

64-5080

(CLASSIFICATION)

OFFICE OF THE DIRECTOR

Action Memorandum No. A-408

Date 10 JUL 1956

TO : Deputy Director for Plans
Deputy Director for Support

SUBJECT : Review of Audit Reports by Station/Base Chiefs
and Field Support Personnel

REFERENCE:

A
C
T
I
O
N

1. Review of audit reports reveals too many instances wherein the same weaknesses in financial procedures and management have appeared in succeeding reports. In some cases, failure to follow through on corrective action is attributable to failure of responsible offices to assure that Station and Base Chiefs as well as support personnel clearly understand their responsibility for taking prompt, personal and decisive action on problem areas revealed by audit reports.

2. To assure that responsible officers assigned to field installations are fully informed on matters identified in audit reports as requiring their attention and understand the action expected of them, all personnel preparing to assume positions as Chiefs of Stations or Bases or designated to assume finance or logistical functions at field installations should:

a. Review the last audit report on the installation and any related correspondence concerning action taken or required thereon.

b. Be impressed with their responsibility for following through on audit recommendations.

M
E
M
O
R
A
N
D
U
M

SUSPENSE DATE:

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

**A-408
Page 2**

3. In addition to review of field audit reports prior to departure on new assignments, review of the most recent audit report and action thereon should be included in matters to be discussed with Station and Base Chiefs and appropriate field support personnel during periods of Headquarters consultation and TDY.

4. Chief, Audit Staff, will provide assistance as desired to clarify or elaborate on any matters presented in audit reports or to assist in briefings of station personnel.

**Lyman B. Kirkpatrick
Executive Director-Comptroller**

cc: Inspector General

O/IG (15 Jul 64)

Distribution:

- 2 - Each Addressee
- 2 - IG
- 1 - Exec. Dir.
- ✓ 1 - ER

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller		<input type="text"/>
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Kirk:

Attached is the proposed Action Memorandum we discussed which, if approved, will require Chiefs of Stations and Bases and field support personnel to review audit reports before going out and during Headquarters consultations and TDYs.



FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Inspector General	7/15/64
CONFIDENTIAL	SECRET