLEN PROPERTY -- SURVEYS

1. General

a. Individual Responsibility

The policy of this Agency contemplates that some individual will be responsible at all times for the care and safekeeping of Government property. In the event property is lost, damaged, or destroyed by causes other than fair wear and tear in the service of the Government, the responsible individual will prepare a Survey Report, Form No. 36-18, in accordance with the procedure outlined below.

b. Initiation of Survey Reports

Survey Reports must be initiated by the responsible individual within thirty days after the loss, damage, destruction, or theft has been discovered. Should circumstances prevent the initiation of a Survey Report in the required time, an explanation for the delay will be attached to and made a part of the Survey Report.

2. Preparation And Distribution of Survey Reports

a. By Responsible Individuals

Individuals who are responsible for property which has been lost, damaged, or stolen will initiate a Survey Report, Form No. 36-18, in septuplicate. All factual data surrounding the loss, damage, destruction, or theft should be included in the "circumstances" section of Form No. 36-18. This should be a concise statement including dates, location, and names of individuals involved, and will be sworn to before a notary public or a summary court officer. Additional substantiating evidence may be presented in the form of notarized

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affidavits which should be attached to the Survey Report. One copy of the Survey Report will be retained by the responsible individual. The original and five copies will be forwarded to the supply and property officer accountable for the property, who will assign a voucher number to all copies and post one copy as a suspense voucher to his stock record account. Unit Supply and Property Officers will use the other copy to make appropriate deductions from the Accounts Control Section, Form No. 36-14, and will be filed in the responsible individual's jacket file. The accountable supply and property officer will sign the remaining copies of Form No. 36-18 and distribute same in the following manner:

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(1) In the Washington area, Survey Reports will be forwarded to the CIG Property Survey Board, through the Property Control Section, for investigation and action.

(2) At independent installations, the Survey Report will be forwarded to the Chief of Station for action in accordance with paragraph below.

b. By Accountable Officer on Property In Storage

When an accountable supply and property officer initiates a Survey Report for the loss, damage, destruction, or theft of property in storage, an original and four copies of Form No. 36-18 will be prepared. All factual data in the form of a concise statement containing dates, location, and names of individuals concerned will be included in the "circumstances" section of Form No. 36-18. All copies will be vouchered, one copy will be posted to the stock record account, and filed as a suspense credit voucher pending receipt of the approved or disapproved Survey Report. The original and three copies of the Form No. 36-18 will then be forwarded to the CIG Property Survey Board, through the Property Control Section, or to the Chief of Station in the event the Survey Report is initiated at an independent installation.

c. By Accountable Officer As Responsible Individual

In the event a Unit Supply and Property Officer has delegated himself as a responsible individual for a sub-account to his stock record account, and is responsible for the loss, damage, or destruction of property charged to that sub-account, the procedures as outlined in paragraph above will be followed.

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3. Action by Chief of Station

a. Survey Reports which are initiated at independent installations will be forwarded to the Chief of Station for action prior to being routed to Washington. The Chief of Station will appoint a disinterested investigating officer (civilian or military) to examine available evidence regarding the loss, damage, or destruction and his findings will be noted on the reverse side of the Survey Report.

b. Upon completion of the investigation, all copies of the

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Survey Report will be forwarded to the CIG Property Survey Board, through the Property Control Section, Services Division, Washington.

4. Action By The CIG Property Survey Board

a. All Survey Reports initiated within this Agency will be forwarded to the CIG Property Survey Board, through the Property Control Section, for investigation and action in accordance with paragraph [REDACTED]

b. Upon completion of final action, the Property Survey Board will retain the original copy of Form No. 36-16 and return the remaining copies to the Property Control Section for distribution.

5. Action By The Property Control Section

The Property Control Section will distribute all Survey Reports in the following manner:

a. Approved Survey Reports

- (1) 1 copy -- Responsible initiating individual
- (2) 1 copy -- Accountable supply and property officer
- (3) 1 copy -- Property Control Section

b. Disapproved Survey Reports

- (1) 1 copy -- Responsible initiating individual
- (2) 1 copy -- Accountable supply and property officer
- (3) 1 copy -- Property Control Section
- (4) 1 copy -- Chief, Finance Division (certified true copy)

6. Action By The Finance Division

Upon receipt of a disapproved Survey Report, the Chief, Finance Division, will effect collection of all monies in accordance with paragraph [REDACTED]

[REDACTED] CIG PROPERTY SURVEY BOARD

1. General

The Director of Central Intelligence has delegated to the CIG Property Survey Board the authority to take final action on all Survey Reports; authorize ultimate disposition and/or destruction of all unserviceable and obsolete property in the custody of this Agency; and to approve or disapprove all Reports of Inventory Adjustment, Form No. 36-16, in accordance with the procedure outlined in paragraph [REDACTED]

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2. Action On Survey Reports

a. The CIG Property Survey Board will review all Survey Reports and supplemental data, including the findings and recommendations of the investigating officer, pertaining to the loss, damage, destruction, or theft of public property.

b. Based on the information and factual data presented, the Board will render final decision with respect to the pecuniary liability of, or relief from responsibility of, the individual or individuals concerned.

c. After decision has been rendered, the Property Survey Board will retain the original copy of the Survey Report and forward the remaining copies to the Property Control Section for distribution in accordance with paragraph [redacted] above.

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3. Action On Unserviceable Or Obsolete Property

a. The Property Survey Board will review all requests initiated on Form No. 36-18, Report of Inventory Adjustment, by the Surplus Property Officer for the disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government.

b. The Property Survey Board may relieve all concerned of responsibility and/or accountability and authorize disposition of property rendered unserviceable through fair wear and tear.

c. In the event the property was rendered unserviceable through the fault or neglect of an individual or individuals, the Property Survey Board will disapprove the Report of Inventory Adjustment and direct that a Survey Report be initiated.

4. Policy With Respect To Pecuniary Liability

a. The Property Survey Board will determine, from conclusive evidence, before imposing a pecuniary charge against an individual that:

(1) the property for which he was responsible was lost, damaged, destroyed, or stolen through the apparent fault or neglect of the responsible individual or;

(2) there was an intent to defraud the United States Government.

b. All pecuniary charges raised against an individual as a result of a Survey Report will preclude any loss to the Government, and such charges will ordinarily be in the amount which represents the actual loss. Consideration will be given to the original cost price, the current market price, and depreciation based on the life expectancy and normal usefulness of the article. [redacted] articles which are useful throughout their entire life are not subject to allowances for depreciation. Where the property is damaged and can be repaired, the cost of repair is a proper charge against an individual, provided said cost does not exceed the value of the article.

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5. Right Of Appeal

a. Individuals against whom a pecuniary charge has been raised may appeal the decision of the Property Survey Board to the Director of Central Intelligence. This appeal must be made, in writing, within 30 days after receipt of notification of the pecuniary charge, unless otherwise specified. The original and one copy of the appeal should be submitted to the Director of Central Intelligence, through the CIG Property Survey Board.

b. In the event an appeal is not forthcoming within the specified time, one copy of the Survey Report, with all supplemental data, will be forwarded to the Chief, Finance Division, for collection.

6. Payment Of Pecuniary Charges

a. Payment of pecuniary charges will be made by check, or U. S. Postal Money Order, payable to "The Treasurer of the United States." The check or money order, and a copy of the notification of pecuniary charges, will be forwarded to the Property Survey Board.

b. Army enlisted personnel may sign a statement of charges in accordance with paragraph 6-b, AR 35-6840, dated 16 April 1949, or submit payment in the manner outlined above.

7. Collection By Finance Division

The Chief, Finance Division, upon receipt of a disapproved Survey Report will take immediate action to collect monies due the Government. In the event that such action is ineffective, collection may be made through a pay stoppage or a deduction on final settlement. (See Administrative Instruction [redacted] par. [redacted])

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[redacted] LOSS OR DAMAGE FOR WHICH LIABILITY IS ADMITTED1. General

a. When an individual admits pecuniary liability for the loss, damage, or destruction of public property, voluntary payment may be made as outlined in the ensuing paragraphs.

b. A voluntary payment in accordance with the procedures outlined below will not be used as a means to circumvent established policy prohibiting the purchase of Agency property.

c. In the event an individual desiring to make voluntary payment for lost property is being separated from the Agency, clearance will be effected in accordance with paragraph [redacted]

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2. Action By Responsible Individual

An individual desiring to make voluntary payment for the loss of public property, in lieu of submitting a Survey Report, Form No. 36-18, will

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coordinate said loss with his Unit Supply and Property Officer.

3. Action By Unit Supply and Property Officer

The Unit Supply and Property Officer will assist the responsible individual in the preparation of Form No. 36-42, Voluntary Payment for Public Property. This form will be initiated in sextuplicate and signed by the responsible individual and the Unit Supply and Property Officer. All copies of the Form No. 36-42 will be assigned an adjustment (I) voucher number by the Unit Supply and Property Officer and one copy will be retained as a suspense credit voucher to a stock record account. The original and four copies of Form No. 36-42 will accompany the individual to the Property Control Section.

4. Action by the Property Control Section

The Property Control Section will be responsible for:

- a. reviewing all Voluntary Payments for Public Property, Form No. 36-42, initiated in the Washington area to determine that said action is in accordance with existing property regulations.
- b. determining the unit cost of each item in the manner outlined in paragraph [redacted]
- c. correctness of nomenclature.
- d. maintaining an informal record of all voluntary payments pending receipt of the signed Form No. 36-42.

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The Property Control Section will sign the original and four copies of Form No. 36-42 which the individual will take to the Finance Division.

5. Action by the Finance Division

a. The Finance Division will effect collection of two copies and sign all copies of Form No. 36-42, Voluntary Payment for Public Property. The original and one copy of Form No. 36-42 will be retained by the Finance Division and the remaining copies distributed as follows:

- 1 copy - Individual making payment
- 1 copy - Unit Supply and Property Officer
- 1 copy - Property Control Section

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b. The Unit Supply and Property Officer will use the signed copy of Form No. 36-42 as a valid credit voucher to his stock record account and file same in the voucher file. The response copy may be used to adjust the Accounts Control section of Form No. 36-16 and filed in the jacket file of the responsible individual.

c. The Property Control Section will use the signed copy of Form No. 36-42 to adjust the property control records of this Agency.

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g. Action by The Consolidated Supply and Property Officer

When an individual who is responsible for the loss, damage, or destruction of public property desires to make voluntary payment at an independent installation, the Consolidated Supply and Property Officer will follow the procedure as outlined for a Unit Supply and Property Officer in paragraphs 71b-2 & 3 above. In lieu of action by the "Property Control Section" as outlined in paragraph 4, the Consolidated Supply and Property Officer will be responsible for the determination of the unit cost of the items lost. The action by the "Finance Division" as outlined in paragraph 6 above will be supplemented by local procedures established by the Consolidated Supply and Property Officer and the Installation Finance Officer.

REPORTS OF INVENTORY ADJUSTMENT

1. General

a. Limitations on Use

The Report of Inventory Adjustment, Form No. 36-16, may be used by an accountable supply and property officer, with specific limitations, to adjust differences between the "balance" as shown on the stock record account, and actual quantity on hand and/or in use as disclosed by a physical inventory. Except as noted in paragraphs 712-4-b, the use of Form No. 36-16 is confined to:

- (1) Rectifying errors resulting from improper postings and/or use of incorrect nomenclature.
- (2) Assuming accountability for previously unaccounted for property.

b. Correction of Errors in Postings

When the Report of Inventory Adjustment is used to correct discrepancies resulting from errors in posting or nomenclature, the overages and shortages of like items should insofar as possible offset one another. This precludes the utilization of Form No. 36-16 to adjust inordinate shortages.

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c. Correction of Property Accountability

An accountable supply and property officer will, upon the discovery of unaccounted for property, list said property on a Form No. 36-16, and post same as an adjustment voucher to his stock record account. In the event it is discovered at a later date that such property was erroneously accounted for, the accountable supply and property officer will use Form No. 36-16 to relieve himself of accountability. In such cases, reference will be made to the original adjustment voucher number.

2. Preparation and Distribution

The accountable supply and property officer will prepare a Report of Inventory Adjustment in quadruplicate listing the recorded balance, inventory balance, and the overages and shortages of the items to be adjusted. After a voucher number has been assigned to all copies of Form No. 36-16, the accountable supply and property officer will post one copy as a suspense credit voucher to his stock record account. The original and two copies of the Form No. 36-16 will be distributed in the following manner:

a. In the Washington Area, Reports of Inventory Adjustment will be forwarded to the Property Survey Board, through the Property Control Section.

b. At independent installations, Reports of Inventory Adjustment will be forwarded to the Chief of Station.

3. Action By The CIG Property Survey Board

The Property Survey Board will take final action on all Reports of Inventory Adjustment originating in the Washington area. After authorized adjustments have been approved, the original Form No. 36-16 will be returned to the accountable supply and property officer to be filed as a valid voucher to his stock record account. The suspense copy may be used to adjust the Accounts Control section of a Unit or Consolidated Supply and Property Officer's Stock Control Card, if necessary. In the event that the Report of Inventory Adjustment lists discrepancies of more than one sub-account, extracts of the items pertaining to each account will be made by the Unit Supply and Property Officer. The extracts will be posted to the Accounts Control section of the Form No. 36-14 and filed in the appropriate responsible officers' jacket files. One copy of the approved Form No. 36-16 will be forwarded to the Property Control Section for adjustments of the control records, and one copy will be retained by the approving authority.

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4. Action By The Chief Of Station

Final action on all Reports of Inventory Adjustment originating at an independent installation will be taken by the Chief of Station. When approval of authorized adjustments has been effected, the original of Form No. 36-16, will be returned to the accountable supply and property officer who will file the original as a valid voucher to his stock record account in lieu of the retained suspense copy. An approved copy of the Report of Inventory Adjustment will be retained in the administrative files of the installation.

5. Disapproved Inventory Adjustments

a. The Property Survey Board and Chiefs of Stations are enjoined not to approve Reports of Inventory Adjustment submitted by Unit and Consolidated Supply and Property Officers which do not adjust improper postings, incorrect nomenclature, or facilitate the assumption of accountability for previously unaccounted for property.

b. If any or all of the adjustments are not acceptable to the approving authority, all copies of the Form No. 36-16 will be returned to the accountable supply and property officer with instructions that a Survey Report, Form No. 36-18, be prepared on the disapproved items. After the Survey Report has been prepared in accordance with paragraph [redacted] it will be forwarded to the approving authority together with the disapproved Report of Inventory Adjustment.

c. The approving authority will note the following on all copies of the Report of Inventory Adjustment: "Approved subject to final action taken on the Survey Report of the items indicated." Distribution and action on the tentatively approved Report of Inventory Adjustment will be in accordance with paragraphs [redacted] above.

d. The Survey Report will be assigned the same voucher number as was assigned to the Report of Inventory Adjustment which it supports, and it will be placed in the voucher file with the Form No. 36-16 after it has been processed.

EXPENDITURE OF PROPERTY

1. Expenditure of Property For Experimental Purposes

Branch or division chiefs are authorized to approve the expenditure of property used in experimental activities under their jurisdiction.

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The following certificate signed by the Unit Chief, or his designated representative, will appear on the face of an issue or transfer document, i.e., Form No. 36-7 or 36-24:

I certify that the items listed hereon, will be expended for experimental purposes in the service of the Government. Any unused portions will be returned to normal supply channels.

(Signature)

The issue or transfer document so certified will constitute a valid voucher to the stock record account of the accountable supply and property officer concerned.

2. Expenditure of Supplies By An Accountable Supply and Property Officer

Central Supply and Property Officers may expend supplies and equipment of an expendable nature for use in activities under their control. Such items will be listed on a Form No. 36-7 together with the following certificate:

I certify that the items listed hereon have been expended in the service of the Government.

Accountable Supply And Property Officer

The issue document, Form No. 36-7, so certified will constitute a credit voucher to the stock record account.

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CONSOLIDATED PROPERTY REPORTS

1. General

a. In order to maintain adequate control of non-expendable property at independent installations, monthly Consolidated Property Reports, will be forwarded to the Property Control Section, Washington. Using Form No. 36-22, the Consolidated Supply and Property Officer will report, by item, the total monthly gains or losses on all property for which he is accountable.

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2. Preparation Of The Consolidated Property Reporta. Details of Preparation

(1) Form No. 36-22 will be prepared in triplicate by the Consolidated Supply and Property Officer as of the last day of each month. Items on hand with an increased or decreased total balance at the end of the reporting period will be listed in column 1 of the Form No. 36-22.

(2) The unit of the item, i.e., each, lbs., ft., etc., will be entered in column 2.

(3) The inventory as of the beginning of the reporting period will be entered in column 3.

(4) All receipts will be entered in the appropriate spaces in column 4.

(a) "Receipts except Memorandum Receipt turn-ins and Local Purchase" should include property received from the Supply Section, Services Division, CIG, Washington, and other Government agencies.

(b) Local purchases will be listed separately and the unit cost will be indicated.

(c) Overages accounted for on Reports of Inventory Adjustment will be classified as receipts and should be listed as such.

(5) All disbursements of non-expendable property will be listed in the appropriate spaces of column 5.

(a) The "Issue Except Memorandum Receipt and Operational" column will not be used.

(b) The "operational issues" column will not be used.

(c) "Transfers or Disposals" will indicate property transferred from the jurisdiction of the installation, such as transfers to other Government agencies.

(d) Shortages accounted for on Survey Reports and Reports of Inventory Adjustment will be listed in appropriate columns.

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(6) Column 6, "Closing Inventory Including Balance on Memorandum Receipt", will be the sum of column 3, plus "total receipts" minus "total disbursements".

8. Distribution Of The Consolidated Property Report

The original and one copy of the Form No. 36-22 will be forwarded, through channels, to the Chief of Services, Washington, D. C., Attention: Property Control Section. The report should arrive not later than the 15th day of the following month. The Property Control Section will use the Form No. 36-22 to make appropriate adjustments on property control records.

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AUDITS

1. General

a. All stock record accounts maintained by designated accountable supply and property officers will be subject to periodic audits and inspections by a representative of the Property Control Section, Services Division.

b. Auditors will have the general authority to examine all property records which they deem necessary for reference in connection with the audit. Where the examination of records by an auditor conflicts with security regulations, exceptions to the above will be made.

2. Audit Objective

a. The primary objective of an audit is to ascertain that the interests of the Government are being fully protected. A further objective is to determine that the prescribed principles and procedures of property accounting are being followed.

b. Auditors will determine that:

(1) All items chargeable against an account are accomplished by authorized transactions supported by valid vouchers;

(2) Stock record accounts and inventories accurately reflect quantities of property on hand and/or issued to using agencies.

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3. Certificates of Audit

a. At the completion of an audit, a Certificate of Audit will be prepared and signed by the auditor. Normally, five copies of the Certificates of Audit will be prepared and distributed as follows:

- (1) Original to the accountable supply and property officer
- (2) 2 copies to the Property Control Section
- (3) 1 copy to the appointing authority having supervisory responsibility over the account; such as branch or division chief
- (4) 1 copy to Chief, Services Division.

The Certificate of Audit will present a concise summary of the results of the audit including the discrepancies and irregularities noted and a statement regarding the condition of the account.

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DISPOSITION OF C.I.G. PROPERTY RECORDS1. Definition of Property Records

The term "Property Records" as used in this paragraph will include stock record cards, any equivalent forms used in lieu thereof, voucher registers maintained in connection with the stock record account, voucher files, individual jacket files, and all other forms maintained as an integral part of the property accounting system.

2. Disposition Action and Limitations

a. Six months after an audit of a property account has been completed and a Certificate of Audit has been issued, the audited property records may be withdrawn from the active files and placed in the inactive files of the accountable supply and property officer.

b. Property Records will be maintained in the inactive files of the accountable supply and property officer for a period of eighteen months. At the end of the eighteen month period, authorization for the destruction of property records may be requested from the Property Control Section, Services Division.

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PROPERTY PASSES1. General

A Federal Works Administration Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency in the Washington area. This pass must be procured in accordance with the procedures outlined in the ensuing paragraphs.

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2. Coordination with Accountable Officers

Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective accountable supply and property officer.

3. Initiation of Request for Pass

The accountable supply and property officer will forward a memorandum to the Chief, Property Control Section, or to the appropriate individual designated to sign property passes in his behalf, requesting that a F.W.A. Property Pass be issued. This memorandum will be prepared in duplicate and should contain pertinent information regarding the property movement. One copy will be retained by the initiating officer.

4. Authority to Sign Passes

The Chief, Property Control Section, Services Division, is responsible for the coordination and control of property movement within the Washington area, and will, therefore, be charged with the issuance of all F.W.A. Property Passes. However, since all using offices of this Agency are not centrally located, the Chief, Property Control Section, will designate certain individuals to sign property passes in his behalf. These individuals will not issue a F.W.A. Property Pass until a signed memorandum has been received from the accountable supply and property officer. Individuals designated to sign Property Passes will maintain a file of all requests received.

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ISSUANCE OF PROPERTY CLEARANCES

1. Washington Area

a. Action by Individual

Prior to departure from this Agency, an individual being separated will obtain the necessary signatures on Form No. 36-20, Property Clearance Sheet. This is to insure complete and final clearances of all monies and/or property which may have been charged to him. The Property Clearance Sheet should be obtained from the Personnel Division or the appropriate Administrative Officer.

b. Action by Administrative Officer

The routing of an individual in the proper clearance sequence will be the responsibility of the Administrative Officer of a branch, division, etc. Clearance from the Unit Supply and Property Officer will be obtained before final clearance is given by a Branch Administrative Officer. This lower echelon supply clearance will also be necessary prior to obtaining a clearance from the Property Control Section.

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c. Action by Unit Supply and Property Officer

The Unit Supply and Property Officer will take necessary action to ascertain whether or not the individual being separated has property charged to him. Immediate clearance will be issued in the event there are no current charges. Should property charges exist, the procedures outlined in the ensuing paragraphs will govern.

d. Turn-In of Property

All public property in the possession of an individual being separated from this Agency will be returned to the proper supply channels. The Unit Supply and Property Officer will assist the individual in the preparation of the Property Turn-In Slip, Form No. 36-24. When the turn-in has been effected, the Unit Supply and Property Officer will sign the Property Clearance Sheet.

e. Instructions for Enlisted Personnel

Enlisted Army personnel being separated from this Agency will retain in their possession the clothing and equipment listed on their individual AGO Form No. 32 as authorized by the current M.R. Table of Equipment No. 21. Any and all special equipment in the possession of individuals which is not authorized by T/E 21 will be returned to this Agency in accordance with the procedures outlined in paragraph d above.

f. Lost, Damaged, or Stolen Property

An individual being separated who is accountable and/or responsible for lost, damaged, or stolen property will initiate a Survey Report, Form No. 36-18, in accordance with paragraph [redacted] above, or make Voluntary Payment as provided in paragraph [redacted] below. In lieu of signing the Property Clearance Sheet, the Unit Supply and Property Officer will make a notation, similar to the one below, on the reverse side of Form No. 36-20:

_____ has a Survey Report
 pending covering the loss of the following items of Government
 Property.

(List Property)

 Unit Supply and Property Officer
 Account No. _____

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6. Voluntary Payment for Lost Property

The granting of a property clearance to an individual being separated from the Agency who desires to make voluntary payment for the loss of public property, in lieu of submitting a Survey Report, will be effected in the following manner:

(1) Unit Supply and Property Officer

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The Unit Supply and Property Officer will assist the individual in the preparation of Form No. 36-42, Voluntary Payment for Public Property, in accordance with instructions as outlined in paragraph [redacted]. In lieu of signing the Property Clearance Sheet, the Unit Supply and Property Officer will make a notation on the reverse side of Form No. 36-20, similar to the one below:

_____ is making voluntary payment for the loss of the following items of public property.
(Name)

(list items)

Unit Supply and Property Officer
Account No. _____

Form No. 36-42, Voluntary Payment for Public Property and Form No. 36-20, Property Clearance Sheet, will accompany the individual to the Property Control Section.

(2) Property Control Section

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The Property Control Section will take action in accordance with paragraph [redacted] and in lieu of normal clearance will make a notation on the reverse side of Form No. 36-20 as follows:

_____ may be granted property clearance from this Agency after payment for the above items has been made to the Finance Division.
(Name)

Property Control Section

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(U) Finance Division

After the Finance Division has effected collection of monies as outlined in paragraph [REDACTED] the following notation will be made on the reverse side of the Property Clearance Sheet:

Payment in the amount of \$ _____ for the above items
 received of _____ (Name) _____ (Date)

 Finance Division

h. Property in Transit

In the event the individual being separated has property in transit or located outside Washington, a clearance will not be granted until such time as said property has been returned to this Agency. The Unit Supply and Property Officer will make a notation, similar to the one below, on the reverse side of Form No. 36-20, in lieu of normal clearance signature:

_____ has the following equipment which
 (Name)
 has not been duly accounted for. Upon return of said items to this Agency, clearance will be granted by the _____
 (Branch or Division)

(List Property)

 Unit Supply and Property Officer
 Account No. _____

2. Outside Washington Areaa. Certificate from Consolidated Supply and Property Officer

An individual, prior to his departure from an independent installation, will obtain a signed property clearance, which will be in the form of a memorandum issued by the Consolidated Supply and Property Officer for the station. It is suggested the following clearance certificate be used:

I certify that _____ (Name) _____ has returned or otherwise accounted for all public property charged to him prior to his departure from this installation, with the following exceptions:

 Consolidated Supply and Property Officer
 Station: _____

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b. Granting or Withholding Clearance

The Consolidated Supply and Property Officer, upon determination that the individual being separated or transferred does not have any current property charges against him, will grant immediate clearance. In the event property charges exist, action as outlined in the ensuing paragraphs will be taken for those persons returning to Washington for separation. Final clearance will not be granted to an individual being separated from this Agency at a field installation until all property has been turned-in, and/or accounted for.

c. Clearance after Property Turn-In

All public property in the possession of an individual being transferred will be returned to the Consolidated Supply and Property Officer, and a property clearance will be granted.

d. Initiation of Survey Report

In the event an individual requesting clearance has lost, damaged, or destroyed public property for which he is responsible and/or accountable, a Survey Report, Form No. 36-18, will be initiated in accordance with paragraph [redacted] above. The Consolidated Supply and Property Officer should then make a notation, similar to the one below, under "exceptions" of the Clearance Memorandum:

_____ has a Survey Report pending;
(Name)
for the following items of public property:

(List Items)

Consolidated Supply and Property Officer
Station;

e. Retention of Essential Property

Upon transfer, an individual will not be allowed to retain any Government property unless said equipment is essential for the completion of the journey. Retained items should be listed under "exceptions" of the Clearance Memorandum and will be returned to appropriate Supply and Property Officers, Services Division, immediately upon arrival in Washington.

f. Distribution of Clearance Memorandum

Distribution of the Station Clearance Memorandum will be as follows:

(1) 1 copy will be retained by the installation or station from which the individual is departing.

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(2) 2 copies will accompany the individual

G. Arrival in Washington

Upon arrival in Washington, the individual being separated will report to his Branch, Division, or Unit for final clearance in accordance with  above.

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GENERAL

1. Purpose and Scope

The purpose of this instruction is to assign responsibility for, and establish methods governing, fiscal activities within CIG in accordance with existing laws and regulations. The instructions outlined are for the general guidance of the officials and employees of the CIG in connection with vouchered funds financial activities for the departmental service.

2. Functions and Organization

a. The Fiscal Section, Finance Division, is responsible for the accounting and auditing of all funds placed at the disposal of this agency, except as otherwise stated in these instructions.

b. The Fiscal Section is responsible for the following primary functions:

- (1) Assisting in the development and maintenance of uniform accounting practices;
- (2) Determining the legality of proposed expenditures, the availability of appropriations, and the sufficiency of funds;
- (3) Auditing all expenditure documents preparatory to payment;
- (4) Billing, collecting, and depositing amounts determined to be due the United States;
- (5) Maintaining individual salary records, to include recording and accounting for retirement, tax, deductions for and issuances of bonds, and other compensation adjustments involving properly appointed personnel;
- (6) Preparing the payroll and distributing salary checks and bonds;
- (7) Applying regulations for leave and attendance reporting and maintaining employees' leave records;
- (8) Preparing fiscal reports as required;

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(9) Exercising supervision over the fiscal work of the field offices in the U.S. and abroad, and when directed by the Chief, Finance Division, inspecting and investigating those offices in order to determine that fiscal activities are being conducted properly;

(10) Assisting in training of personnel in fiscal procedures;

(11) Cooperating with and advising administrative officers concerned with fiscal activities.

c. The Fiscal Section is composed of five units; namely, Accounts, Travel, Payroll and Leave, Claims, and Fiscal Processing.

3. Examining and Certifying Officials

The Fiscal Section will provide for detailed examination of payrolls, reimbursement accounts, and all other types of vouchers and accounts prior to certification and approval for payment. The examination will be performed by auditors familiar with the laws and regulations of the United States and the disbursement of Federal funds, collection of fees, disallowances, and other items due the United States.

a. Responsibilities

An employee designated as an Authorized Certifying Officer is responsible for proper certification of vouchers in accordance with the provisions of 55 Stat. [redacted] 31 U.S.C. 82c & g). He is required to furnish bond for the protection of the United States in such amount as may be determined by the Director of the Agency pursuant to standards prescribed by the Secretary of the Treasury and is held accountable for and required to make good to the United States the amount of any illegal, improper, or incorrect payments resulting from any false, inaccurate, or misleading certificate made by him as well as for any payment prohibited by law or which would not represent a legal obligation under the appropriation or fund involved.

b. Designations

The names of the employees for whom certifying authority is sought will be listed on "Schedule of Officers or Employees Authorized to Certify Vouchers for Payment to Disbursing Officers under the Executive Branch of the Government" and submitted to the Director of Central Intelligence for approval. The employees listed on the schedule become Authorized Certifying Officers only after the schedule has been signed by the Director of Central Intelligence and after the original of the Schedule as well as the signature cards (Treasury Dept. Form 1686, Rev.) and bond have been accepted and are on file in the Treasury Department.

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c. Revocation

Revocation of an employee's authorization to certify vouchers will be accomplished by the use of the unnumbered Treasury form entitled "Revocation of Authority to Certify Vouchers for Payment to Disbursing Officers under the Executive Branch of the Government" which will be handled in the same manner as the authorization form.

d. Advance Decisions

Where there is a question of law involved in payment on a voucher submitted to him for certification, an Authorized Certifying Officer has the right to apply for and obtain an advance decision from the Comptroller General of the United States in accordance with the provisions of Public Law 509 - 77th Congress, approved December 29, 1941 (31 U.S.C. 82d).

