

M E M O R A N D U M

To: Personnel Management Liaisons

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PLEASE DISTRIBUTE THIS MEMORANDUM TO ACCOUNTING OFFICERS, EMPLOYEE RELATIONS OFFICERS, AND PERSONNEL OFFICERS

From: Department of Personnel Administration

Subject: Transfer of Responsibilities

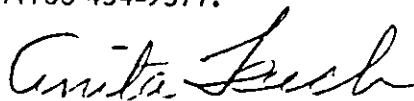
This memorandum is to advise you that the responsibility for interpreting regulations and processing correspondence for the following functions has been transferred to the Benefits Division at the Department of Personnel Administration.

Travel
Relocation
State Owned Housing
Uniform Allowances
Miscellaneous Allowances and Reimbursements

All requests for exceptions and correspondence regarding the above subjects should be addressed to:

Anita G. Leach, Chief
Benefits Division
Department of Personnel Administration
1515 "S" Street, North Building, #400
P.O. Box 944234
Sacramento, CA 94244-2340
Interagency Code - D-22

The normal response time for written inquiries is 10 working days from the date received. Telephone inquiries should be directed to Diane Hachey at (916) 324-9377, ATSS 454-9377.



Anita G. Leach, Chief
Benefits Division