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DOI Waiver Letter In ERU File

Executive for Administration & Management

MAR 24 1948

Assistant Director, Reports & Estimates

Allocations of Funds to the Board on Geographic Names (BGN)

Reference: Memorandum to the Chairman, Projects Review Committee, from the Chief, Budget and Finance Branch, A&M, dated 10 March 1948, Subject: Project 00-13, Geographical Names Project

1. This office has asked for and received from the Board on Geographic Names a Summary Statement and breakdown of costs for each of the CIA projects currently on the books of the BGN.

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2. A review of the summary statement indicates an expenditure of [redacted] in excess of total allotments to the Board on Geographic Names to date [redacted] and a total expenditure of [redacted] in excess of approved allocations by the Projects Review Committee through 30 June 1948, [redacted]

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3. Anticipated requirements through the fiscal year 1948 in addition to that set forth in paragraph 2 above, are listed as follows:

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- a. Name Research in support of the NIS Program; [redacted]
- b. JANIS Program; [redacted]
- c. Name Research for ORE Staff Intelligence; [redacted]

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In summary, therefore, a total requirement of [redacted] exists to cover the present deficit and additional requirements through 30 June 1948.

4. It is therefore requested that:

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a. The unexpended balance of funds in Project 00-13 [redacted] be transferred to the Board on Geographical Names to cover deficits in the accounts of CIA projects.

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b. Additional funds be allocated in the amount of [redacted] to cover deficits not liquidated by 4a above.

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c. A new project in the form of a working fund in the amount of [redacted] be set up to support geographical name research for the NIS Program.

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d. [redacted] be allocated to cover JANIS requirements.

e. [redacted] be allocated to cover name research for ORE Staff Intelligence.

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5. Justification in support of the above recommendations is cited as follows:

a. While the Board on Geographic Names has expended funds in excess of estimates on individual projects, CIA has not been advised in each case nor have such additional expenditures been submitted for approval until a specific request for a summary statement was made by this office. Procedures have been agreed upon by this office, representatives of the Budget and Finance Branch, A&M, and the Board on Geographic Names whereby monthly statements of account will be furnished to CIA in the future.

b. Copies of the BGN Summary Statement and the statement of procedures agreed upon are included under Tab "A". It should be noted that these procedures provide for a transfer of funds on a working fund basis against which charges would be made on the basis of specific authorization by CIA in the amount of written estimates submitted by the Board on Geographic Names.

c. The NIS Program requires an acceleration in geographical name research which will necessitate augmentation of the BGN working staff and an increased scale of production in order to keep pace with NIS production.

6. It is requested that this office be advised of action taken on paragraph 4 above.

THEODORE HABBITT

Encl:

Tab "A" - Summary Statement & Statement of Procedures
Tab "B" - Recapitulation, Allocations & Requirements, BGN

F&PS/ [redacted] /mem

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Distribution:

Asst. Director, R&E (2) ✓
Chief, Budget & Finance
Chief, Basic Intelligence Group
Plans & Policy Staff (2)

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TAB *A*

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Board on Geographic Names

SUMMARY STATEMENT

All Projects

April 1947 - February 1948

Work Assignment Numbers and Titles	Total Amounts Allocated & Received	Total Expenditures	Total Credit and Debit Balances
1 - Name Research Intelligence			
2 - Name Research (JMPC)			
3 - Name Files and Machine Records			
4 - Gazetteer Evaluation			
5 - Janis; edit & gazetteer			
6 - Greek short Gazetteer			
7.- Middle East Gazetteer			
8 - Iceland & Greenland			
TOTALS			

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
Board on Geographic Names
Washington 25, D. C.

March 2, 1948.

Central Intelligence Agency
2430 E Street, N. W.
Washington 25, D. C.

Attention: Assistant Director Rabbitt

Gentlemen:

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Pursuant to an informal conference held on Friday, February 28, with [redacted] Saunders and others, we are submitting herewith a suggestion for modification of fiscal procedures.

