

CONFIDENTIAL

9 August 1966

MEMORANDUM FOR: Chief, Support Staff, NPIC

SUBJECT: Delegation of Authority - Authorization for Procurement of Equipment

1. As you are aware, under the past NPIC procedures, the arrangement concerning procurement requests for line items costing \$10,000 or less, could be approved for purchase by the Chief, Support Staff. Requests exceeding this amount were forwarded to the Assistant for Administration for his consideration and approval. I understand he could approve requests up to the \$25,000 level per line item.

2. It is my proposal that since the position of the Assistant for Administration no longer exists, and in order to alleviate as much as possible routine work requirements from the shoulders of the Executive Director, that the Chief, Support Staff be granted the approval authority for the procurement of line items up to the \$25,000 level. Likewise, that the Chief, Logistics Branch be authorized to approve these requests up to \$10,000.

3. The present requirement for a memorandum of justification from the division chiefs for the procurement of items costing \$1,000 or more will still be a prerequisite before approval will be granted for the purchase.

[Redacted]
Chief, Logistics Branch, SS/NPIC

APPROVED: [Redacted]
Executive Director, NPIC

Date

Distribution:
Orig - Addressee
~~2~~ - LB
LB/SS/NPIC/ [Redacted] Aug 66)

25X1
25X1
Fred: [Redacted] mean has
approval this one.

GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL