

SECRET

COVER CONTROL OF RETIREMENT PROCESSING

FILE 391

TO: Retirement Operations Branch  
Office of Personnel

DATE 7 NOV 77

RETIREE: JAMES WALTON MOORE

CATEGORY OF EMPLOYMENT

On the basis of a review of the records of the Central Cover Staff the following action is to be taken on processing retirement documentation for the person named above.

TYPE RETIREMENT		<input checked="" type="checkbox"/>	CIVIL SERVICE			CIARDS	DATE		
COVER	<input checked="" type="checkbox"/>	OVERT ROUTINE		COVERT (OFFICIAL COVER) LOCK-UP		COVERT (NOC) SPECIAL	RETENTION OF AWARDS	YES	NO
CORRESPONDENCE				OVERT		COVERT	THRU CCS		

FINANCES

ANNUITY PAYMENTS SHOULD BE		<input checked="" type="checkbox"/>	U.S. GOV'T. CHECK		OTHER (Payment instructions follow)	
TAX DOCUMENTATION SHOULD BE			CIA	<input checked="" type="checkbox"/>	CSC	OTHER (MEMO FOLLOWS)
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION		<input checked="" type="checkbox"/>	YES		NO	INTERNAL TRANSFER

INSURANCE

FEGLI	<input checked="" type="checkbox"/>	OVERT	COVERT		MAINTAIN RECORDS INTERNALLY ONLY
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TYPE OF HOSPITALIZATION CARD: GENA

AUTHORIZATION TO CONVERT INSURANCE	<input checked="" type="checkbox"/>	YES	CONVERSION MUST BE APPROVED BY CCS		
MEMBER OF CIVILIAN RESERVE	<input checked="" type="checkbox"/>	YES	NO	OVERT	COVERT
CREDIT UNION	<input checked="" type="checkbox"/>	OVERT		COVERT	

REMARKS:

[Redacted Signature]

CHIEF, COVER SUPPORT BRANCH  
CENTRAL COVER STAFF

THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY

NO SECURITY OBJECTIONS TO ABOVE.

OTHER INSTRUCTIONS AS FOLLOWS:

CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY

*Robert J. Moore*