

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Payment of Travel Expenses for New Appointees

REFERENCE: Memo for D/Pers from General Counsel dated 26 Oct 56, approved by ADD/S, 29 Oct 56, subject: Travel Expenses for New Appointees.

1. This memorandum submits a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 4.

2. Referenced memorandum contains an authorization for the Director of Personnel to approve the payment of travel expenses for new appointees. In collaboration with the Acting Comptroller and  Office of the General Counsel, we have formulated the following standards for application of this authority, subject to an over-all limitation of \$2500 in any given case and to the availability of funds for payment by the operating office concerned:

a. The individual is being appointed to a position for which an increased in-hiring rate has been authorized or which meets substantially the same standards as to scarcity of qualified candidates; or,

b. The appointee, irrespective of the type of position to which appointed, is disqualified for continued employment within 120 days of appointment for failure to meet medical, security, or administrative standards during in-processing.

3. In cases qualifying under paragraph 2a above, the Agency would assume the cost of travel from the appointee's place of residence to Washington, D. C. In cases qualifying under paragraph 2b above, the Agency would assume the cost of travel to and from Washington, D. C. and the appointee's place of residence. This Office will work in collaboration with the Office of General Counsel in preparing appropriate contractual agreements.

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4. It is recommended that you approve the standards contained in paragraph 2 above to guide our action in individual cases arising before the publication of an Agency regulation on this subject.

*CRH*  
Marrison G. Reynolds  
Director of Personnel

CONCURRENCES:

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[Redacted Signature]

Comptroller *Acting*

Date

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/s/ Lawrence R. Houston

30 Nov. 56

General Counsel

Date

The recommendation in paragraph 4 is approved. *This policy should be administered with great care.*

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/s/ [Redacted Signature]

Deputy Director (Support)

*14 Feb 57*  
Date

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[Redacted Signature]