

12 May 1959

MEMORANDUM FOR: General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff

SUBJECT : Approving Officers

25X1A

REFERENCE : [REDACTED] "Custody and Control of
Funds, Approving Officers"

1. A review of the current method of designating Approving Officers within the Support offices indicates that a revised procedure is needed to prevent unsound practices from developing. The fundamental principle underlying the delegation of authority to approve financial transactions is that this approving function is a supervisory responsibility and will only be performed in relation to personnel or activities under the supervision and direction of the Approving Officer.

2. In accordance with the referenced regulation, it will be the policy of this office to designate as Approving Officers only Office Heads and Staff Chiefs and their Deputies, Chiefs of Divisions and their Deputies, and Chiefs of Support of Offices and Staffs. Chiefs of Support shall only approve financial transactions pertaining to personnel or activities under their direct supervision, or such other general administrative-type transactions as may be formally placed under their technical responsibility by the Office Head or Staff Chief concerned.

1287 only
Being forward

SECRET

3. It is requested that each addressee submit in memorandum form a revised listing by name and title of those officials within their components whom they wish to have designated as Approving Officers. The memorandum should be addressed in duplicate to the Comptroller, be signed by the Office Head or Staff Chief concerned or his Deputy, and should include a specimen signature of each nominee. The memorandum should be routed to the Executive Assistant to the Deputy Director (Support), [REDACTED] for approval and forwarding to the Comptroller. Future additions to and deletions from this revised list will be handled similarly.

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4. Existing designations inconsistent with the above will be rescinded.

(signed) H. Gates Lloyd

H. Gates Lloyd
Acting Deputy Director
(Support)

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Compt/FD/O&L/[REDACTED]:am (3550)

Rewritten: A-DD/S:HGL:mrp

Distribution:

Orig - General Counsel

1 - each remaining addressee

1 - SSA/DD/S

1 - AC/FD

2 - FD/O&L

2 - DD/S - chrono, subject, reading

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Replies Received from:
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ODC. 5/15	Claudia 6-2
Compt 6/2	En 5/21
A-D/pers 5/29	mgmt 5/18
Comm 6/2	SA/DDS 5/28
OL 6/1	C/med. 5/27

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5/21

Marie
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For File

BJF

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TO:		
[REDACTED] O-SSA-DD/S		
ROOM NO.	BUILDING	
2127	"I" Bldg.	
REMARKS:		
[REDACTED]		
Here are the papers on Approving Officers we discussed on the phone this morning.		
[REDACTED]		
H. G. L.		
FROM:		
Acting Deputy Director (Support)		
ROOM NO.	BUILDING	EXTENSION
223	East	785

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