4. Safeguarding of Public Funds

Employees charged with the safeguarding of Public Money shall be held personally liable for such funds (31 U.S.C. 521). The Fiscal Section and any other offices similarly responsible, will provide safes or other suitable locking devices for safeguarding collections, salary checks, bonds, and other valuable items.

Personal funds or papers should not be placed in Government safekeeping facilities. Such quasi-official funds as those for the Red Cross, Community Chest, Employees' Welfare Association, etc., if administratively considered necessary to be placed in these facilities, should be in a separate locked compartment or box with the key to such container in the exclusive possession of the particular individual responsible for its contents. However, the presence of such non-official contents in the official safekeeping facility will not automatically entitle the responsible individual to the combination or key thereof.

Employees charged with the safeguarding of Public Money shall be held personally liable for such funds (31 U.S.C. 521).

5. Inspections

As required, the Chief, Finance Division, will direct the Fiscal Inspectors under his supervision, or officials of the Fiscal Section, to conduct inspections of fiscal activities of the Agency. Written reports of all inspections will be filed with the Chief, Finance Division, and the information contained in these reports will be utilized to the fullest advantage in administering financial affairs. In the event that findings of the inspectors indicate the necessity for future investigative or remedial measures, appropriate action will be recommended by the Chief, Finance Division.

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6. Liaison

The Fiscal Section will conduct administrative liaison with Federal agencies or other organizations on routine fiscal matters. Liaison for purposes of consummating new policies, procedures, and agreements, or other activities of major importance will be conducted under the supervision of the Chief, Finance Division.

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ACCOUNTING

The accounting functions of the Agency will be administered by the Accounts Unit, Fiscal Section, in compliance with the Comptroller General's prescribed forms, systems, and procedures for administrative appropriation and fund accounting.

1. General Ledger

A General Ledger will be maintained in the Accounts Unit, Fiscal Section, for purposes of controlling subsidiary accounting records and for appropriation and fund accountability. The accounts maintained in the General Ledger, as well as the forms, systems, and procedures used, are prescribed by General Regulations [REDACTED]

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2. Allotment Ledger

a. Requirement

The Fiscal Section will maintain official allotment accounting records in accordance with General Regulations [REDACTED] which is quoted in part as follows:

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"Allotment accounts are provided for the purpose of showing currently the unobligated balances of appropriations and funds, and of insuring, insofar as possible, against the incurring of deficiencies...."

"Accordingly, it is the administrative responsibility of each executive department, establishment and agency of the Federal Government to allot, apportion, and obligate its appropriation in such manner as to prevent expenditures in excess of amounts appropriated...."

"Since allotment accounts are provided for the purpose of preventing deficiencies in, or over expenditures of, appropriations and appropriation limitations, it is obvious that if the amounts allotted do not exceed the appropriations or appropriation limitations and the obligations and expenditures do not exceed the amounts allotted, no deficiency or over expenditure will occur. It is, therefore, important that allotments be made in such manner as will effectuate a control at the point where contracts are approved and obligations incurred...."

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b. Maintenance

A separate allotment ledger will be established and maintained by the Accounts Unit, Fiscal Section, for each allotment account to which funds have been allotted by the Budget Section. The ledgers will be maintained without regard to object classes. Entries in the various columns of the ledger have a direct effect either by addition or subtraction on the unobligated balance of the allotment as follows:

- 1. Allotments Add
- 2. Obligations Incurred Subtract
- 3. Obligations Liquidated Add
- 4. Net Disbursement Vouchers Subtract

By extending the balance of the various columns in the ledger, the current information will be obtained as to the unobligated or free balance of the allotment.

c. Consolidation

As of September 30 of each year the allotment ledger accounts for the previous fiscal year will be consolidated on the basis of major programs or activities.

3. Obligations

a. Establishment

Obligations will ordinarily be established by means of copies of the obligating documents, i.e., contracts, Purchase Orders, Shop Orders, Government Transportation Requests, Travel Orders, Government Bills of Lading, and so forth. Where use of such obligating documents is not feasible, the Miscellaneous Obligation Record, Form No. _____, will be used to establish obligations. This form will also be used as a subsidiary record of recurring obligations for payrolls, rental and service contracts, travel orders, and other classes of obligations, accruals, deliveries, or services which extend over all or part of the allotment period. The Miscellaneous Obligation Records will be prepared by the Accounts Unit, based on written information furnished by offices administering the allotments to be charged. When obligations are established by means of the Miscellaneous Obligation Record, the basis for computation will be indicated, so that appropriate liquidation can be made when applicable disbursement vouchers are recorded.

All obligation documents or data will be routed via the Budget Section to the Accounts Unit, Fiscal Section, so that the obligations may be encumbered against the applicable allotment account.

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b. Types

(1) Personal Service Obligations will be established by the Accounts Unit on a monthly basis to cover the salaries of vouchered employees and related overtime. The payroll obligations will be liquidated each pay period in accordance with the liquidation schedule established for the obligation, rather than by the amount of the voucher.

(2) Travel Obligations covering specific trips will be established on the basis of the Travel Order (Form 34-4) and will include all expenses authorized in the Travel Order, i.e., per diem in lieu of subsistence, mileage, expenses incurred incident to the use of Government Transportation Requests, and other reimbursable expenses such as movement of household effects and dependents, and all anticipated obligations covered by the Request for Travel Order. Travel Orders will not be released to the traveler, nor will travel be performed until determination has been made that sufficient funds have been reserved to cover the anticipated obligation for travel, transportation requests, etc. Travel obligations will be liquidated when the reimbursement voucher and related transportation requests are submitted for payment.

(3) Transportation Obligations for movement of freight will be established on the basis of Government Bills of Lading (G.P. 1193). Obligations for Government Requests for Transportation will not be established when the Requests are issued. However, when the traveler's reimbursement voucher is paid, the travel obligation will be liquidated and each Transportation Request entered individually as an obligation against the allotment. Bills of Lading will not be released to the carriers until determination has been made that sufficient funds are available to honor the obligation. Bills of Lading and Transportation Requests will be liquidated as related freight billings and carrier's billings are submitted for payment, or upon voiding of the original Bill of Lading.

(4) Contractual Obligations covering communication services, rents, and utilities, and other contractual services will be established by means of the Miscellaneous Obligation Record, Form 54-9. Copies of such contracts and/or agreements will be routed to the Accounts Unit for obligating. Contracts or agreements will not be entered into in response to requests by administrative offices until it has been determined that sufficient funds are available to cover the obligation. Contractual obligations will be liquidated when related billings and/or vouchers are submitted for payment, or when such contracts or agreements have been terminated.

(5) Purchase Obligations for supplies, equipment, and services will be established on the basis of copies of Purchase Orders, Form 36-1, or other purchase documents issued by the Services Division, PMA. Prior to release, the Purchase Orders will be routed via the Budget Section to the Accounts Unit for obligation. Purchase obligations will be liquidated when the vendor's billings are submitted for payment, or when such Purchase Orders are cancelled.

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(3) Obligations for claims will be established and/or adjusted to agree with the amount claimed when such claims are submitted to the General Accounting Office for direct settlement. Obligations for claims will be liquidated in accordance with notice of settlement by the General Accounting Office.

4. Record of Unliquidated Obligations

a. Maintenance

The Record of Unliquidated Obligations will be maintained by the Accounts Unit for recording information pertaining to outstanding obligations. The Record will be maintained by appropriation, allotment account, and sub-object class in order that (1) the status of each unliquidated obligation may be readily determined, (2) it may be ascertained that the amount of each obligation and liquidation has been correctly recorded on allotment ledgers, and (3) an accurate list of unliquidated obligations, classified as to sub-object, may be available for informational purposes and for preparation of reports.

b. Consolidation

As of September 30 of each year the record for the previous fiscal year will be consolidated on the basis of major programs or activities.

5. Object Classification

Object classification symbols, based upon the type of the services, articles, or other items involved, as distinguished from the purpose to be attained, will be applied to all obligation, expenditure, and collection documents affecting appropriations and funds. Object classification symbols as set forth in the following code will be used to insure uniformity in analyzing, recording, and reporting unliquidated obligations and expenditures; to provide budgetary information for the preparation of estimates; and to facilitate efficient management of funds.

Code of Object and Sub-Object Classification Symbols

- 01 Personal Services
 - 01.1 Regular Payroll
 - 01.2 Temporary
 - 01.3 Part-time and TAE
 - 01.4 Night Work Differential
 - 01.5 Lump Sum Payments
 - 01.6 Native Pay
 - 01.7 Living and Quarters Allowances
 - 01.8 Overtime Pay

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- 02 Travel
 - 02.1 Civilian - Domestic
 - 02.2 Civilian - Foreign
 - 02.3 Military - Domestic
 - 02.4 Military - Foreign

- 03 Transportation of Things
 - 03.1 Regular
 - 03.2 Personal Effects (change of station)
 - 03.3 Penalty Mail (over 4 pounds)

- 04 Communication Services
 - 04.1 Telephone
 - 04.1-1 Private Lines
 - 04.2 Telegraph
 - 04.3 Cablegrams
 - 04.4 Teletype
 - 04.5 Penalty Mail (cross with appropriation limitation)
 - 04.6 Postage
 - 04.7 Transfers

- 05 Rents and Utility Services
 - 05.1 Office Space
 - 05.2 Warehouse Space
 - 05.3 Business Machines
 - 05.4 Technical Equipment
 - 05.5 Miscellaneous

- 06 Printing and Binding
 - 06.1 Government Printing Office
 - 06.2 Commercial

- 07 Other Contractual Services
 - 07.1 Repair and Maintenance of Structures
 - 07.2 Security Reports
 - 07.3 Reproduction
 - 07.4 Reporting Services
 - 07.5 Guard Service
 - 07.6 Miscellaneous

- 08 Supplies and Materials
 - 08.1 Office
 - 08.2 Photographic
 - 08.3 Automotive
 - 08.4 [REDACTED]
 - 08.5 [REDACTED]
 - 08.6 Communications
 - 08.7 Publications
 - 08.8 Miscellaneous

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- 09 Equipment
 - 09.1 Office
 - 09.2 Photographic
 - 09.3 Automotive
 - 09.4 Operational-Army
 - 09.5 Operational-Navy
 - 09.6 Communications
 - 09.7 Reproduction
 - 09.8 Miscellaneous

6. Distribution Ledger

a. Maintenance

The Accounts Unit, Fiscal Section, will maintain the official Distribution Ledger, as required by General Regulations No. 100. Instruments recorded in the Distribution Ledger will consist of all types of expenditure, settlement, and refund collection documents. The Ledger will be maintained by appropriations or funds, allotment account, and sub-object classifications in order that it may be ascertained that accounts of expenditures and collections have been correctly recorded on Allotment Ledgers; and that an accurate list of net expenditures, classified as to sub-object, may be available for informational purposes, and for preparation of reports.

b. Consolidation

As of 30 September of each year the Distribution Ledger accounts for the previous fiscal year will be consolidated on the basis of major programs or activities. Sub-object accounting and reporting will be discontinued.

7. Lapsed Appropriations

a. When appropriations lapse, the following action will be taken in order that surplus fund warrants issued by the Treasury may be entered into the General Ledger:

(1) The Accounts Unit will ascertain that all expenditure, settlement, and collection documents have been entered in the allotment accounts.

(2) The Accounts Unit will cancel all unliquidated obligations by appropriate entry in the Allotment Ledger. The entry and the obligation document will indicate that cancellation has been made in order that the unexpended balance of the appropriation can be carried to the surplus fund as prescribed by Section 713, U.S. Code, TITLE 31.

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(3) The Budget Section will be advised of the resulting, unobligated balance of allotment, so that appropriate allotment orders will be executed withdrawing those balances.

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(4) Final summary will be prepared on lapsed appropriations, and further allotment ledger accounts will not be required.

PAYROLL AND LEAVE

The Payroll Unit, Fiscal Section, will be responsible for the preparation, pre-audit, and submission for payment of departmental payrolls for vouchered personnel of this Agency; the post-audit and maintenance of records applicable to overseas vouchered payrolls; the maintenance of applicable leave records and retirement records, both as to recording service history and retirement deductions; the withholding and reporting of amounts withheld for income tax purposes; the maintenance of records for U. S. Savings Bonds; and the distributions of salary checks and U. S. Savings Bonds.

1. Time and Attendance Reports

Time and Attendance Reports, Standard Form 1130, Revised, will be used as a timekeeping record for, and as a basis for payment of salaries to, all civilian employees listed on vouchered payrolls. These reports will be maintained by each Office or Staff Section, or unit of organization thereof, whichever is best suited for checking attendance.

a. Recording and Reporting

There will be entered on Standard Form 1130, Revised, the number of hours in pay status, the annual, sick, and compensatory leave, or leave without pay chargeable to each 14-day pay period. All approved overtime and authorized holiday work for which payment is to be made must also be recorded on the Standard Form 1130, Revised. Whenever night differential is claimed, the employee's tour of duty must be indicated on the Time and Attendance Report. The employee should be requested to initial Standard Form 1130, Revised, for any absence from work because of annual, sick or compensatory leave, or leave without pay, so as to preclude later dispute of leave charges. In the case of absence for sick leave the sick leave certificate at the bottom of Form 1130, Revised, will be signed by the employee. If, at the end of a pay period, the employee is not available to initial for any leave taken, the form may be submitted without the initials. However, Standard Form No. 71 must be executed for leave for which initials are not obtained, and submitted with the subsequent Time and Attendance Report. If upon return of a traveler it develops that he was absent from duty on annual or sick leave that was not reported, a Standard Form 71 showing leave taken will be executed by him and submitted with the next Time and Attendance Report sent to the Payroll Unit.

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The head of each office or staff section will designate two employees for each reporting unit as authorized to sign Time and Attendance Reports. Two copies of the designations with specimen signatures will be furnished the Payroll Unit, Fiscal Section. When designations are changed or authorizations revoked, the Payroll Unit will be notified immediately by submission of new designations and specimen signatures.

Certifications on Time and Attendance Reports will be signed (not initialed) by designated employees. No individual will certify his own Time and Attendance Report when another authorized employee is available.

c. Submission

Time and Attendance Reports will be forwarded so as to arrive in the Fiscal Section not later than 4:30 p.m. on the Monday following the close of the 14-day pay period. The reports will be supported by (1) Applications for Leave, Standard Form 71, for annual leave in excess of 12 days or leave extending from one reporting period to the next; (2) certificate of physician or practitioner for sick leave covering a period in excess of 3 days; (3) Standard Form 71 for sick leave covering a visit to a physician, dentist, oculist, etc., showing the time of the visit and the name and address of the doctor; and (4) duplicate copy of Form 32-3, bearing the approval of the Chief, Budget Section, for authorized overtime or holiday work.

2. Payroll Preparation

Departmental payrolls for vouchered personnel of this Agency will be prepared by the Payroll Unit, Fiscal Section.

The current Salary Table issued by the General Accounting Office will be used to determine amounts due employees for per annum, monthly, per diem, or hourly rates. Each pay period will consist of two administrative work weeks, resulting in 26 bi-weekly pay periods per year. Net pay will be determined by deducting from gross pay the authorized amounts for retirement, taxes, bonds, and other adjustments.

3. Overtime and Holiday Duty

Employees who perform overtime or holiday duty as defined in the Federal Employees Pay Act of 1945, as amended, will be compensated or given compensatory time off in accordance with the provisions of OIG Administrative Instruction [REDACTED].

4. Night Duty

Employees assigned to a regularly scheduled tour of duty, any part of which falls between the hours of 6:00 p.m. and 6:00 a.m. are

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entitled to compensation for work between such hours at a rate of 10% in excess of their basic rate of compensation. Employees are not entitled to this night pay differential when in a leave status. Extra pay for night duty in excess of the basic rate is not included as part of the basic rate for computing overtime pay. When night differential is claimed, the Time and Attendance Report, Form 1130, must indicate the employee's regularly scheduled tour of duty.

5. Living and Quarters Allowance

More specifically authorized or approved, quarters allowances and cost of living allowances, or special foreign living allowances, will be paid to those employees having permanent station in a foreign country. Such allowances will be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B. For the purposes of paragraph 6 of Part A of Budget Circular A-8, civilian employees are classified as follows:

Group 1 - (Not applicable to CIG)

Group 2 - Chiefs of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials include grades OAS-12 or O-6, or above. Employees in those grades who are not directly subordinate to Washington are included in Group 3.)

Group 3 - Technical and professional employees with grades of OAS-9 or O-3 or above not covered by Group 2.

Group 4 - All other employees with grades under OAS-9 or O-3.

Civil Service employees who are United States citizens are entitled to a 25% pay differential (not to exceed a rate of compensation in excess of \$10,000 per annum) if stationed in Territories of the United States or a Cost of Quarters and Living Allowance in accordance with Bureau of the Budget Circular A-8 when stationed in a foreign country.

6. Final Salary Payments

Final salary payment and/or final clearance will not be granted to an employee transferring or terminating from this Agency until all monies and/or property that may have been assigned to him have been properly accounted for or returned. Before final payment is made, the final clearance form must be initiated by the Personnel Division, cleared with the applicable officials in advance, and filed in the Payroll Unit, Fiscal Section. (See CIG Administrative Instruction [redacted] .)

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Public Law 526, 78th Congress, provides for the lump-sum payment to certain Government employees of accumulated or accrued annual leave due upon their separation from Government service or upon transfer to another agency in a position under a different leave system. Such final lump-sum payments will be made by the Payroll Unit on the basis of information regarding the last working day and the accrued annual leave as shown on the personnel action terminating the employee's services, after the final clearance form has been received.

Section 2 of Public Law 526 provides that upon the death of an employee of the Government, the value of unused annual leave be paid "... upon the establishment of a valid claim therefor..." in the following order of precedence:

"First, to the beneficiary or beneficiaries, if any, lawfully designated by the employee under the Retirement Act applicable to his service;

"Second, if there be no such designated beneficiary, to the estate of such deceased employee."

7. Payroll Deductions

Payroll deductions may be made for salary overpayments, leave without pay, retirement, taxes, bonds, quarters allowances, insurance premiums for War Agencies Employees Protective Association, allowances authorized by power of attorney, amounts disallowed by the General Accounting Office, and any other duly authorized deductions (5 U.S.C. 526).

a. Retirement Deductions will be withheld from basic pay in an amount equal to 5% of the employee's basic pay. In accordance with procedures prescribed by the General Accounting Office, these deductions are deposited in the Treasury of the United States to the credit of the Civil Service Retirement and Disability Fund, and appropriated for the payment of annuities, refunds, and other allowances. The basic salary upon which retirement deductions are to be computed is the amount earned during the first 40 hours of duty each week, without regard to the days of the week upon which such duty is performed (25 Comp. Gen. 102).

The Fiscal Section will credit the retirement account of each employee with the amount deducted from his basic salary, pay, or compensation for credit to the Civil Service Retirement and Disability Fund (Section 12(a) of the Civil Service Retirement Act of May 29, 1930, as amended).

b. Tax Deductions will be withheld from the employee's pay in accordance with provisions of Section 1622 of the Internal Revenue Code.

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The withholding provisions of the code apply to all employees with the exception of those who are to perform services outside the United States during the major part of the calendar year.

The amounts withheld will be determined from salary tables issued by the General Accounting Office and Circular 17-Revised, 1948, issued by the Bureau of Internal Revenue.

Withholding exemptions will be allowed each employee on the basis of "Employee's Withholding Exemption Certificate", Treasury Form W-4, on file with the Payroll Unit, Fiscal Section. If an employee fails or refuses to furnish a certificate, taxes will be withheld as if the employee had claimed no withholding exemptions. Once filed, the certificate will remain in effect until an amended certificate is furnished. Amended certificates must be filed within 10 days when the number of exemptions is reduced. Amended certificates increasing the number of exemptions may be filed at any time.

Withholding statement, Form W-2, showing the gross wages paid and amount withheld for taxes will be furnished each employee within 30 days after the close of the calendar year or separation from the Agency.

Excess withholdings due to an employee's failure to file an exemption certificate, Form W-4, will not be adjusted. Excess withholdings due to canceled checks, overpayment of salary, or error may be adjusted. After Withholding Statement, Form W-2, has been furnished the employee, excess deductions cannot be adjusted and any refund due the employee will be made by the Bureau of Internal Revenue on the basis of the employee's income tax return.

c. Bond Deductions for the purchase of United States Savings Bonds may be made from an employee's salary only upon receipt of Treasury Department Form No. 2254, Individual Authorization Card and Record of Payroll Allotments, signed by the employee. Such authorizations remain in effect until canceled by the employee in writing or otherwise amended by execution of another authorization.

Employees separated from the Agency may deposit a sufficient amount to complete the purchase price of the bond being currently purchased by payroll allotments. Any unapplied amounts of bond deductions amounting to 50% or more, remaining to the credit of the employee being separated, will be refunded.

8. Distribution of Salary Checks and Bonds

Salary checks will be distributed by the Payroll Unit, Fiscal Section, to designated payment clerks of the branch, division, or office in which the individual is employed. A list containing the names of

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the employees and providing spaces for signatures will accompany each group of checks. The signed lists evidencing receipt of the checks by the employees must be returned to the Payroll Unit immediately upon delivery of the checks. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time. In those instances where an employee is absent from work but it is known that he will return within 5 days, the payment clerk may retain the list of undelivered checks for the 5-day period.

Extreme care must be exercised by payment clerks to insure that checks do not become lost or misplaced and that security regulations are not violated.

United States Savings Bonds will be mailed by the Payroll Unit, Fiscal Section, to the address designated by each employee.

9. Leave Regulations

Vouchered employees of this Agency are governed by the leave regulations prescribed by Executive Order No. 9414, and by amendments thereto issued by the United States Civil Service Commission pursuant to Section 7.1 of that Order. There follows a brief outline of the leave regulations with respect to accrual and granting of leave, together with administrative policies in specific cases. For special cases involving leave, the leave regulations mentioned above should be consulted, or the Payroll Unit, Fiscal Section, should be consulted for clarification.

a. Annual Leave

Permanent employees will be credited with leave at the rate of 1 day (8 hours) per bi-weekly period. The minimum credit for leave will be 4 hours, and additional credits will be in multiples thereof. Temporary employees will be credited with leave at the rate of 2½ days (20 hours) for each month of service. Accumulated leave may be carried forward for use in succeeding years until it totals not exceeding 60 days; provided, that during the period of the present emergency 30 days additional leave may be accumulated; provided further, that when accumulated leave equals or exceeds 60 days, further increase in accumulated leave shall be limited to 15 days in any succeeding year.

Employees shall not be granted annual leave in excess of the amount accrued to their credit. Temporary employees shall not be granted leave until immediately prior to the end of the month in which it is earned. The minimum charge for annual leave will be one hour, and additional leave will be charged in multiples of one hour.

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B. Sick Leave

Permanent and temporary employees shall be credited with sick leave at the rate of 1 1/2 days (10 hours) per month. The minimum credit for sick leave is 1 hour, and additional credits are in multiples thereof. Unused sick leave accrues and is available for future use provided that the balance to the credit of the employee at the end of any month does not exceed 90 days.

Sick leave will be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or for medical, dental, or optical examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others. The minimum charge for sick leave will be 1 hour, and additional leave will be charged in multiples of 1 hour.

An employee who is absent because of sickness should notify his supervisor as early as practicable on the first day of such absence, or as soon thereafter as possible. Failure to give such notice may result in the absence being charged to annual leave or leave without pay, as the circumstances may justify. Requests for sick leave for medical, dental, or optical examination or treatment shall be submitted for approval prior to the beginning of the leave.

Medical certificates will not be required for sick leave of 3 days or less. Sick leave in excess of 3 work days must be supported by a medical certificate, or other evidence administratively acceptable, which must be filed within 15 days after return to duty. Sick leave for medical, dental, or optical examination or treatment must be supported by a certificate of the employee that he has received such treatment or examination and shall include the name and address of the physician, dentist, or other practitioner visited and the date and hour of the visit.

When sick leave occurs within a period of annual leave and lasts 5 or more consecutive work days, the period of illness may be charged as sick leave and the charge against annual leave reduced accordingly. Application for such substitution of sick leave for annual leave shall be made within 2 days after return to duty and shall be supported by a medical certificate, or other evidence administratively acceptable.

In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced to permanent employees not in excess of 30 days; provided that no advance of sick leave shall be made to any employee unless the absence from duty on account of illness is for a period, or periods, of 5 or more consecutive work days; that every application for advance sick leave

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shall be supported by a medical certificate, and that the total of such advances shall be charged against sick leave subsequently credited. Sick leave may be advanced irrespective of whether the employee has annual leave to his credit.

Sick leave shall not be advanced to an employee holding a limited appointment, or one expiring on a specified date, in excess of the total sick leave that would accrue during the remaining period of such appointment.

c. Court Leave

When an employee is absent from duty for attendance in court as a witness in behalf of the United States or the Government of the District of Columbia, or for jury duty in any State court or court of the United States, the absence from duty shall not be charged against annual leave but should be recorded as "court leave."

d. Leave for Civil Service Examination

In accordance with standard practice, the employees of this Agency will be granted time off without charge against leave for the time necessary to complete (1) non-competitive examinations for promotion, or (2) open competitive examinations for their present jobs prior to the establishment of registers of eligibles. Employees will be granted time off without charge against leave to take any civil service examination previously taken and failed, providing it applies to their present job. However, those employees who, in order to qualify for a register, take open competitive examinations other than those required for their present jobs will do so on annual leave.

e. Maternity Leave

Under authority of regulations relating to annual and sick leave of government employees, applications for maternity leave may be approved by the Chief, Personnel Division, PMA Branch, under the following circumstances: (1) written application will be submitted, accompanied by a doctor's certificate on Standard Form 71, and (2) normally, maternity leave will not exceed six months, including accumulated sick leave, accumulated annual leave, and leave without pay status for any balance of the six months' period after accumulated sick and annual leave have been used up.

Upon receipt of written advice from the attending physician certifying to the absolute necessity therefor, the Chief, Personnel Division, PMA Branch, may approve extension of an additional six months' period of maternity leave in a leave without pay status.

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c. Military Leave

Military leave for training purposes only, "without loss of pay, time, or efficiency rating" will be granted to "regular" employees of the United States who are members of the National Guard, Officers' Reserve Corps, or the Naval, Marine Corps, or Coast Guard Reserve. Temporary, substitute, and "when actually employed" personnel are not entitled to military leave. In general, military leave may not exceed 15 days in any one calendar year. Additional time during a calendar year will be charged as annual leave or leave without pay as determined by the employee.

An employee desiring military leave should submit Standard Form No. 71, Application for Leave, accompanied by two copies of his military orders. The leave will be reported on the Time and Attendance Report, Form 1130, in the column marked "other" with the notation "military leave" placed in the "Remarks" block.

d. Leave Without Pay

Employees will be eligible for leave without pay regardless of the length of service or the fact that annual or sick leave has been accumulated. Authorization of such leave, while a matter of administrative discretion, should be based on a reasonable expectation that the employee will return to duty at the end of the approved period. In addition, at least one of the following benefits should result from such absence: protection or improvement of employee's health; retention of a desirable employee; increased ability to perform the duties of his position; preservation of continuity of service in case of injury or sickness incurred in line of duty; provision for an overseas employee to return to this country for personal reasons such as family illness.

All Leave Without Pay in excess of sixty days must be approved by the Chief, Personnel Division.

e. Compensatory Leave

Employees may be granted compensatory leave for approved overtime worked in accordance with the provisions of CIG Administrative Instruction [REDACTED]. Such leave will be reported on the Time and Attendance Report, Form 1130, Revised.

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TRAVEL

In accordance with existing statutes and regulations the Travel Unit, Fiscal Section, will audit and certify for payment traveler's reimbursement vouchers, transportation bills from carriers for transportation furnished on Government Transportation Requests, and travel

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adjustment vouchers from other government agencies. The Travel Unit will also render the following assistance to travelers; arrange for travel advances; assist in the preparation of travel reimbursement vouchers; assist in handling General Accounting Office exceptions and inquiries by performing related research work; audit travel vouchers of military and naval personnel; and assist travelers on problems and procedures related to travel. (The responsibility of authorizing or approving travel, issuing Transportation Requests to the traveler, instructing travelers, etc., is vested in the Transportation Section, Services Division, USA. See Administrative Instruction [redacted].)

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1. Advance of Funds

a. Bonding

Advances of official funds to cover the expenses of an employee in travel status and/or cost of moving household goods within the continental limits of the United States will be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) is borne personally by the employee.

The Travel Unit, Fiscal Section, will assist the traveler in securing the required bond and preparing the Application for Advance of Funds for Travel Expenses (Standard Form 1038, Revised). The Travel Unit will secure the advance of funds and arrange for the traveler to pick up the check.

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b. Accounting for Advances

The traveler must account for advances of funds in accordance with General Regulations [redacted] Revised, which provides in part, as follows:

"Every traveler to whom an advance of funds has been made under the Subsistence Expense Act of 1926, or any other act authorizing advances for like purposes, will, upon return to his permanent station, promptly prepare and submit through his administrative office his travel expense account on Standard Form No. 1012, Revised. [See Par. 84, Standardized Government Travel Regulations.] In addition thereto, the said traveler will remit with his final travel voucher any balance of travel advances for which he is accountable to the designated person in the department, establishment, bureau, or office, whose duty it is to receive such collections...."

The Travel Unit, Fiscal Section, will receive such collections and forward them to the Accounts Unit, Fiscal Section, for scheduling to the disbursing officer.

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c. Recovery of Delinquent Advances

44 Stat. 389, 5 U.S.C. 321, provides, in connection with travel advances, that "Any sums so advanced shall be recovered from the person to whom advanced, or his estate, by deduction from any amount due from the United States or by such other legal method of recovery as may be necessary." If a traveler refuses to refund the amount of his travel advance due and where he has no further travel voucher which may be applied against the advance due, the amount of advance due will be deducted from salary payments due him.

2. Reimbursement Voucher for Travel Expenses

a. Preparation and Submission

It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section, will extend advice and assistance in connection with the preparation of vouchers.

Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem, Standard Form 1012, will be submitted after the completion of each trip of less than two months. For trips in excess of two months monthly accounts must be submitted, either on a calendar month basis or monthly after the beginning of the travel. Where an employee uses Government Transportation Requests for official travel performed via common carrier but claims no per diem or other expenses, he will nevertheless be required to submit Standard Form 1012. The travel voucher should enumerate all reimbursable expense items incidental to the travel performed as well as allowable expenses for movement of household goods within the continental limits of the United States (Executive Order 9805). The travel account must be approved administratively by the Chief of the Office or Staff Section, or his designee, and forwarded in quadruplicate to the Travel Unit, Fiscal Section, for audit and certification for payment. The travel voucher must be supported by legible memorandum copies of Transportation Requests issued and any unused portion of tickets.

b. Audit and Certification for Payment

An administrative audit of Standard Form 1012 will be performed by the Travel Unit, Fiscal Section, to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations, as amended, Bureau of the Budget Circular A-7, Revised, and pertinent Travel Order. Any suspensions or deductions from the amount claimed will be reported to the traveler on an "Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended. After approval and certification, the travel account will be submitted to the Disbursing

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Officer for payment; a copy of the voucher will be sent to Accounts Unit, Fiscal Section, for posting and liquidation of obligation established on the basis of the Travel Order. "No expense" vouchers will be handled similarly, except that they will not be submitted to the Disbursing Officer.

3. Carriers' Billings

Carriers' Billings (Public Voucher for Transportation of Passengers, Standard Form _____), supported by the original Transportation Requests or affidavit concerning their loss, will be received in the Travel Unit, Fiscal Section, for administrative audit and certification for payment. The transportation voucher, the original Transportation Request, and the memorandum copy of the Transportation Request will be checked to determine that all three conform.

If a carriers' billing for passenger transportation is received prior to receipt of the traveler's reimbursement voucher, the traveler will be requested to promptly submit his voucher in order that the memorandum copies of the Transportation Requests may be checked with the carriers' billing.

When a carrier without negligence and in good faith furnishes transportation on a Government Transportation Request fraudulently used, it is entitled to payment for the services rendered. If the facts show negligence on the part of the Federal employee to whom the Request was issued in failing to properly safeguard the Transportation Requests in accordance with Paragraph 36 of the Standardized Government Travel Regulations, the cost of the transportation must be charged against the employee (14 Comp. Gen. 651. See also OIG Administrative Instruction _____, Transportation Requests Lost, Stolen, or Canceled).

4. Adjustment Vouchers from Federal Agencies

Adjustment vouchers for travel from other government agencies, supported by a copy of the agreement authorizing the travel, will be received in the Travel Unit, Fiscal Section, for administrative audit and certification for payment.

5. Transportation Requests Lost, Stolen, or Canceled

Upon receipt of information from the Transportation Section, Services Division, that Government Transportation Requests have been lost or stolen, the Travel Unit, Fiscal Section, will report such information to the General Accounting Office. This report must cite the Transportation Request numbers lost or stolen, the book number in which they were contained, and include an explanation of the facts surrounding the loss or theft. In the event that such transportation requests are subsequently recovered, they should be forwarded to the Transportation Section, Services Division, for cancellation and transmission to the Fiscal Section.

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The Travel Unit, Fiscal Section, will forward all canceled requests to the Bureau of Federal Supply, Treasury Department. Under no circumstances should the request be used after having been reported as lost or stolen. (See CIG Administrative Instructions _____.)

805 TRANSPORTATION BILLINGS

The Claims Unit, Fiscal Section, is responsible for administrative audit and certification for payment of transportation billings incident to the use of Government Bills of Lading. The Services Division is responsible for authorizing transportation and issuing Government Bills of Lading.

1. Government Bills of Lading

The Services Division will issue Government Bills of Lading, Form No. _____, and furnish the Accounts Unit, Fiscal Section, with a copy showing the allotment account to be charged and the estimated cost of the shipment involved. An obligation will be established on the allotment ledger and a copy of the Bill of Lading retained in the Fiscal Section pending receipt of the carriers' transportation bill.

If the original Bill of Lading is lost or destroyed, a Certificate in Lieu of Lost Bill of Lading (Standard Form No. 1108) is used as a basis for settlement of the transportation charges. If the original Bill of Lading is located before settlement is made on the certificate, the original is substituted therefor and the certificate is canceled. If the original is located after settlement is made, it must be sent to the Fiscal Section for forwarding to the Claims Division, General Accounting Office, with disbursing office references to the said billing covering the Certificate in Lieu of Lost Bill of Lading (Par. 10, General Regulations _____ Revised).

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2. Freight, Express, and Cargo

The Services Division issues Government Bills of Lading to commercial carriers for freight, express, and cargo shipments of government property. Bills of Lading are not issued for shipments by CIG trucks or vans, or by facilities of the War, Navy, and State Departments.

At the time requests for cargo shipments are issued to War and Navy Department officials, if the costs thereof are to be charged to vouchered funds, two copies of a Miscellaneous Obligation Record are prepared by the Cargo Unit, Transportation Section, and sent via the Budget Section to the Accounts Unit, Fiscal Section, for obligation. One copy stamped "Obligated" is returned to the Cargo Unit, Transportation Section. The Miscellaneous Obligation Record will be supported

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by the Cargo Unit's request to War or Navy; or, in lieu of such letter, a certificate as follows will be made on the Miscellaneous Obligation Record: "The shipment covered by this document was authorized by the Transportation Section in accordance with existing Agency and Government regulations; was in the interest of the Government, and is properly supported by authenticated documents retained in the files of the Cargo Unit."

If a Government Bill of Lading is used for the movement of cargo to the port of embarkation, two memorandum copies showing an estimate of shipping costs to the port, are furnished the Accounts Unit, Fiscal Section, for obligation. A Miscellaneous Obligation Record is prepared, as outlined above, to cover costs from the port of embarkation to destination.

3. Movement of Household Effects

a. Within Continental United States

Expenses incident to the transportation of household goods and personal effects between points within the Continental United States will be allowed in accordance with Executive Order 9805, if properly authorized by the employee's Travel Order and Transfer Letter. The employee transferred will make all arrangements for such shipments and pay all expenses. In order to obtain reimbursement for transportation expenses allowable under Executive Order 9805, the employee must submit Standard Form 1012 with necessary supporting documents to the Travel Unit, Fiscal Section. An advance of funds may be allowed employees being transferred for the shipment of their household goods and personal effects. (See CIG Administrative Instructions [redacted], Advance of Funds.) Obligations covering estimated expenses for such shipments will be established from the Travel Order.

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b. Outside Continental United States

Transportation of household goods and personal effects to or from points outside the Continental United States, allowed in accordance with Executive Order 9805, will be covered by Government Bill of Lading or Purchase Order for movement by commercial carriers, and by requests to the War, Navy, or State Departments for overseas shipments made through their facilities. Obligations covering estimated cost of such shipments will be established in accordance with the procedure outlined in CIG Administrative Instruction [redacted].

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4. Mail and Parcel Post

Parcel post may be used as a method of transporting Government property when the cost is equal to or less than freight or express (Postal Laws and Regulations, Sections 578 and 618).

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Parcel post insurance on shipments of Government property by the Government is not considered in the category of regular insurance but is a fee for additional and better service and as such is payable on the ground that the service rendered is essentially one of transportation (5 C.G. 391; 22 C.G. 832).

5. Billings and Claims

Bills received from carriers subject to the Interstate Commerce Act, as amended, or the Civil Aeronautics Act of 1938 will be paid upon presentation prior to audit or settlement by the General Accounting Office (Section 322, Transportation Act of 1940).

Public Voucher for Transportation Charges, Standard Form 1115, supported by the original Bill of Lading (or Certificate in Lieu of that Bill of Lading) will be received in the Claims Unit, Fiscal Section, for administrative audit and certification for payment. The voucher, original Bill of Lading, and the obligated copy of the Bill of Lading will be checked to determine that all three conform.

War, Navy, or State Department vouchers for foreign cargo shipments, chargeable to vouchered funds, will be received by the Cargo Unit, Transportation Section, Services Division. Such vouchers will be transmitted to the Claims Unit, Fiscal Section, with a transmittal memorandum containing a certification reading substantially as follows: "The services covered by the billings as listed have been rendered on behalf of this Agency as authorized in accordance with requests on file in this office." The Claims Unit, Fiscal Section, will make an administrative audit of the vouchers and certify them for payment.

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PURCHASES AND SERVICES OTHER THAN PERSONAL

The following items will be considered by the Claims Unit, Fiscal Section, in the audit and certification for payment of applicable vouchers.

1. Vouchers and Billings - General

Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal," is used, generally, for vouchering all demands against the Government involving expenditure other than for personal services, except those demands for which special forms of vouchers have been or may hereafter be prescribed by the Comptroller General. Services and/or materials covered by the voucher must be supported by purchase orders, contracts, agreements, or other requesting documents which are in conformance with prescribed regulations and statutes. (For mandatory sources of supply, see Administrative Instruction _____.)

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FEDERAL BUREAU OF INVESTIGATION

a. Preparation

Vouchers covering purchases and services other than personnel will be prepared or completed by the Fiscal Processing Unit, Fiscal Section. Vendors will be encouraged to submit their billings on standard voucher forms.

b. Completion

The Fiscal Section is responsible for completing the voucher by filling in all applicable spaces except those which are obviously for completion by the Disbursing Officer or the General Accounting Office. This responsibility includes the breakdown of charges by appropriation, limitation, allotment account, object classification, and applicable amounts.

c. Vendor's Certification

The Comptroller General has ruled that although the Authorized Certifying Officers are not relieved of responsibility, the certificate reproduced below constitutes a proper and sufficient warranty by the vendors that all conditions of the purchase or contracts have been complied with (21 C.F.R. 1162):

"I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transaction have been complied with; and that state or local taxes are not included in the amounts billed."

The signature and title of the individual signing the certificate must be shown on the original voucher or invoice. Signature by proxy on the certification of bills by vendors or the certification of vouchers for payment is not acceptable.

d. Aid to Claimants

Aid to claimants in connection with the support or prosecution of claims against the United States is prohibited by Section 109 of the Criminal Code, which provides as follows:

"Whoever, being an officer of the United States, or a person holding any place of trust or profit, or discharging any official function under, or in connection with, any executive department of the Government of the United States, or under the Senate or House of

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Representatives of the United States, shall not as an agent or attorney for prosecuting any claim against the United States, or in any manner, or by any means, otherwise than in discharge of his proper official duties, shall aid or assist in the prosecution or support of any such claim, or receive any gratuity, or any share of or interest in any claim from any claimant against the United States, with intent to aid or assist, or in consideration of having aided or assisted, in the prosecution of such claim, shall be fined not more than \$5,000, or imprisoned not more than one year or both" (18 U.S.C. 1985).

In conformance with the above mentioned statute as it applies to the settlement of vendors' accounts, the policy of this Agency will be that the major responsibility for the performance of acts necessary to secure payments must be performed by the vendors and notification of claimants is undesirable. However, when substantial interests of the Agency will be served by the clearing of particular open accounts, the Fiscal Section may inform vendors that billings have not been received from them and that, in the absence of such billings, payment of their accounts cannot be made.

2. Vouchers and Billings - Special

The following types of vouchers and billings will require special consideration and handling as indicated:

a. Telephone Vouchers

Vouchers covering telephone exchange service (except service under the Federal Supply Schedule contracts) must be supported by a contract which indicates the telephone number and lists the exchange charge. Amendments to the contract must be executed in the event of changes in the exchange service rate. Non-recurring charges such as installations and inside move charges must be specifically covered by the contract or an amendment thereto, except such services as are rendered under the Federal Supply Schedule contracts.

(1) Long Distance Calls

For each long distance call the voucher must be supported by a toll call slip, which provides sufficient information for identification and verification. Vouchers covering long distance calls must contain the following certification: "The long distance calls enumerated on this voucher were necessary in the interest of the Government." Government telephone facilities may not be used for unofficial or personal calls.

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Billings for telegraph and cable messages must be supported by (1) originals of messages filed to be sent "charges paid", (2) carbon copy of messages received "charges collect", and (3) invoice showing amount of each message. Vouchers covering leased wire messages will be supported by contract and by telemeter readings if the contract is based on words transmitted. Vouchers for radio messages will be supported by certification of the Communications Division.

(1) Personal Messages

Personal messages may not be transmitted by government facilities or at government expense.

Messages which pertain to leave of absence or payment of salary or expense vouchers or any matter of a purely personal nature must not be sent at government expense. Messages directly reserving hotel accommodations are considered unofficial. However, the mere mention of hotel reservations in messages relating to official business between administrative officials and employees may be considered as incidental to the official business involved and the costs of such messages may be considered as chargeable to appropriated funds rather than as personal expenses (24 C.F.R. 638). Charges for messages reserving airplane, sleeping-car or steamer accommodations are properly chargeable to transportation expenses and may be allowed on the traveler's reimbursement voucher when supported by a satisfactory explanation showing the necessity therefor (Par. 57 Government Travel Regulations).

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c. Petty Cash Vouchers

In accordance with General Regulations [redacted] designated individuals of this Agency have been authorized to make petty purchases for official purposes. Such authorizations will include a stipulation as to the amount which may be expended for individual purchases, and the total amount which may be expended for specific periods. Voucher for Petty Purchases, Standard Form 1129, must itemize petty expenditures on the reverse side and be supported by receipts when cash purchases are for \$1.00 or more (and lesser amounts if receipts are convenient to secure), or other form of payment evidence. Such vouchers should be submitted monthly.

d. Vouchers from Other Government Agencies

Requests to other government agencies for services and/or materials not covered by the mandatory sources of supply (see Administrative Instruction [redacted]) are accomplished by letters of agreement signed by properly authorized officials of the agencies concerned. Adjustment Voucher, Standard Form 1080, covering reimbursement or advance of funds for such services and/or materials must be supported by a copy of the agreement.

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When furnished by the Supply Section with proper purchase documents, authorized certifying officers of the Fiscal Section may certify advance payments for annual subscriptions to newspapers, magazines, periodicals, and other publications required for official use as authorized by law. Comptroller General's Decision 9-37288, dated 2 November 1943, provides in part as follows: "Payment for subscriptions to newspapers, magazines, and other periodicals may be made in advance from current funds otherwise available for such purposes although period covered may be in excess of one year."

b. Post Office Box Rental

The Comptroller General's Decision (B-57828) rendered to the Bureau of the Budget ruled that payment in advance of Post Office box rental would not be considered in contravention to Section 2648 of the Revised Statutes. Based on this decision, Bulletin No. 18963, August 13, 1943, was issued amending Rental Regulations so as to require advance payment of such rental. Standard Form 1034 vouchers will be prepared for and signed by the Postmaster at the time Post Office boxes are rented. The voucher will be supported by a proper purchase document and must show the Post Office box number and the amount to be paid by quarter for rental through the end of the current fiscal year. Should activities require the release of any box during the fiscal year, the Postmaster should be formally notified as to the date the box will be released. The local Postmaster will make a refund for quarterly periods during which no service was rendered.

c. Postage Stamps

In order to secure postage stamps, a Standard Form 1034 voucher will be prepared payable to the Postmaster, indicating the number and denomination of the stamps desired. Upon presentation of this voucher, and a properly executed purchase order, the Postmaster will certify the voucher. The voucher will then be forwarded for payment with a notation that the check is to be delivered to the Fiscal Processing Unit, Fiscal Section. The check will then be delivered to the Postmaster and the stamps issued. Where there is more than one Post Office in a city, stamps will be purchased from the main station rather than from a sub-station.

4. Discounts and Penalty Charges on Contracts**a. Discounts****(1) Trade**

A trade discount is an allowance made to the Government for volume purchases which has the effect of decreasing the cost

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price to the government. A trade discount should be deducted from the gross list price of an article unless there is a stipulation in the bid or contract to the effect that the trade discount shall be taken after deductions of the trade-in allowance have been made.

