

Processing of Form AD-139 for Accountability Clearance of Employees Who Transfer, Separate, or  
Go on Extended Leave Without Pay or Military Furlough

For Whom	Office Preparing Forms	No. of Copies	To Whom Forwarded for Clearance	Signed/Dated by	Who Gets Copies
National Office employees	Personnel Division National Office	Total (1) Original	Administrative Services Division, (ASD), National Office	Director, ASD	Personnel Division
State Directors	Personnel Division National Office	Total (1) Original	ASD National Office	Director, ASD	Personnel Division
State Office employees (Other than State Director and Administrative Officers)	Employment Officer	Total (1) Original	State Office		
Administrative Officers	Employment Officer	Total (2) Original 1 copy	State Office Administrative Support Division, Finance Office	Designated Officials Designated Officials	Employment Officer Employment Officer

District and County Office employees	Employment Officer	Total (1)	Employment Officer
	(a) District Director District Office Employees	Original	Designated Officials
	(b) County Supervisor County Office Employee	State Office District Director or other designated official County Supervisor	State Office
Finance Office employees	Personnel Staff Finance Office	Total (1)	Employment Officer
		Original	Designated Officials
		Appropriate Branches	Employment Officer