

PERSONNEL DIVISION  
ADVANCE NOTICE OF PERSONNEL ACTION

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TO : Those checked on distribution

DATE: April 12, 1962  
REF. NO. PND-RS-62/0738

Please be advised that the following personnel action is in process by the Personnel Division.

NAME	TITLE AND DEPT/DIV/OFFICE	LOC.	EFFECTIVE DATE	CODE	REMARKS
E. M. WALSH	Supervisor, Propeller Shop, Shops, AMD	TNN	July 1, 1962 through Nov. 7, 1962	E	
H/L: July 1, 62 to Oct. 31, 62 - 123 days H/L/TA/L: Nov. 1, 62 to Nov. 7, 62 - 7 days					

Code: A - Separation      C - LWOP      E - Home Leave  
 B - Transfer (PCS)      D - Annual Leave      F - Extended S/L

DISTRIBUTION : (Check those applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> T-C's Office                         | <input checked="" type="checkbox"/> Maint. Contracts Sect., TNN  |
| <input checked="" type="checkbox"/> Credit & Collections Mgr. | <input checked="" type="checkbox"/> Chief of Comms. Dept., TPE   |
| <input type="checkbox"/> VPSLC                                | <input checked="" type="checkbox"/> GTD, TPE/TNN                 |
| <input checked="" type="checkbox"/> Chief, Payroll, TPE       | <input type="checkbox"/> SZHKG                                   |
| <input type="checkbox"/> D/MBAD, TNN                          | <input checked="" type="checkbox"/> Supply Coordinator, TPE Area |
| <input type="checkbox"/> Internal Auditor, TPE                | <input checked="" type="checkbox"/> Chief, Medical Dept., TPE    |
| <input type="checkbox"/> Pnl. Mgr., TNN                       | <input checked="" type="checkbox"/> P/File                       |

(Checking list on reverse side)

ORIGINAL SIGNED BY  
S. T TANG

Supervisor, R/S-PND

PD-07R4

APPROVED FOR RELEASE DATE:  
24-Aug-2010

CHECKING LIST

Nature of Action	Offices to be checked	Remarks
LEAVES Annual Leave	* (1) T-C's Office (Attn: T-C's Secretary)	* For bank signatories and custodians of unbanked petty cash fund only.
	* (2) Internal Auditor	
	# (3) VPSLC	
	## (4) SZHKG	
Home Leave	* (1) T-C's Office (Attn: T-C's Secretary)	** For employees to be transferred to TNN (PCS) only.
Leave Without Pay (30 days or more)	* (2) Internal Auditor	
Extended Sick Leave (over 2 weeks)	# (3) VPSLC	** For employees to be transferred to TNN (PCS) only.
	(4) Credit & Collections Manager	
MS/LWOP	(5) Chief, Payroll, TPE or D/MBAD, TNN	# For holders of power of attorney only.
Termination	(6) Maintenance Contracts Section, TNN	
Permanent Change of Station	(7) Chief, Communications Dept., TPE	## For foreign employees who travel to or transit in HKG on Annual or Home Leave.
	(8) Supply Coordinator, TPE Area	
	(9) Chief, Medical Dept., TPE	
	(10) GTD, TPE or TNN	
	## (11) SZHKG	
	(12) PM-TNN (for separation of TNN/KAO personnel only)	
	* (1) T-C's Office (Attn: T-C's Secretary)	
	* (2) Internal Auditor	
	# (3) VPSLC	
	(4) Maintenance Contracts Section, TNN	
	(5) Supply Coordinator, TPE Area	
	(6) Chief, Medical Department, TPE	
	** (7) Personnel Manager, TNN	