(2) Time

A time discount is an offer by a vendor of a specified deduction which may be made from the billing if paid within a stipulated period. Time discount vouchers will be identified as such and processed immediately so that the benefits of the discount offered may be realized. Unless other terms are existent, the date of delivery or the date a correct billing is received, whichever is the later, shall be used as the beginning of the discount period.

If a voucher is paid after a discount period has expired, the offered discount should not be deducted (unless the vendor extends the period) and a satisfactory statement indicating the reason for the delay in payment must be attached to the voucher. In the absence of such statement a collection will be effected from the responsible individual.

b. Penalty Charges on Contracts

Whenever it is apparent that payment will not be made within the penalty period stipulated in the contract for metered services such as electricity, gas, water, etc., the gross rates will be applied. It will be necessary in such cases to accompany the voucher with a statement justifying the delay. If the contract does not contain a provision for payment of a penalty, it may not be paid from Government funds (3 C.F.R. 427).

5. Unauthorized Purchases

When an improper purchase has been made by a Government employee, the Government cannot properly make payment for such purchase. However, the Government has a moral obligation in such instances to see that the vendor is paid. Therefore, the employee shall be informed that he has made a purchase for which the Government has no authority to make payment and an explanation of the controlling laws and regulations shall be furnished the employee. Moreover, he will be required to personally make immediate settlement. The employee may return the article purchased or keep it if he pays for it from his personal funds. If the vendor makes inquiry regarding nonpayment of his account, he shall be informed of the facts and advised that the employee has been requested to settle the matter personally.

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COLLECTIONS

The Fiscal Section is responsible for all collection functions incident to vouchered activities of the Agency. Collections received in Washington are identified and scheduled for deposit by the Accounts Unit, Fiscal Section.

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Employees entrusted with public funds are held personally liable for the safekeeping of all such funds received by them. (See Administrative Instruction [redacted]) It is unlawful for any employee to convert to his own use, loan with or without interest, deposit in any bank, or exchange for any funds, any public money entrusted to him, except as specifically authorized by law.

1. Deposit of Collections

Section 3621 of the Revised Statutes provides that "Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, or some public depository of the United States, without delay...."

The Accounts Unit, Fiscal Section, schedules collections for deposit into the Treasury through the disbursing officer on Schedule of Collections, Standard Form 1044.

Remittances drawn payable to anyone other than the Treasurer of the United States must first be endorsed "Pay to the order of the Treasurer of the United States" over the signature and title of the person authorized to endorse the remittance.

2. Bills for Collectiona. Forms

Amounts due from debtors, other than Government agencies, are billed on Bill for Collection, Form No. 34-21. Demand letters may be used only in special instances where Bills for Collection are not feasible. Amounts due from other Government agencies are billed on Voucher for Transfer, Standard Form 1080.

b. Billing Process

Whenever an indebtedness to the Agency arises, the Fiscal Section must be notified so that appropriate billing may be initiated. If a demand letter is sent, a copy must be furnished the Accounts Unit, Fiscal Section. Demand letters must include a statement to the effect that payment should be made by check, draft, or money order drawn payable to the Treasurer of the United States and that remittance should be forwarded to the Fiscal Section, Finance Division. The office notifying the Fiscal Section of an indebtedness or issuing a demand letter will be notified when collection has been made by means of a copy of the schedule of Collections, Standard Form 1044, on which such remittance is scheduled for deposit.

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9. Numbering

All bills for collection, demand letters, and Forms 1000 will be numbered by the Accounts Unit, Fiscal Section, in the fiscal year bill series and held in the "open" (unpaid) bills file until collected. Bills for collection and Forms 1000 will be processed by the Accounts Unit, Fiscal Section, prior to release.

008 DISBURSEMENT ACTIVITIES

The Fiscal Section maintains a working liaison with the Division of Disbursements, Treasury Department, for functions relating to the disbursement and accountability of disbursing cash.

1. Scheduling Vouchers for Payment

The Fiscal Processing Unit, Fiscal Section, will schedule all vouchers for payment after they have been audited and certified by an Authorized Certifying Officer. In order to maintain proper security, the vouchers, other than payroll, will be listed on XG Form No. 1, Voucher and Schedule of Payments, and retained in the Confidential Files of the Fiscal Processing Unit. The XG Form No. 1 then will be certified and listed on Schedule of Disbursements, Standard Form No. 1064, and together they will be transmitted to the disbursing officers for payment. Payroll vouchers, showing only the employee's name and amount due, will be listed on Schedules of Disbursements and transmitted to the disbursing officer for issuance of salary checks.

2. Checks

Treasury checks will be issued by the disbursing officer on the basis of properly approved Standard Form No. 1064 and XG Form No. 1 or payroll voucher and transmitted directly to the payee(s) as indicated on the check mailing slip or XG Form No. 1, unless other specific arrangements have been made. Generally, salary checks will be returned to the Payroll Unit, Fiscal Section, for distribution to the employees. (See Administrative Instruction [redacted])

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a. Negotiability

Checks will be honored by the Treasurer of the United States if presented before the close of the fiscal year next following the fiscal year in which such checks were issued (Sec. 21, 48 Stat. 1235). Checks outstanding a longer time must be forwarded to the General Accounting Office with request that Treasury Warrant be issued to the owner's order.

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b. Lost, Stolen, or Destroyed Checks drawn on the Treasurer of the United States should be reported by the owner of the check through the Fiscal Section to the issuing Disbursing Officer, Treasury Department. The report, in form of a letter, or wire confirmed by letter, should describe the check and if possible furnish the date, number (or Disbursing Officer voucher number), amount, and symbol number of the Disbursing Officer, and should also request that payment be stopped. The Fiscal Section will assist individuals in preparing such reports and will furnish required information. In case of lost checks, the report should state if the check was not received, or was lost after receipt. If a check is lost after receipt, the employee should state the circumstances surrounding the loss and indicate whether or not the check had been endorsed by the payee. In the case of a mutilated or defaced check (which is nonnegotiable) the owner should forward the check with his communication to the Disbursing Officer. Where such a check is determined to be outstanding, the Treasury Department will furnish the claimant with an appropriate form for obtaining a substitute check.

If the original check is recovered after stop payment has been requested but before a substitute check has been received, the owner should immediately advise the Treasury Department that the stop payment request may be disregarded. If the original check is recovered after the substitute has been received, the original check must not be cashed. Instead, it should be forwarded immediately to the Division of Disbursements, Treasury Department, Washington 25, D. C., for cancellation.

c. Forged Endorsement

Whenever the payee of a check claims that the endorsement thereon is a forgery, the correspondence will be referred to the Disbursing Officer issuing the check for forwarding to the Treasurer of the United States.

d. Checks for Cancellation

Checks not due the payee or his estate, or checks erroneously issued and not properly payable, will be returned to the Fiscal Section for cancellation.

e. Unclaimed and Undelivered Checks will be returned to the issuing Disbursing Officer who will hold such checks for three full months from the last day of the month of issue. During this period if an inquiry is received from a payee requesting that a check be sent him, a letter is addressed to the Disbursing Officer authorizing the mailing of the check to the payee. If inquiries are not received, the check is forwarded by the Disbursing Officer to the General Accounting Office. Thereafter the payee is required to make claim for the check to the Fiscal Section over his own signature and address.

3. Account Current

Disbursing Officers prepare a monthly Account Current, reporting all transactions for the month. The Accounts Current are received by the Accounts Unit, Fiscal Section, for administrative examination and verification. After certification, the Accounts Current are forwarded to the General Accounting Office together with applicable Standard Form 1095, Summary Statement of Disbursements and Collections by Appropriation Limitations. Accounts Current for field installations are supported by the original paid vouchers, schedules, and other related documents. The schedules are forwarded to General Accounting Office with the Account Current and the vouchers are retained in the Confidential Files of the Fiscal Section.

4. Disbursing Funds

The Accounts Unit, Fiscal Section, is responsible for securing and maintaining sufficient disbursing funds in the Central Disbursing Office Cash accounts and field disbursing accounts.

a. Requisition for Disbursing Funds and Accountable Currents, Treasury Form No. 427-a, will be prepared by the Accounts Unit, Fiscal Section, for transferring funds from Treasury Cash accounts to Central Disbursing Office Cash accounts to meet the current needs of CIG. This form will require the approval of the Chief, Finance Division.

b. Request for Transfer of Funds, Treasury Form No. 1680, will be prepared by the Accounts Unit, Fiscal Section, for transferring funds to or from field disbursing accounts. Funds transferred to field disbursing accounts will be based on allotments authorized and other factors surrounding the disbursing activities of the applicable field installations. Excess funds on deposit in field disbursing accounts will be withdrawn, when warranted. When activities of a field installation are discontinued, the disbursing cash established for such purposes is withdrawn.

Where disbursing account symbols have not been assigned, disbursing activities will be conducted in accordance with the foreign draft accounting procedure.

■ AUDITS AND REPORTS

1. Site Audits by General Accounting Office

In order to maintain proper security, special arrangements are in effect whereby all original vouchers, except payrolls, are retained in the Confidential Files of the Fiscal Section. Site audit of the

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vouchers is conducted by designated representatives of the General Accounting Office who have been approved by CIG from a security viewpoint. The audit is accomplished on the premises of CIG with space and facilities provided by the Fiscal Section. Site audit of payrolls is also made on the premises by General Accounting Office representatives in accordance with General Regulations [REDACTED] Revised.

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2. Exceptions

a. General Accounting Office Exceptions taken to paid accounts of this Agency are reported on Standard Form No. 1109, Revised, "Notice of Exception". Although the exceptions are taken on the Certifying Officer, the Fiscal Section is administratively responsible for handling and replying to such exceptions in accordance with General Regulations No. 93, Revised.

b. Administrative Exceptions taken by auditors of the Fiscal Section will usually be reported on "Administrative Audit Difference Statement," Form No. 34-3. The reasons for the exceptions will be stated as briefly as possible and, where appropriate, references will be made to CIG Administrative Directives, controlling Statutes, Comptroller General's Decisions, or other regulations applicable to the exception. Two copies of the Form No. 34-3 will be furnished the payee with the check settling the account, and a copy attached to the applicable voucher in support of the adjustments made thereon.

3. Claimsa. Processing

Claims involving a doubtful question of fact or law will be processed by the Fiscal Section and forwarded to the General Accounting Office for direct settlement (General Regulations [REDACTED]). Claims which, if submitted to the General Accounting Office in the normal manner, would violate security regulations, will be given special consideration and handling. A claim may be in the form of a voucher, memorandum, or letter, and should be made over the actual signature of the claimant. Letters transmitting claims to the General Accounting Office will be prepared for the signature of the Chief or Acting Chief, Finance Division, and will include appropriate references to applicable appropriations, previous vouchers, administrative recommendations, etc. Transmittal letters will be supported by the original or certified true copy of all material documents.

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b. Types

Claims as discussed in this section refer to the following general types:

(1) Claims involving undelivered, lost, or canceled checks, or checks drawn to deceased persons or to wrong persons, or

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drawn in wrong accounts, which have been returned to the General Accounting Office.

- (2) Claims based on duplicate invoices or vouchers.
- (3) Claims for amount in excess of contract price or additional payment involving paid accounts.
- (4) Claims for amounts due deceased or legally incompetent employees and individual contractors or other public creditors who are deceased or legally incompetent.
- (5) Claims of bankrupt creditors.
- (6) Claims involving vouchers which the General Accounting Office has requested for set-off purposes.
- (7) Claims for amounts deposited into the "Miscellaneous Receipts accounts and payable from "Refund of Monies Erroneously Received and Covered."
- (8) Claims involving lapsed appropriations.

c. Statutory Limitation on Claims

Public Law No. 820, 76th Congress (31 U.S.C. 71a) provides that every claim or demand (except a claim or demand by any State, Territory, possession, or the District of Columbia) against the United States cognizable by the General Accounting Office under Section 305 of the Budget and Accounting Act (31 U.S.C. 71 and 236), shall be forever barred unless such claim, bearing the signature and address of the claimant or of an authorized agent or attorney, shall be received in that office within ten full years after the date such claim first accrued. This Act also provides that when a claim of any person serving in the military or naval forces of the United States accrues in time of war, or when war intervenes within five years after its accrual, such claim may be presented within five years after peace is established.

d. Review of Claim Settlements

A request for the General Accounting Office to review a claim settlement ordinarily must be made within one year of the date of the settlement (17 C.G. 516), and should be filed by the claimant, or one who has power of attorney to act for him. This Agency may not request the review of a settlement or decision on behalf of a claimant whose claim has been denied unless the matter is one of official interest in the administration of this Agency (17 C.G. 1021).

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4. Reports

Enumerated below are certain periodic reports which will be prepared by the Fiscal Section. Other financial or administrative reports will be prepared as required.

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a. Statement of General Account Balances, Standard Form 116, will be prepared monthly by the Accounts Unit in accordance with General Regulations [REDACTED]. The report represents a closing trial balance of the General Ledger and includes balances reported under appropriations and funds as well as retirement, tax, bond, special deposit, and miscellaneous receipt accounts. The report will be submitted to the General Accounting Office with a copy of the "91 - Appropriated Funds (201 Treasury)" account.

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b. Statement of Balances Showing Status of Appropriations, Standard Form 117, will be prepared monthly by the Accounts Unit in accordance with General Regulations [REDACTED]. The report shows the status of the unexpended appropriations and funds of the Agency. The report will be submitted to the General Accounting Office and a copy furnished the Budget Section.

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c. Statement of Apportionments and Allotment Accounts by Appropriations, Standard Form 118, will be prepared monthly by the Accounts Unit in accordance with General Regulations [REDACTED]. The report depicts the appropriation status of apportionments approved by the Bureau of the Budget and allotments authorized by the Budget Section. The report will be submitted to the General Accounting Office and a copy furnished the Budget Section.

d. Report on Status of Appropriation, Form 3, will be prepared monthly by the Accounts Unit in conformance with requirements of the Treasury Department. The report provides current data on the status of the appropriations and funds of the Agency. The original and 2 copies will be submitted to the Treasury Department which will in turn forward the original and one copy to the Bureau of the Budget. A copy will also be furnished the Chief, Finance Division, and the Chief, Budget Section.

e. Analysis of Appropriation Status, Form 6, will be prepared monthly by the Accounts Unit to conform to the requirements of the Bureau of the Budget. The report provides current data with respect to expenditures and obligations by functions and object classes. A copy will be furnished the Executive for P&A, the Chief, Finance Division, and the Chief, Budget Section.

f. Report of Obligations and Expenditures by Object Classes, Form 34-12, will be prepared monthly by the Accounts Unit, in conformance with administrative requirements, for each account to which funds have been allotted by the Budget Section. The report shows a breakdown of

all obligations and expenditures by object classes and the unobligated balance of the allotment. The original and a copy will be submitted to the applicable allottee, and a copy furnished the Budget Section.

g. Summary Statement of Disbursements and Collections by Appropriation Limitations, Standard Form 1095, will be prepared monthly by the Accounts Unit in conformance with General Accounting Office requirements and submitted to the General Accounting Office with the applicable Account Current. The report provides limitation breakdown of expenditures and collections processed by the disbursing officer during the month.

h. Annual Summary of Retirement and Transactions, Form 2807-2, will be prepared by the Payroll Unit at the end of each calendar year as required by the Civil Service Commission and submitted to the Civil Service Commission. The report summarizes retirement transactions of the Agency as a whole.

i. Quarterly Return of Tax Withhold, Form 7-1, will be prepared by the Payroll Unit and submitted to the Bureau of Internal Revenue as required by Circular 77-Revised 1945. The report includes all taxes withheld from wages of employees during the particular quarter.

j. Withholding Statement, Form 7-2, will be prepared by the Payroll Unit at the end of a calendar year for each employee, or for an individual employee when separated from the Agency during a year. The report includes gross earnings and tax withheld. Duplicate reports will be furnished each employee and a copy (7-2a) forwarded to the Bureau of Internal Revenue.

k. Annual Report of Withholding, Form 7-3, will be prepared by the Payroll Unit at the end of each calendar year and submitted to the Bureau of Internal Revenue with copies of Form 7-2a. The report includes total tax withheld during the year, and is reconciled to the 7-1 and 7-2 forms.

l. Report of Leave Balances will be prepared by the Payroll Unit showing employees' unused annual and sick leave balances as of the end of the last pay period in the calendar year. A separate report will be prepared for each employee and forwarded to the applicable administrative official who will retain one copy for his files and release the other copy to the employee.

