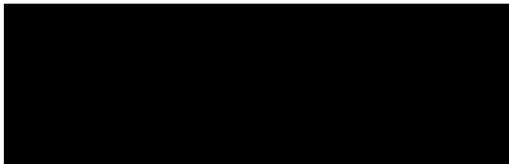


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1. There appears to be a question in the mind of several B&F Officers as to responsibility for follow-up on advances when a person in their area of administrative control performs for another area and obtains an advance from that area in connection with such performance. [Redacted] identifies as one of the approving officer's responsibilities the following of the advance to insure that an accounting is made promptly. Procedure however, when an advance is processed into the machines pre-established controls list the advance by location code and account number. Therefore, regardless of where an advance is obtained it will always be reflected on the 144-1 run of the advancee's parent Division. The appearance of an account on an area's run indicates that the responsibility for follow-up lies with that area. However, according to the Regulation, if an advance is approved and granted in another area, that area approving the advance is responsible for the follow-up.

2. Problem: Accountings resulting in suspension or disallowances. It would appear that even with timely submission of an accounting (that is, submitted by the due date), because of the time element involved in processing the accounting in the Division, transmittal time between the Division and O&L, O&L processing time, and machine cut-off date, if the accounting has a suspension or disallowance, the average action generally will not preclude a delinquency from occurring. It currently takes approximately 30 days from receipt of the accounting by the Divisional B&F Officer until it is processed by O&L. Consequently, if an accounting were submitted to the B&F Office on the due date, and upon the conclusion of routine processing a suspension or disallowance is levied, there would be only thirty days left to advise the Division, obtain action on the part of the individual and meet the cut-off date for the machine run. It is believed that in such cases there is not sufficient time to process the accounting and that a suspension or disallowance means an automatic delinquency.

3. Problem: Inability of analyst to pin-point the area of delinquency. This occurs frequently when blanket travel orders are involved. An individual receives several advances and possibly makes several accountings, but since all of these vouchers bear the same reference number, it is quite difficult to determine which advance is to be liquidated by a specific accounting.

4. Problem: Personnel in the field who have delinquent accounts are seldom issued "death letters". This occurs both in the case of personnel going to the field from Headquarters on TDY or PCS or advance accounts at Class B Stations which report to Headquarters. The reason for this is generally manifold: Transmittal time of correspondence is too long to allow sufficient time for response to meet due dates; TDY traveler may not understand the advance and wish to discuss the case upon his return; the accounting may be included in a Class B Station accounting which is delayed in transit and audit.

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5. Problem: In some cases, personnel with delinquent accounts seem to be able to obtain additional advances without the Division or the Certifying Officer having ascertained that there is sufficient reason why the account has not been cleared.

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