

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