



THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

1. LAST NAME - FIRST NAME - MIDDLE NAME PAYTON RICHARD ERNEST III			2. SEX M	3. SOCIAL SECURITY NUMBER 055 [REDACTED] 7962		4. DATE OF BIRTH YEAR: 47 MONTH: Jan DAY: 15
5. DEPARTMENT, COMPONENT AND BRANCH OR CLASS AIR FORCE RegAF			6. GRADE, RATE OR RANK SSGT	7. PAY GRADE E-5	8. DATE OF RANK YEAR: 71 MONTH: Aug DAY: 18	
9a. SELECTIVE SERVICE NUMBER Not Available		9b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, STATE AND ZIP CODE Not Available		9c. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, State and ZIP Code) 1132 Shawnee St Savannah (Chatham Co) GA 31405		
10a. TYPE OF SEPARATION Discharge				10b. STATION OR INSTALLATION AT WHICH EFFECTED McConnell AFB KS 67221		
11. AUTHORITY AND REASON					12. EFFECTIVE DATE YEAR: 75 MONTH: Sep DAY: 12	
13. CHARACTER OF SERVICE HONORABLE				14. TYPE OF CERTIFICATE ISSUED DD256AF		15. REENLISTMENT CODE
16. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 381 CSG (SAC)			17. COMMAND TO WHICH TRANSFERRED N/A			
18. TERMINAL DATE OF RESERVE/MSR OBLIGATION YEAR: N/A MONTH: N/A DAY: N/A		19. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City, State and ZIP Code) McConnell AFB KS 67221			20. DATE ENTERED ACTIVE DUTY THIS PERIOD YEAR: 71 MONTH: Sep DAY: 15	
21. PRIMARY SPECIALTY NUMBER AND TITLE 70270 Administration Supervisor		22. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER 169,168 Chief Clerk II		23. RECORD OF SERVICE		
24. SECONDARY SPECIALTY NUMBER AND TITLE None		25. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER N/A		26. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years) SECONDARY/HIGH SCHOOL 12 YRS (1-12 grades) COLLEGE 0 YRS		
27. TIME LOST (Preceding Two Yrs) No Time Lost		28. DAYS ACCRUED LEAVE PAID 60		29. DISABILITY SEVERANCE PAY <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES AMOUNT: None		30. PERSONNEL SECURITY INVESTIGATION a. TYPE: (*)LNAC b. DATE COMPLETED: 15 Sep 67
31. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED AFLSA, AFGCM w/1OLC 15 Sep 71 - 14 Sep 74						
32. REMARKS Blood Group A Pos AQE: M55, A45, G45, E50 DAFSC: 70250 (*) Hq USAF (OSIUYI) Wash D C 20314						
33. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and ZIP Code) 3444 S Everett Wichita (Sedgwick Co) KS 67217				34. SIGNATURE OF PERSON BEING SEPARATED 		
35. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER ABEL GARZA, MSGT, USAF NCOIC, Quality Force Section				36. SIGNATURE OF OFFICER AUTHORIZED TO SIGN 		

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PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

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REPORT OF SEPARATION FROM ACTIVE DUTY



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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept up-to-date and organized in a systematic manner. This helps in identifying trends and anomalies over time, which is crucial for financial analysis and decision-making.

In addition, the document highlights the need for regular audits and reconciliations. By comparing the internal records with external statements, any discrepancies can be identified and resolved promptly. This process not only ensures the accuracy of the data but also helps in detecting potential fraud or errors.

The second part of the document focuses on the implementation of internal controls. These controls are designed to prevent and detect errors and fraud. They include segregation of duties, authorization requirements, and regular reviews.

It is stressed that these controls should be tailored to the specific needs of the organization and should be reviewed periodically to ensure their effectiveness.

Finally, the document concludes by stating that a strong internal control system is essential for the success of any organization. It provides a framework for developing and maintaining such a system, ensuring that the organization's financial information is reliable and trustworthy.

The document also includes a section on the role of management in overseeing the internal control system. Management is responsible for creating a culture of integrity and accountability, and for providing the necessary resources and support for the implementation of the controls.

In summary, the document provides a comprehensive overview of the key elements of an effective internal control system, from record-keeping to management oversight.