2. It is suggested that the procedure for transfer of funds for geographical names work be modified to provide for an overall working fund against which charges would be made for specific projects as authorized by CIA. This would have the great advantage of permitting work to start on a project immediately upon authorization without waiting a month or more for Treasury to make funds available for expenditure, and would accomplish economics by eliminating many small separate transfers of funds.

3. Charges would be made against the working fund only for projects authorized by CIA in the amount of estimates submitted by BGN and approved in writing by CIA.

4. If, because of changes in CIA requirements, or for other reasons, the original estimate should be insufficient for completion of any project, a re-estimate would be submitted to CIA for allocation of additional funds to, or discontinuance of, the project.

5. A code number would be assigned to each project by CIA for identification and record and accounting purposes.

6. A fiscal report would be submitted monthly by BGN to CIA, including a summary report of the status of the working fund and a statement of the status of funds allocated to each project.

7. It is suggested that a general project be established covering small, usually urgent requirements such as brief lists.

8. On the basis of the discussions of the CIA program and needs, it is estimated that a working fund of [redacted] would cover the requirements for the remainder of the current fiscal year.

If this proposal meets with your approval we shall be glad to take whatever steps are appropriate to implement it.

Sincerely yours,

MEREDITH F. BURRILL
Meredith F. Burrill,
Director.

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**RECAPITULATION
ALLOCATIONS AND REQUIREMENTS
BOARD ON GEOGRAPHIC NAMES**

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Total Allocations
Total Allotments (through February 1948)
Unexpended Balance
Total Expenditures (through February 1948)
Expenditures over Allotments
Expenditures over Allocations

Total Requirements (through 30 June 1948)

JANIS Program
NIS Program (Working Fund)
ORE Staff Intelligence
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MEMORANDUM TO: Executive for Personnel and Administration

SUBJECT: Chinese Geographical Names Project

REFERENCE: Memorandum for Assistant Director for Reports and Estimates from Executive for Personnel and Administration dated 2 April 1947.

1. At the time this Office investigated CIG interests in the Board on Geographical Names and submitted its study on this problem, it was the understanding of this Office that CIG would have to assume financial responsibility for the salaries of the four personnel engaged in this activity only. As soon as approval in principle was obtained from the Executive Director on the recommendations made in the subject study a meeting was held to discuss detailed financial arrangements between CIG and the Interior Department offices concerned.

2. The conclusions of the meeting between CIG and Interior Department representatives, relative to the fiscal aspects of the project, have caused the letter attached under Tab "G" of the basic study to be rewritten in order to correct the statements relative to CIG's financial responsibility.

3. Accordingly, there is attached hereto a revised letter to the Secretary of Interior amending the previous statements regarding the method by which Interior Department will be reimbursed for services it performs on behalf of CIG.

4. This letter has been prepared in coordination with the Chief and Deputy Chief, Finance Division, Office of the Executive for Personnel and Administration.

J. KLAHR HIDDLE
Assistant Director
Reports and Estimates

ORE/WAP/mem

Distribution:

Asst. Director, R&E (2) ✓

Planning Staff, ORE (2)

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CENTRAL INTELLIGENCE GROUP

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Washington, D. C.

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20 May 1947

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**MEMORANDUM
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Administrative & Personnel

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SUBJECT: OIG Representation on Advisory Committee, Board on Geographical Names

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EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. [redacted] Office of Reports and Estimates, has been appointed OIG Representative on the Advisory Committee, Board on Geographical Names. [redacted] is located in Room 101, Central Building, Extension 2803.

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2. The Board on Geographical Names is charged with the primary function and responsibility of obtaining uniform usage in geographic nomenclature and orthography throughout the Federal Government and is the standard authority for all unsettled questions of this nature.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[redacted]
**Executive for Personnel
and Administration**

ATTACHMENTS: None

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