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Sept. 10, 1969 5/11/69
JTB mt

TO : Administrative Officer - AmConsul Belem

FROM: Budget & Fiscal Unit - AmEmbassy, Rio de Janeiro CTR

SUBJECT: Annual Submission of SF-1190s

REF: Standardized Regulations, Section 920

Attached is a copy of an announcement regarding the annual submission of Form SF-1190s to the Department.

The announcement prescribes the procedure to be followed by the Embassy in the review of employees' quarters expenses. At constituent posts, the Administrative Officer is requested to conduct the review and if necessary, revise, the posts' SF-1190s, using the procedure specified in the attached announcement, i.e., review with the employee the lease, utility receipts, etc. Upon completion of the review, please submit current SF-1190s to the Embassy, no later than October 15, 1969.

Your cooperation in this matter will be greatly appreciated.

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RECEIVED Sept 19, 1969

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AMERICAN EMBASSY-RIO DE JANEIRO

Staff Announcement

No. 1109	Date: September 10, 1969	Effective Date:	Distribution: See below
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SUBJECT Annual Submission of ~~FSF~~-1190

Reference:

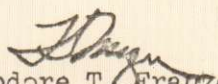
Supersedes:

In November, 1969, posts in Brazil are scheduled to make their annual submission of Forms SF-1190 to the Department, indicating the latest quarters expenses incurred by each Government civilian employee receiving a quarters allowance. This requirement is in accordance with section 920 of the Standardized Regulations.

To facilitate the preparation of current and accurate FS-1190s for submission to the Department, each employee receiving a quarters allowance is requested to review their quarters expenses with the Embassy's Budget & Fiscal Unit no later than October 1, 1969. In this connection, employees should see Miss Helena Amorim or Mr. Charles Rogers, with a copy of their lease, utility receipts, "condominio" receipts and receipts for other expenses required by the lease, e.g. renovation or painting expenses.

It should be noted that an adjustment of the quarters allowance for Brazil is wholly dependent upon the information as reported on the SF-1190, and it is hoped that this submission will ensure the Department's getting a more realistic impression of rental costs here.

The cooperation and assistance of all concerned will be greatly appreciated.


Theodore T. Franzen
Administrative Officer

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