

SECRET

00/559-2287

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030074-6

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

SUBJECT : Approving Officers 25X1A

REFERENCE : [REDACTED]

1. A review of the ^{method} current ~~method~~ of designating Approving Officers indicates that ^a revised procedure is ~~called for in order~~ ^{needed} to prevent unsound practices from developing. The fundamental principle underlying the approval of financial transactions is that this function is a supervisory responsibility and will only be performed ~~relative~~ to personnel or activities under the supervision and direction of the Approving Officer.

2. In accordance with referenced regulation, it will be the policy of this office to ^{in relation} ~~limit~~ designations ^{as} of Approving Officers ^{only} to Staff and Office Chiefs and Directors and their Deputies, Chiefs of Divisions and their Deputies and Chiefs of Administration of Staffs and Offices. ~~The last~~ 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 Chief or Director of the Staff or Office concerned.

Chiefs of Admin - This Refers

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3. It is requested that each ~~Chief or Director of each Staff or Office~~ 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 to the Chief, Finance Division and/or to the Chief, Fiscal Division, be signed by the Chief or Deputy Chief of the Staff or Office concerned and should include ~~the~~ signature of each nominee. The memorandum ~~will~~ be routed to the Executive Assistant ~~for~~ the Deputy Director of (Support), [redacted] for approval and forwarding to the Chief, Finance Division and/or Chief, Fiscal Division as appropriate. Additions and deletions to this revised list, ~~desired in the future,~~ will be handled similarly.

off/objects

afternoon
25X1A

4. Existing designations inconsistent with the above are rescinded.

will be

should

H. GATES LLOYD
Acting Deputy Director
(Support)

Future

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Copy

FROM: Finance Division
 Operations and Liaison Branch
 200 Alcott Hall, X-3550

NO. _____
 DATE _____

TO: (Officer designation, room number, and building)

		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	C/O&L 200 Alcott Hall	28 Apr 59	4/28	/s/ JHS
2.				
3.	AC/FD 1036 Alcott Hall		4/29	/s/ REW
4.				
5.	Comptroller 1039 Alcott Hall		4/29	/s/ RHF
6.				
7.	A-DD/S 125 East Bldg. 25X1A	29 Apr 59	7 May 59	/s/ HGL/p
8.	Att. [REDACTED]			
9.	25X1A Mr [REDACTED] 2127 "I" Bldg.			
10.				
11.				
12.				
13.				
14.				
15.				

25X1A
 3 to 7: The attached is in accordance with [REDACTED] tele-
 phone conversation of several days ago. 25X1A
 /s/ [REDACTED]
 X-2295

Nancy! 5/13/59
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All copies of the original
memo from Finance have been
destroyed.

Please suspend these offices
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for 29 May 1959. Barbara

Maxie
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ROUTING AND RECORD SHEET

Case 4-3950

SUBJECT: (Optional)

FROM: Finance Division
Operations and Liaison Branch
200 Alcott Hall, X-3550

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	TO	DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1.	C/O&L 200 Alcott Hall	23 APR 59	4/28	QHS
2.				
3.	AC/FD 1036 Alcott Hall		4/29	REU
4.				
5.	Comptroller 1039 Alcott Hall		29 Apr	RHF
6.				
7.	A/DDS 125 East Building	29 Apr 59	7 May 59	NGC/p
8.	Att. [Redacted] 25X1A		25X1A	
9.	M. [Redacted] 2127 "I" Bldg.			
10.				
11.				
12.				
13.				
14.				
15.				

3-7. The Attached is in accordance with [Redacted] Telephone conversation of several days ago.
25X1A [Redacted]
22295

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msg: noted on the ticket.

UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Acting Deputy Director (Support)		
2			
3			
4			
5			
6			
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	
Remarks: I agree that this is an improvement in the wording of the message, and recommend that it be released as changed.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
SSA-DD/S, 2129, I - [REDACTED]			5/8/59
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET	

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