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MEMORANDUM FOR: Acting Director of Administration

SUBJECT: Disbursing Per Diem Accounts of Contractor Type Personnel Returning From Abroad

1. Reference is made to your memorandum dated 22 February, further identified by File Reference SAPC-13579, pertaining to the disbursement of per diem accounts for contractor type personnel, particularly those returning from abroad.
2. The main problems in complying with SAC's desires are (a) the Finance Officer abroad would undoubtedly be called upon to effect quite large advances to this type individual immediately before his return to the United States and (b) it would be rather difficult to secure detailed itineraries as required under Government process from individuals having no knowledge of Governmental requirements.
3. By examining (a) above and with the knowledge that it is most difficult to effect collections from individuals, particularly those over whom the Agency has little, if any, control, it may be seen that we could expend considerably more in attempting to effect these collections than we could possibly expect to save by reason of obtaining the burden and profit attached under the contract.
4. A possible approach would be to have employees return to the supplier through Headquarters, but here again, a considerable expense, unnecessary in my opinion, would be incurred. As an example, those employees returning from the Far East would spend for transportation only \$312.00, and it is expected that at least two days' per diem would be involved for each individual. It takes very few expenditures of this type to eat up any gains that might possibly be experienced through savings under the burden and profit element of the contract.
5. It is my thought that any supplier should have in his possession an itinerary showing the arrival of each employee at the forward installation as well as the itinerary showing his return to the continental United States. The suppliers may be called upon repeatedly to furnish certification of time spent outside the United States for tax and other purposes.

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NO CHANGE IN CLASS. DECLASSIFIED

CLASS. CHANGED TO: TS S

EXEMPT FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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6. In view of the above, it is my strong recommendation that we make an attempt to handle the pay dues reimbursement for supplier type personnel when they are returning to the United States for release from the Project. Your comments will be appreciated.

25X1A


Project Controller

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