

~~SECRET~~

~~CONFIDENTIAL~~

MEMORANDUM FOR: Assistant Deputy Director (Administration)
THRU: Comptroller
SUBJECT: Travel Orders for Entering New Employees on Duty
REFERENCE: Memorandum 24 Oct 52, CAO-ED/P to ED/A, Subject as above.

1. This Office concurs with that part of paragraph 2 of referenced memorandum relating to the preparation and authentication of travel orders by the Personnel Office for new employees appointed initially to an overseas position. On 31 October 1952 this Office commented to that effect to a proposed revision of Agency Regulation [redacted] which has been prepared by the Chief, O&M Service.

25X1A

2. Upon publication of the necessary authorization, this Office is ready to assume the responsibility mentioned above. We will need to know, of course, the decision as to the account to be charged for the travel and per diem expenses involved on which it is assumed the Comptroller will make a recommendation.

W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachments:
Referenced Memo & Routing Slip

OPD:CWC:me(15Nov52)

DISTRIBUTION:

- 0 & 1 - addressee
- 1 - Comptroller ✓
- 1 - RPS
- 1 - Chrono
- 1 - Reading

DEC 1 5 20 PM '52
COMBIBOTTEB