5. Reconciliations

The official appropriation and fund accounting ledgers and records maintained by the Accounts Unit, Fiscal Section, will be reconciled monthly. In effecting these reconciliations the various accounting and disbursing records maintained by the Fiscal Section will be compared with each other, and also with the applicable records of the Disbursing Officer, Treasury Department, and the General Accounting Office.

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Individual employee accounts for retirement, tax, and bond deductions, maintained by the Payroll Unit, Fiscal Section, will be reconciled monthly, to insure that the amount withheld from the salary of each employee is correct and properly deposited to his credit.

6. Audit of Stamp Accounts

Audit of stamp accounts will be conducted as of March 31, June 30, September 30, and December 31 by the Fiscal Inspector under the direction of the Chief, Finance Division.

All stamps for official use of the Agency will be obtained by the Fiscal Accounting Unit, Fiscal Section, and issued to individual offices. Each office having custody of stamps for official use will be required to maintain a current disposition record. At the end of each quarterly period the disposition record and a statement of physical inventory of stamps on hand will be submitted to the Fiscal Accounting Unit. When all reports for the Agency have been received, they will be forwarded to the Fiscal Inspector for audit and preparation of a reconciliation statement for each account.

The Fiscal Inspector will submit to the Chief, Finance Division, a report on the audit supported by the reconciliation statements.

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FIELD

1. Scope

The instructions contained in this sub-section pertain generally to field offices located abroad and specifically to such offices as have activities which are financed from vouchered funds. Field offices located within the United States will generally be governed by the same regulations as the Washington office. Detailed fiscal instructions for foreign field offices have not been issued to date. Where applicable, the basic instructions, regulations, and administrative policies pertaining to departmental fiscal activities will be adopted by foreign field offices with activities financed from vouchered funds.

Letters and memoranda pertinent to fiscal activities will be sent to field offices, as required, to supplement these instructions and shall be binding on the receiving offices.

2. Expenditures

Expenditures as related to vouchered fiscal activities for field offices located abroad will be accomplished under two general methods, namely, reimbursement and disbursement. Expenditures for field offices within the United States will be processed by the Washington office.

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a. Reimbursement - This method conforms to the procedures outlined in War Department Letter AGO-400, but is not necessarily restricted to the War Department. Under this method, materials and services will be obtained from another government agency operating in the locality of the field office. A summary of the charges and receipted invoices for materials and services furnished will be transmitted to the other agency's Washington office for billing this Agency. Such bills will be received on Standard Form 1080 by the Finance Division (Washington) and processed for payment. This method may be used only when previously authorized by the Washington Office.

b. Disbursement - Under this method, disbursing funds and facilities will be made available to a field office. The actual disbursements will be made by field disbursing officers of the Treasury Department, or State Department officials representing the Chief Disbursing Officer of the Treasury Department. Vouchers for field offices will be certified by an Authorized Certifying Officer of this Agency and submitted to the field disbursing officer for payment. Field Disbursing Officers will prepare a monthly Accounts Current, which will be transmitted to the Finance Division (Washington) for administrative review and certification.

A field office operating under this method will be primarily responsible for the amount of disbursing cash on deposit with its field Disbursing Officer. At the beginning of each fiscal year, or when new disbursing stations are established, the Washington Finance Division will initiate action to establish current funds, based on available allotments and information obtained in cooperation with the vouchered funds representative in field offices. Thereafter, increases and decreases in disbursing cash will be made on request of the field office. Approximately thirty days prior to the beginning of each quarter the field office will review and analyze available allotments and disbursing cash balances for the purpose of transmitting estimated cash requirements for the succeeding quarter to the Washington Finance Division. This information and data should be furnished in duplicate and should reach Washington not later than ten days prior to the beginning of the three months period concerned.

5. Accounting and Reporting

Each field office in the United States and abroad will record obligations so as to prevent expenditures in excess of funds authorized for use by that office. Such control will be accomplished by use of Form 34-15, "Monthly Obligation Record", which has been prescribed for use by all field offices and outposts located abroad. All obligations of the office will be recorded on this form, regardless of the fact that payments may subsequently be made under either the "reimbursement" or "disbursement" method.

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Each field office in the United States and abroad will submit a monthly report of actual and estimated obligations and expenditures to the Washington Finance Division on Form 34-14, "Report of Actual and Estimated Obligations". Data for preparation of this report will be taken from the Form 34-15.

Field offices operating under the "disbursement" method will also be required to submit a quarterly report on allotments and disbursing cash balances.

4. Payrolling

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Generally, the requirements and policies outlined in Administrative Instruction , of this manual apply to all field offices.

Payrolls for field offices located within the United States will be prepared by the Washington Office.

Payrolls prepared by offices operating under the "reimbursement" system will show only the net amount to be paid. Deductions for retirement and taxes, when required, will be effected by the Washington Finance Division.

Payrolls submitted to Disbursing Officers for payment under the "disbursement" system will be prepared, insofar as deductions for retirement and taxes are concerned, in accordance with special instructions from the Washington Finance Division.

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- BUDGET AND PROCEDURES

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GENERAL

1. Purpose

The purpose of this instruction is to assign the responsibility and establish the procedure for budgetary administration in CIG, including the preparation and issuance of internal administrative directives and the standardization and control of forms.

2. Definitions

a. Budgetary administration consists of the processes by which work programs are translated into financial terms, analyzed, evaluated and reflected in the form of budget estimates; the necessary funds are justified and obtained from the granting authority and funds and positions allotted to proper units; the accountability and control of funds are maintained to assure the execution of authorized programs in an effective and economical manner and the results analyzed, measured, evaluated and reported upon to the proper authorities.

b. Appropriation is an authorization by an Act of Congress to make payments out of the Treasury for specified purposes within a prescribed amount.

c. Apportionment is the determination by the Director of the Bureau of the Budget as to the amount of obligations which may be incurred under an appropriation during a specified period.

d. Allotment is an authorization by the head or other authorized official of the agency to incur obligations within a specified amount pursuant to an appropriation or other statutory provision.

e. Fiscal year for the U. S. Government is the period beginning 1 July and ending 30 June of the following calendar year.

f. Object classification is a classification according to types of services, articles, or other items involved; e.g., personal services, supplies and materials, etc.

g. Purpose classification is a classification according to function, activity, project, or other program sub-divisions.

h. Obligations incurred consist of orders placed, contracts awarded, services received, and all other transactions during a given period which legally reserve the appropriation for expenditures, including expenditures not preceded by obligations.

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i. Unliquidated obligations consist of obligations incurred for which expenditures are yet to be made.

j. Unobligated balance is an amount of an appropriation, appropriation, or allotment which has not been obligated.

k. Working funds are advance payments received under Section 601 of the Economy Act for which separate accounts are maintained on the books of the Treasury Department.

l. Budget Officer as used in this instruction refers to the Chief, Finance Division.

3. Responsibilities

a. The Director of Central Intelligence is responsible for establishing the policy and making a final decision as to the content and amount of budget estimates.

b. The Budget Officer has direct responsibility for the development and administration of the CIG budget, including liaison with the Bureau of the Budget for the Director of Central Intelligence.

c. The Budget Section is responsible for the administration of the CIG budgetary program with respect to the preparation and submission of budget estimates and the establishment and control of the allotment(s) of funds in compliance with Federal laws and regulations.

d. The head of each Office or Staff Section receiving allotments has primary responsibility for budgetary administration in his area, including the initiation, preparation, justification, and submission of estimates to the Budget Officer, and prompt submission of required reports. No action may be initiated by any employee which would result in the incurrance of agency obligations except on authority from such responsible officer.

e. The head of each Office or Staff Section may designate an employee who, in addition to his other duties, will assume the responsibility for budgetary administration within such office, and who will serve as liaison official between the Budget Section and the Office concerned.

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DEVELOPMENT OF CIG BUDGET

1. Call for Estimates

a. As of 1 July of each year the Director of the Bureau of the Budget issues instructions setting forth in detail the methods to be employed by the Budget Officers of the various agencies and departments in preparing their estimates for the ensuing fiscal year. These

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estimates are required by the Bureau of the Budget on or before 15 September. This normally necessitates preparation of the agency's budgetary estimates approximately one year in advance.

b. As directed by the Budget Officer the Budget Section issues the agency "Call for Estimates" to the various organizational units of CIG and prescribes the form and order of presentation. Each Office and Staff Section having field offices in the United States or abroad is required to prepare separate estimates on behalf of the field activities for each location. Similarly, separate estimates must be submitted for each distinct current and proposed major project. Detailed instructions that will be given in the annual "Call for Estimates" include specific directions to be followed in preparing funds requirements. The general order of presentation and the material to be furnished is as follows:

- (1) Statement of Authorization from which the functions and activities of the Office or Staff Section are derived (General Orders, etc.).
- (2) Organization Chart with brief explanation of the relationships among the component parts of the Office or Staff Section.
- (3) Statement of Function of the Office or Staff Section and for each of its component units.
- (4) Work Flow Chart showing the flow of work through the various divisions or units of the Office or Staff Section.
- (5) Detailed Justification of Estimates by Object Classification as defined below:

01-Personal Services - salaries and wages, compensation for services rendered on a per diem or fee basis, cash allowances for living and quarters.

02-Travel - transportation of persons, their subsistence when in an authorized travel status, other expenses incident to travel which are paid by CIG either directly or by reimbursing the traveler.

03-Transportation of Things - charges for transportation and care of things on route by land, sea or air which are paid directly by CIG and not by the vendor.

04-Communication - transmission of messages from place to place, including tolls for land telegraph service, marine cable services, radio and wireless telegraph service, telephone service, postage, messenger service, switchboard and service charges and telephone installation costs.

05-Rents and Utilities - charges for rents, heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication.

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06-Printing and Binding - contractual services for printing and binding books, pamphlets, documents, and other publications, including printed forms and letterheads.

07-Other Contractual Services - all contractual services not otherwise classified such as repairs and alterations when done on contract, storage and maintenance of vehicles, subscriptions to periodicals, purchase of specific information on a contractual basis, etc.

08-Supplies and Materials - commodities consumed or expended within a comparatively short period of time such as office supplies, stationery, repair parts, etc.

09-Equipment - machinery, implements, tools, furniture, vehicles, etc., which are adapted to continuing use and may be expected to have an extended period of service.

2. Action on Estimates

a. The estimates submitted by individual CIG organizational units to the Budget Section are carefully analyzed and coordinated with other CIG unit estimates upon predetermined agency policy basis and are consolidated into the overall CIG budget document in accordance with the form and instructions issued by the Bureau of the Budget. The CIG Budget Officer reviews the completed document, makes preliminary recommendations on general budget policy, and submits the document to the Director of Central Intelligence through the Executive for Personnel and Administration.

b. With the approval of the Director of Central Intelligence, who makes final decision on content and amount of estimates, the CIG budget document is reviewed by the CIA Budget Review Committee. After approval by the committee it is forwarded through appropriate channels to the Bureau of the Budget.

c. The Bureau of the Budget conducts hearings at which the Director of Central Intelligence and his assistants defend the estimates by giving further explanation and justification. If the Bureau makes any adjustments, they will be made with the knowledge of the CIG Budget Officer who remains in constant liaison with the Bureau during the entire budgetary process.

d. The Bureau of the Budget recommendations are forwarded to the President who may make additional adjustments before including it in the national budget which he presents to Congress. The Appropriations Committees of the House of Representatives and the Senate hold hearings

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at which time the agency is required to further justify and defend the agency's budget as recommended by the resident. Further modifications may be made by the Appropriation Committees, and when an agreement is reached as to the amount to be appropriated the Congress passes an Appropriation Bill which becomes the Appropriation Act when signed by the resident.

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ADMINISTRATIVE CIG BUDGET

1. Restrictions on Use of Funds

The Congressional appropriations made available to the Central Intelligence Group are for fixed amounts and contain limitations as to the purpose for which funds may be spent. General legislation or other agency Appropriation Acts may also limit the purpose for which funds may be spent by this agency. The Bureau of the Budget establishes limitations through the medium of quarterly apportionments specifying when the funds may be spent. The control procedure prescribed by this instruction is to assure that these and other limitations are not violated.

2. Apportionment of Funds

Section 5 of Executive Order No. 8512 provides that each agency must submit estimates to the Bureau of the Budget showing how much of the total money appropriated is expected to be obligated during each quarter of the fiscal year. When approved by the Director of the Bureau of the Budget the quarterly apportionments are binding and represent the maximum amount of obligations which may be incurred during each quarter. The Bureau requires periodic reports of allotments and expenditures as evidence that funds are being expended in accordance with the approved apportionments.

3. Allotment and Control of Funds

a. The Budget Officer, after consultation with Assistant Directors and Chiefs of Staff Sections, determines the quarterly fiscal requirements of each Office or Staff Section for proper execution of functions as assigned by the Director of Central Intelligence. Based on these determinations the Budget Officer or his authorized representative will allot funds (by object classification for information purposes) to each organizational unit on Form 32-5, "Advice of Allotment Authorization." These allotments are binding as to the total amount of funds available during the appropriate quarter but discretion may be exercised by heads of Offices or Staff Sections with respect to obligation by objects, subject however, to limitations which may be set forth on the allotment document.

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b. Office and Staff Section heads will be informed periodically by "Advice of Allotment Authorization" of the amount of funds allotted. Allotments of funds to field offices in the United States and abroad are made to the Washington Office or Staff Section on Form No. 32-5 for transmittal to such installations. Used in conjunction with the monthly obligation reports (Form 34-12), provided by the Fiscal Section of the Finance Division, such Advices can be compared with the statement of classification obligations as of the close of each month for the purpose of obtaining information as to the unobligated balance applicable to each object of expenditure. Funds savings and additional needs can thus be determined, and available funds fully and effectively utilized.

c. It is incumbent upon each CIG official receiving allotments of funds to refrain from any act which would result in the incurrence of deficiencies. The agency is bound by the provisions of the anti-deficiency act of February 27, 1906 (31 USC 665) which makes it a criminal offense to incur a deficiency.

4. Request for Additional Funds

a. Whenever an Office or Staff Section head determines that the current allotment of funds is insufficient for basic operations, he will prepare a "Request for Change in Allotment," Form 32-7, including appropriate detailed justification for any requested increase in his quarterly allotment, and forward it to the Budget Officer. If the request is approved, the Budget Section will prepare and issue a revised Form 32-5, "Advice of Allotment Authorization," setting forth the adjusted amount of funds available for obligation.

b. Funds for projects requiring action by the Projects Review Committee will be requested in conjunction with the presentation of the project to the Committee on Form _____, Project Proposal. If, after consultation with appropriate officials, the decision of the Committee is favorable, the approved Form _____ will be transmitted to the Budget Officer who will notify the Budget Section to prepare and issue an "Advice of Allotment Authorization" covering the necessary allotment of funds.

