

**ILLEGIB**

**Approved For Release 2000/06/19 : CIA-RDP80-01341A000100050016-8**

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25 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Transfer of Six Positions and Funds from  
DDS&T to DDA - FY 1978 and FY 1979

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1. In accordance with informal discussions among officials in our directorate and the Comptroller's Office we agree it is to our mutual interest that six positions be transferred from the Office of SIGINT Operations to the Office of Finance, Audit and Certification Division. The incumbents will continue to carry out their current functions at the [REDACTED] involving invoice payments, disbursing of National Program funds, auditing of travel vouchers and the transfer of funds from other government agencies.

2. Accordingly when we submit our 1979 Programs to the DDCI, the DDS&T will adjust its FY 1978 Congressional budget control figures downward by 6 positions and \$134K. We will also reduce our 1979 Principal and Minimum Level control figures by 6 positions and \$135K. The DDA will, of course, raise its control figures by corresponding amounts. The details of these figures have been conveyed to your staff.

3. In FY 1977 we will continue to pay for these people through the end of this fiscal year and will continue to keep them on our staffing complement and ceiling control. However, the Office of Finance should consider this staff as under their administrative control and direction effective 1 April 1977.

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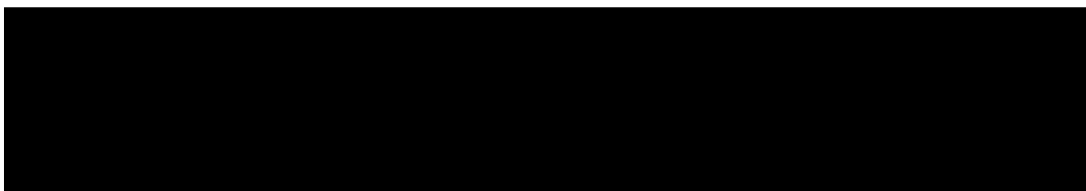
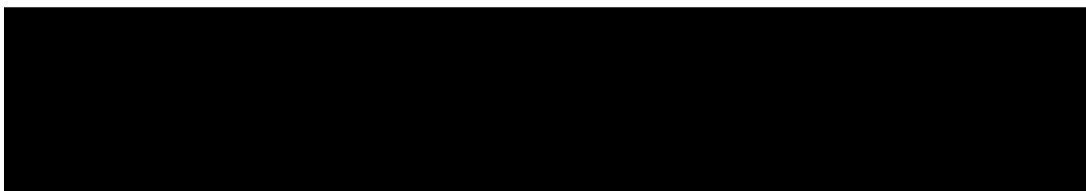
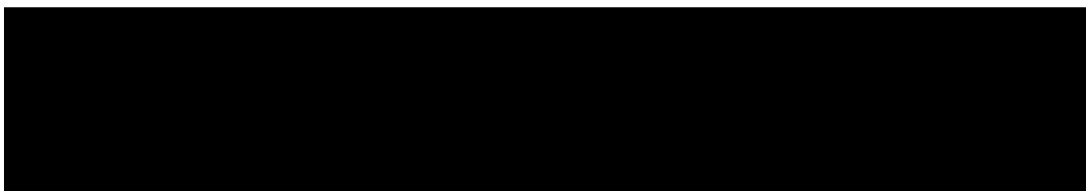
[REDACTED]  
LESLIE C. DIRKS  
Deputy Director  
for  
Science and Technology

cc: O/Compt

SECRET

Letter

PRIORITIZED LIST OF POSITION REQUIREMENTS

		<u>Allowed by DOT</u>
Professionals in rotation cycle & TDY assignments in support of financial management external to O/Finance	10	5
Requirement for extended language training for O/S assignment and training of new prof. EOD's for assignment outside O/Finance	5	-
Provide services to all Agency components utilizing Data Base Management Centers' integrated financial management information systems (GAS, FRS, Automated Payroll System, CONIF and ICS)	2	2 1
Systems Analysts for maintenance and enhancement of major systems servicing the Agency and for development of new systems	2	2 1
Perform Truth in Negotiation Audits required by P.L. 87-653	1	1
Travel auditor needed to diminish overtime otherwise necessary to satisfy workload	1*	-
Payroll technician to keep abreast of statutory payroll processing requirements (FLSA, Restored Leave, etc.)	1	-
Audit and certification of vendor invoices which have increased by 23% in past three years	1*	-
Travel auditor needed to diminish overtime otherwise necessary to satisfy workload	1*	-
Perform Truth in Negotiation Audits required by P.L. 87-653	1	-
Travel auditor needed to avoid dependence upon temporary details	1*	-
	1	-
	1	-
	1	-
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\* Indicates work requirements that could alternatively be satisfied by equivalent part-time employees or overtime.