

6 June 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-3

SUBJECT : Procedure for Requesting Official Personnel Folders and  
Leave Records from Federal Agencies

RESCISSION: OPM 20-520-10 dated 26 July 1956

1. PURPOSE

This memorandum prescribes procedures for requesting Federal Agencies to furnish Official Personnel Folders and leave records of Federal employees who are transferred to CIA.

2. RESPONSIBILITY

The Chief, Transactions and Records Branch, CD is responsible for processing all appointment actions including transfers from other Federal Agencies. This processing includes the procuring of annual and sick leave records and the Official Personnel Folders of such personnel.

3. PROCEDURES

- a. If the employee is appointed to CIA after a break in service in excess of thirty days, the General Services Administration, Federal Records Center, St. Louis, Missouri will have the personnel records. Upon the request of Transactions and Records Branch, the Office of Security will obtain the records through secure channels. This procedure is used regardless of whether the new appointee is to be overt or covert.
- b. If the employee is appointed to CIA without a break in service or with a break of less than thirty days, the last employing Agency should have the personnel records. Upon the request of Transactions and Records Branch, Central Cover Staff will obtain the records if the new appointee is to be covert.

- c. If an overt appointee is employed without a break in service or with a break of less than thirty days, a copy of the SF 50, Notification of Personnel Action, with effective date of appointment indicated, will be forwarded to the last employing Agency as a request for the file.
- d. If records are obtained from the Federal Records Center the leave record (SF 1150) can also be obtained. If the break in service is less than three years the CIA leave account will be credited with all sick leave accrued at the former employing Agency.
- e. If records are obtained from the last employing Agency, a copy of the SF 1150 is included for transfer of leave.

#### 4. REPAYMENT OF LUMP-SUM LEAVE

The law provides for a lump-sum payment for annual leave upon separation of an employee from the Federal service and for the proportionate refund and recredit of leave if he is reemployed within the period represented by the payment. However, when an employee who was under a different leave system is employed by the Agency prior to the expiration of the period for which lump-sum leave payment has been made and his unexpired period of leave covers a larger amount of leave than can be transferred to the Agency, he is only required to make a refund covering the amount of recreditable annual leave. No refund is required when an employee is employed in a position which would have entitled him to a lump-sum payment if he had moved into the position without a break in service.



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OPM 15-69

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