5. Allotment and Control of Positions

a. The Bureau of the Budget is empowered to establish personnel ceilings for all executive departments and is required to report violations of such ceilings to the Congress of the United States.

b. For CIG organizational units personnel ceilings are determined by the Advisor for Management, in coordination with the Budget Officer. Based upon this action the Budget Officer requests an agency personnel ceiling from the Bureau of the Budget.

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c. Record Controls have been established within the CIG Budget Section to prevent employment of personnel in excess of the established ceiling, and monetary limitations and to provide special budgetary information. These records are maintained as follows:

(1) Each Personnel Action Request, Form 37-3, originating in any organizational unit of CIG, is sent to the Personnel Division, which forwards the action to the Position Control Unit of the Budget Section.

(2) The Chief, Budget Section will take appropriate action on the Request depending upon the sufficiency of funds, whether or not a ceiling violation is involved, or any other pertinent factors. The Request is then returned to the Personnel Division for further processing.

(3) The Personnel Division furnishes two copies of Standard Form No. 50 "Notification of Personnel Action" to the Budget Section for processing and release to the Payroll Unit, Fiscal Section.

d. The Budget Section prepares, as of the close of business of each operational day, the official CIG strength report. Budget Section records used for this purpose are reconciled with those of the Personnel Division at the close of business each month.

6. Assignment of Allotment Account Symbols

The Budget Section will assign an allotment account symbol number to each CIG organizational unit, activity or project. The account symbol must appear on all administrative actions involving obligation of funds, e.g., personnel actions, requests for supplies and materials, equipment, etc.

7. Approval of Overtime and Holiday Duty

a. Basic Workweek

There is hereby established for the Central Intelligence Group a "basic" workweek of 40 hours consisting of five regularly scheduled eight-hour workdays, Monday through Friday.

b. Administrative Workweek

The regularly scheduled "administrative" workweek means a calendar week and for CIG shall be Sunday through Saturday except as provided for in paragraph c. below.

c. Irregular Workweek

In those organizational units in which it is impracticable to follow a regular schedule of definite hours of duty for each workday of a regularly scheduled administrative workweek, the Executive for

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Personnel and Administration is authorized to establish a public workweek consisting of the first 40 hours of duty performed within a period of not more than 6 days of the administrative workweek.

d. Overtime

Work in excess of 40 hours performed during an administrative workweek will be considered overtime, if authorized in advance by the Chief, Budget Section. Overtime as used in this instruction means "irregular or occasional overtime" not scheduled in the regularly scheduled administrative workweek.

e. Holiday Pay

Employees assigned to duty on holidays designated by Federal statute or Executive order will be compensated at twice the normal daily rate or allowed compensatory time off, hour for hour, in accordance with Section 11, Public Law 390, Federal Employees Pay Act of 1946.

f. Authorities

(1) The Chiefs and Administrative Officers of Offices or Staff Sections may request authorization of overtime and holiday duty for individuals of their respective organizational units in accordance with the procedure outlined in paragraph g of this section.

(2) The Chief, Budget Section may approve such request, based upon the adequacy of the justification submitted. Work in excess of 40 hours during an administrative workweek shall be authorized only in unusual circumstances where employees are required to perform additional work vital to the program involved, and must be authorized in advance of the performance of the work, except in emergency cases.

g. Conditions and Limitations

(1) Employees in grades up to and including P-2 or CAF-7 may receive overtime compensation computed in accordance with the provisions of the Federal Employees Pay Act of 1946 (Public Law 106-79th Congress). Employees in grades above P-2 or CAF-7 may be allowed compensatory time off in an amount equal to the hours of work performed, subject to the limitations contained in section 603(b) of the 1946 Pay Act, as amended, which expressly prohibits the payment of basic compensation, or basic compensation plus any additional compensation provided thereby, at a rate in excess of \$10,000 per annum for any pay period. Employees in this category may not receive overtime compensation nor may they elect to receive compensatory time off which would result in such excess rate of compensation.

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(2) Compensatory time off accrued in favor of employees must be used within 30 days of the performance of overtime work or the employees shall lose such time and also the right to overtime compensation in lieu of such compensatory time off, unless the failure to take the time off is due to circumstances beyond the control of the employee.

h. Processing of Request for Approval

Form 32-3 will be used to request approval of overtime (including holiday duty). This form must include an adequate justification for the overtime and must be signed by the Chief or Administrative Officer of the Office or Staff Section concerned. The form will be forwarded in triplicate to the Chief, Budget Section for approval in advance of the performance of the work. In cases involving compensatory time off, the requesting official will have the appropriate employee initial Form 32-3 immediately opposite his or her typewritten name. The initials will serve as a verification that the employee has specifically requested compensatory time off in lieu of overtime compensation. If approved, two copies will be returned to the signing official. One copy will be submitted by the requesting office with Standard Form 1130 "Weekly Time and Attendance Report."

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PROCEDURES

1. Definition and Purpose

OIG Procedures are established through the issuance of administrative directives prescribing rules, regulations and policies pertaining to the personnel and functions of the agency. The purpose of such directives is to develop uniformity and economy of operation and to provide personnel with written criteria as a basis for the execution of assigned functions.

2. Responsibility

a. The Procedures Unit, Budget Section is responsible for reviewing the drafts of proposed issuances (except Office Operating Procedures and Letters of Instruction) for purpose, format, workability and consistency with established OIG policy, and regulatory requirements; for clearing and coordinating such drafts with the Offices or Staff Sections concerned; and for appraising the value of proposed procedure in contrast to the cost of operation.

b. The head of each office or Staff Section is responsible for compliance with applicable provisions of administrative directives.

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3. Types of Directives

There are six types of CIA administrative directives, classified according to purpose, scope, duration of effectiveness, and applicability as follows:

a. General Orders

Directives of permanent general interest and/or applicable to all organizational units of CIA. They announce activation or deactivation of organizational units, assignment or re-assignment of functions within the agency, statements or revisions of agency policy and appointment or relief of executive personnel.

b. Personnel Orders

Notices of assignment, transfer and relief of personnel to or from the various divisions of CIA.

c. Memoranda

Directives of short duration announcing matters of general interest to two or more CIA offices.

d. Letters of Instruction

Directives of a temporary nature involving single offices, subsidiary organizational units or individuals thereof.

e. Administrative Manual

Instructions outlining fundamental procedures for the proper functioning of the agency. The manual is a handbook composed of instructions pertaining to the inter-office administrative procedures affecting all organizational units of the agency as distinguished from intra-office operating procedures. It is loose-leaf in form and divided into two parts: Part I covers vouchered funds' procedures and administrative directives applicable to the entire agency; Part II includes procedures covering the use of unvouchered funds and administrative policies applicable only to operations financed through such funds.

f. Office Operating Procedures

Directives prescribing intra-office procedures, designed to implement the functioning of the office concerned. Such directives must not conflict with or modify any of the other types of directives described above.

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4. Format

a. The general style and format of all insertions to the Administrative Manual will follow the principles outlined in the Introduction to this publication (See Section _____). Each insertion will be accompanied by a transmittal cover sheet.

b. All directives other than Administrative Manual Instructions will conform to the following specifications:

(1) Paper and Size

(a) General Orders, Memoranda, Personnel Orders, Letters of Instruction and Office Operating Procedures will be published on standard size 8 x 10 1/2 inch mimeograph or bond paper on one side of the paper only in accordance with the format indicated in the attached Exhibit Nos. 1, 2, 3, and 4.

(2) Numbering

(a) General Orders and Letters of Instruction will be numbered serially.

(b) Personnel Orders, Memoranda and Office Operating Procedures will be numbered serially for each fiscal year (1 July to 30 June).

(3) Dating

(a) In all directives the date at the heading is the effective date unless otherwise specified.

(b) The period of time the directive is to remain in effect will always be indicated in Memoranda, Letters of Instruction, and Office Operating Procedures.

(4) Security Classification

All CIG directives will be classified in accordance with the security requirement of the contents thereof.

(5) General Rules

(a) All General Orders, Memoranda, Letters of Instruction and Office Operating Procedures will be confined to a single subject or activity so that each directive may be described by a short simple title indicative of the scope and general content of the document.

(b) In all directives except Personnel Orders and Letters of Instruction reference to officials will be by title only.

(c) All forms, graphs, tables, or other similar exhibits will be securely stapled to the basic document. References to these attachments will be made in the appropriate place in the text of the directives they accompany, and in addition they will be listed at the end of the directive to which they pertain.

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CIG MANUAL OF ADMINISTRATIVE INSTRUCTIONS**5. Processing of New Directives****a. Initiation**

Whenever new administrative directives are deemed necessary, the Office or Staff section having primary interest in the content thereof will be responsible for initiating the original draft in conformity with the approved standards outlined in paragraph 4 above. The services of the Procedures Unit, Budget Section are available to the originating office for information and guidance in the preparation of initial drafts.

b. Review, Revision & Clearance

(1) Upon completion of the initial draft of CIG General Orders, Memoranda or additions or revisions to the Administrative Manual, the draft will be submitted to the Procedures Unit for editorial and format review. When the final draft is approved by the originating office, the Procedures Unit will secure the necessary additional concurrences, including that of the Advisor for Management and forward the completed document to the Executive for P & A for final approval, publication, and distribution.

(2) Initial drafts of CIG Letters of Instruction will be forwarded by the initiating office to the Advisor for Management for processing in accordance with the procedure outlined for the Procedures Unit in the case of other directives.

(3) A copy of each Office Operating Procedure will be forwarded to the Executive for P & A through the Advisor for Management for review as to possible conflict with CIG policy. The Executive for P & A will maintain a complete file of such Procedures for reference purposes.

c. Authentication

The Executive for Personnel and Administration will sign all CIG General Orders, Personnel Orders, Memoranda, Letters of Instruction and the transmittal cover sheets of all insertions to the Administrative Manual. Assistant Directors or officials designated by them will sign Office Operating Procedures. No directive will be effective unless it bears the signature of the appropriate official.

d. Reproduction

The Executive for Personnel and Administration will be responsible for the reproduction of CIG General Orders, Administrative Manual, Personnel Orders, Memoranda, and Letters of Instruction, and will render such service as may be requested in the reproduction of Office Operating Procedures.

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e. Distribution

The Executive For Personnel and Administration will be responsible for the distribution of all CIG Directives, except Office Operating Procedures, in accordance with approved distribution lists and approved security plans. The distribution of directives will generally be limited to those individuals, units or Offices concerned with the contents thereof.

f. Amendments

Amendments or rescissions to any CIG directives will be initiated, reviewed, cleared and distributed in the same manner as the basic directive.

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FORMS

1. Definition and Purpose

a. A form is a printed, reproduced or typed document with blank spaces provided for the insertion of specific information. A form letter (for purposes of this instruction considered a form) is a printed or reproduced letter designed to be used for one mailing to several destinations or for repeated mailings.

b. The purpose of the standardization of forms is to secure economy in the designing, printing, storing, distribution, and use of forms as well as to insure uniformity in the procedures employed by the organizational units of the agency in dealing with common problems.

c. The types of forms used within CIG are:

(1) Standard Forms approved by the President, Comptroller General, Secretary of the Treasury, or Bureau of the Budget for mandatory use by the government service generally.

(2) Civil Service Forms approved by the Civil Service Commission for use generally by government agencies.

(3) Miscellaneous Forms approved by government departments and agencies for use by other government agencies which are authorized for use within CIG.

(4) CIG Forms approved by the Procedures Unit, Budget Section, for use by CIG.

2. Authority and/or Responsibility

a. The Procedures Unit, Budget Section is authorized to review and control the use, application and reproduction of forms to be used by CIG, and will be responsible for deriving maximum utility and uniformity at minimum expense. Occasional or periodic surveys of forms in use may be made by the Procedures Unit in order to assure that the forms program is achieving its purpose.

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b. New forms or revisions of existing forms must be submitted to the Procedures Unit for further development and/or approval. The Procedures Unit may require the adaptation of an existing CIG form or other form if it appears to be suitable for the purpose.

3. Processing New or Revised Forms

a. Initiation

When the efficiency of a work process can be improved by the establishment of a form(s) or revision of an existing form, a sketch of the proposed form will be submitted to the Procedures Unit, Budget Section, accompanied by Form 36-2, Reproduction Requisition in duplicate. Each proposed form should bear a concise title descriptive of its use, usually at the top unless design or purpose makes this position impracticable. Estimated monthly usage will be indicated on the requisition and a minimum supply of six months' anticipated requirements should be ordered. See CIG Instruction If the form is for temporary use or if only a definite number of copies are needed for a specific purpose, an appropriate explanation should be inscribed within "Remarks" on Form 36-2. Requests for approval of forms which must be aligned with other forms should include a notation to that effect.

b. Review, Revision & Clearance

The Procedures Unit, Budget Section, will design forms to correspond with current standards of style and format, assign CIG form numbers and dates and transmit drafts to the originating office for concurrence. Upon concurrence the forms will be returned to the Procedures Unit for final processing and forwarding to the Reproduction Section for duplication.

c. Replenishment of Current Forms

Normally only a two months' supply of a new form is delivered directly to the requesting office; the balance of the order is sent to the Supply Section, Services Division, which is responsible for maintaining adequate stocks of all active forms used within CIG. Once a form has become an agency stock item, it is requisitioned from the Supply Section in accordance with the established CIG procurement procedure on Form No. 36-7 "Request for Supplies, Equipment or Service." Inventories will be replenished by the Supply Section on Form No. 36-2 "Reproduction Requisition" by routing the requisition through the Procedures Unit, Budget Section, for approval of the "re-run."

4. Procurement of Specialty-Type Forms

Requests for procurement of Specialty-Type Forms, fan-fold, continuous, carbon-interleaved, or receipt book, will be submitted to

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the Procedures Unit, Budget Section, on Form 36-7 "Request for Supplies, Equipment or Services" accompanied by a sample or sketch and detailed justification indicating anticipated economies expected from the use of the form. A brief statement outlining pertinent data regarding the disposition, use, etc., should be provided and the estimated volume of monthly usage furnished. If any special type of equipment or device will have to be purchased for use in connection with a special form, detailed information must be provided and prior appropriate approval received before purchase orders may be placed. In all cases the Procedures Unit will perform the usual technical analysis of a form before forwarding the approved final draft thereof and the Requisition Form No. 36-7 to the Supply Section for purchasing. If in doubt as to whether a form falls into this category, the Procedures Unit should be consulted prior to the submission of a requisition.

5. Obsolete and Superseded Forms

a. Whenever a form becomes obsolete, or is superseded, the office primarily interested will inform the Procedures Unit, Budget Section, and indicate the desired disposition of any supplies remaining in stock.

b. In requesting revisions of forms, the interested office will insert the most applicable of the following statements on the revised sketch:

- (1) Previous editions are not to be used.
- (2) Previous editions may be used.
- (3) Edition of (date) may be used.
- (4) Replaces Forms XX-X and XX-X which are not to be used.
- (5) Replaces Forms XX-X and XX-X which may be used.

6. Use of Approved Forms

The condition of reports, returns, etc., in manuscript is unauthorized when forms prescribed for that purpose are available. Instructions for the use of approved forms will be initiated by the originating office. Such instructions will specify the particular form by number and will require its use when supplies are available.

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