

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 24-64

8 December 1964

To: All Agency Training Officers

## CASH ADVANCES FOR AGENCY-SPONSORED PART-TIME COURSES AT LOCAL SCHOOLS

Special arrangements have been made by OTR to provide cash advances at the Headquarters Building for Agency employees approved to attend, under Agency sponsorship, part-time courses at local schools. This arrangement eliminates the need for each individual's hand-carrying a request for tuition advance to the Office of Finance in South Building. However, this will require compliance with the following schedule if an advance is to be obtained.

Monday, 4 January: Requests for Agency sponsorship in part-time courses given locally must be in the office of the Registrar by the close of business that day. If not, no advance for tuition or fees can be arranged for the applicant.

Week of 11-15 January: A member of the External Training Branch will inform Training Officers of employees in their Offices who are eligible to receive advances for Agency-sponsored training. The Training Officer will notify each employee concerned.

Thursday, 21 January--Hours 10 A.M. to noon; 1 to 3 P.M. Room 6E-29: Cash advance will be given to each approved employee by a representative of the External Training Branch. NOTE: Employees who have requested Agency sponsorship for their training should not report unless notified by the Training Officer that they have been approved to receive a cash advance.

(See other side.)

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Thursday, 11 February--Hours 10 A. M. to noon; 1 to 3 P. M. --Room 6E-29: A receipt for the cash advance will be returned by the employee to the Chief, External Training Branch in Room 6E-29. Receipts cannot be accepted through the mail.

Eligible employees may elect to receive a cash advance under this schedule or to be reimbursed on a first-come, first-served basis. If there are questions about the revised procedure for obtaining cash advances to attend local schools on a part-time basis call External Training Branch on extension 3137.

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