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1 JUL 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Sample Memorandum of Instruction for Chief of Station

With reference to your request that the sample "Memorandum of Instruction for Chief of Station" be reviewed by the Office of the Comptroller, there are presented below recommended changes to Paragraph 5 dealing with the Chief of Station's financial authorities and responsibilities:

1. The first sentence of Paragraph 5 should be changed to read:

"You will review, supervise and approve all financial and budgetary matters, plans, estimates, and expenditures related to operations in your area".

2. Paragraph 5a should be changed to read:

"Current authorizations to expend funds for operations in your area will be made known to you; it will be your responsibility to ensure that these authorizations are not exceeded, that accurate estimates of field costs for new or expanded operations are prepared and maintained and that appropriate CIA Regulations and Procedures are observed".

3. The first sentence of Paragraph 5b (3) should be changed to read:

"While you are in a travel status outside the Continental United States, these funds may be used to pay transportation expenses in excess of minimum first-class accommodations and may

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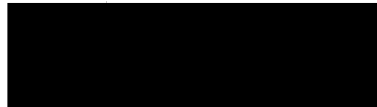
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also be used for supplementary per diem for excessive subsistence expenses incurred for representational reasons, not to exceed \$10.00 per day*.



E. R. SAUNDERS
Comptroller

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Attachment

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