SECRET CLASSIFICATION SUBJECT TO Headquarters FROM Chief of Station SUBJECT GENERAL Admin/Finance SPECIFIC Comments re. Headquarters Letter to Al. The Finance Officer concurs with the Headquarters view as set forth in paragraph 3 of subject letter in that the only documentation needed for the signed payroll voucher. 25X1A 2. Henceforth, proposes to forward only one copy of the time and attendance report to the employee at the end of each pay period after the signed payroll voucher. 35X1A 2. Henceforth, proposes to forward only one copy of the time and attendance report to the master attendance sheet. 3. This proposal has been discussed with the supervisor has transcribed the data on to the master attendance sheet. 3. This proposal has been discussed with the supervisor who is in complete agreement and welcomes the lessening of the paper work. The new Time and Attendance forms which were received recently will not be used as they are not considered necessary for support of records. 25X1A				25X1A	
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