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63-2463

30 OCT 1962

## MEMORANDUM FOR THE RECORD

SUBJECT : Updating of Advance Accounts to Show Current Office  
to Which Assigned

1. A study was undertaken of ways and means to improve the promptness of the updating of confidential funds advance account records to show the office to which an individual is currently assigned; however, it was discovered that such effort would duplicate an earlier study made by other personnel which resulted in a Memorandum for Chiefs of Support, Administrative Officers, and/or Budget and Fiscal Officers, from Chief, Finance Division, dated 19 September 1962, Subject: Machine Tabulations of Advance Accounts.

2. Paragraph 5 of the memorandum of 19 September 1962 requested that each Budget and Fiscal Officer review the daily tabulations of advance accounts furnished to them and notify the Finance Division immediately concerning (a) personnel transferred to a field installation, (b) personnel transferred to another component, and (c) personnel and projects not under the jurisdiction of the component. The foregoing procedure should provide notice of corrections to the Finance Division within approximately one week which if acted upon promptly by the Finance Division should result in updating the advance account records within another week.

3. After studying the procedures outlined in the memorandum of 19 September 1962, and discussing the problem with personnel of the Accounts Branch, Finance Division, only one additional area of potential action appeared to merit investigation and this was done at the request of the Accounts Branch personnel.

4. ADPD produces each biweekly period a tape of personnel changes as a byproduct of updating payroll records and a copy of the list of the personnel changes is sent to the Accounts Branch for use in manually updating the advance account records with respect to those actions which show transfer of an individual to a new component. If the information in the byproduct tape could be processed by ADPD to update the advance account records, the Accounts Branch could eliminate its current procedure whereby its personnel reviews the listing prepared from such tape, and for those personnel transferred to

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GROUP 1  
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new components, manually prepares instructions to ADPD to update the advance account record. The foregoing possibility of processing the byproduct data directly to the advance account records was discussed with ADPD personnel; however, it was concluded that such a procedure was not feasible for the following reasons:

- a. The updated personnel records in the byproduct tape include staff employees and staff agents and all types of changes for such personnel (in addition to transfers). It would be necessary to process approximately one hundred to three hundred actions each two weeks to pickup the small number of transfers included.
- b. Processing of such tapes against the advance account records would not be very current because they could be run only once a month due to present ADPD scheduling and workload.
- c. If the data in the byproduct tapes were used to update the advance account records, such data could cause difficulty by cancelling a change in the advance account records made manually by Accounts Branch personnel to reflect specific accountability for advances of an individual detailed to a component but not yet officially transferred on the personnel or payroll records.
- d. The byproduct tape from personnel records cannot be processed against the advance account records for staff agents because such advance accounts are controlled by a separate series of numbers assigned by the confidential funds payroll and there is no common denominator for such processing.
- e. Updating of records from data in the byproduct tape would be completely inadequate for certain advance accounts. Long after the physical transfer of an individual and advances of funds by the gaining component, the official personnel action is delayed, sometimes for weeks (even months), before becoming a part of the byproduct tape pending necessary approvals of the recommendation or release from a medical hold.
5. The Accounts Branch recognizes that updating of records by processing the byproduct tape could take considerably longer than individual corrections prepared manually by Accounts Branch personnel from either a review of the listings furnished or notifications of discrepancies from the components. Manual corrections can be submitted to ADPD and recorded in the advance account records within about a week, whereas up to a month might be required before changes from processing the byproduct tapes would be reflected in the advance account records for staff employees. Since daily statements

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(listings) of advances are provided for each account in which activity has been recorded on the preceding day, the promptness of updating the statements with respect to the component having responsibility is a very important part in the success of the program for improved control.

6. The Accounts Branch recently has adopted use of a personnel roster of staff employees, which is revised monthly, in order to verify an employee's current office of assignment whenever an advance account activity is processed by the Voucher Review Section. As necessary, advance account records are updated manually. If experience with this procedure proves favorable compared with the updating from the biweekly byproduct tape of personnel changes, it may be feasible to discontinue the byproduct tape which is now prepared solely for the benefit of the Accounts Branch.

7. As a matter of general assistance to the Accounts Branch, Finance Division, a copy of a ledger listing staff employees paid from vouchered funds by serial numbers was acquired from the Payroll Branch, Fiscal Division, for use in the Accounts Branch to help identify names of employees, when for some reason, records of advances are printed with serial numbers but without names. Such ledger is updated biweekly and current copies of such ledger can be obtained at no additional cost to the Agency or increased workload.

8. No further action is contemplated on this subject at this time.

*h/j*

[REDACTED]

Member,  
Technical Accounting Staff

25X1A9a

CONCUR:

[REDACTED]

6 NOV 1962

Chief, Technical Accounting Staff

Date

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CONCUR

[REDACTED]

Chief, Finance Division

10 DEC 1962

Date

25X1A9a

TAS/[REDACTED]/bjm(29 October 1962)

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