

3 MAR 1972

MEMORANDUM FOR: Chairman, Travel Policy Committee

SUBJECT : Annual Report - The CIA Travel Policy Committee
for the Period 1 January - 31 December 1971

REFERENCE : Memo dtd 14 Feb 72 for DD/S fr Chairman, TPC,
same subj

Tom:

I have just been through your annual report and have to say that it is evident that the decision to establish the Committee was a wise one. Certainly it has been an excellent mechanism for resolving some very sticky problems. My thanks to you and the members of the Committee.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

ADD/S:RSW/ms (3 Mar 72)

Distribution:

- Orig & 1 - Adse
- 1 - DD/S Chrono
- 1 - DD/S Subject, w/Ref (DD/S 72-0609) & Background
- 1 - RSW Chrono

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Mr. Wattles -

I attempted to get an answer for you re Mr. Coffey's note #1 --

As you will see the 1970 report is attached and there is no indication with that or in the DD/S Subject file that any type commendatory letter/memo was prepared.

To be sure - as best I could - I reviewed the entire March 1970 chrono file -- nothing there.

P.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Policy and Planning Staff/OF
 EXTENSION: NO.

DATE: 10 February 1972 25X1

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

DATE		OFFICER'S INITIALS
RECEIVED	FORWARDED	
1. Chairman, TPC 	2/14/72	
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5. Deputy Director for Support 		
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 COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Signature

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OF 72-0122

72.0609

14 FEB 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Annual Report - The CIA Travel Policy Committee for the Period 1 January - 31 December 1971

REFERENCE : Memo fr DD/S to C/TPC, dtd. 4 Feb 70; Same Subject (DD/S 70-0371)

1. This report, in response to referent request, provides a summary of Travel Policy Committee activities during 1971. Action was completed during the year on 26 proposals; in most cases the product of Committee action was a change in Agency travel regulations. Representative examples of Committee activities follow:

- a. At the request of the Director of Communications, reviewed a long-standing Agency policy prohibiting payment of per diem at Agency training facilities when meals and quarters are furnished without cost. Recommended that per diem be paid in circumstances when an employee will incur incidental expenses of a type normally covered by a per diem allowance and that the rate of per diem be determined by the Operating Official responsible for the facility.
- b. Reviewed an extensive revision of the Standardized Government Travel Regulations as a basis for determining recommended revisions to Agency travel regulations. Principal changes were a liberalization in the rules for computing per diem at beginning and end of travel and an increase from 10 cents to 11 cents in the rate per mile reimbursement for use of POV for travel to and from a common carrier terminal.
- c. Reviewed an extensive revision of OMB Circular No. A-56 as it applies to [redacted] as a basis for concurring in a proposed restatement of [redacted]. No changes of substance were involved.
- d. Initiated and recommended to the Deputy Director for Support publication of a revision to Agency travel regulations to reimburse employees for local travel expenses they and their dependents

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incur in obtaining directed inoculations and medical examinations; reimbursements for travel for inoculations were previously prohibited and the prohibition had also been considered as applicable to local travel for medical examinations.

- e. At the request of the SSA/DDS as a result of abandonment by the State Department of pecuniary penalty for unauthorized use of foreign airlines, reexamined related Agency policy. Concluded that it would be inconsistent with Government policy restricting use of foreign airlines to forego all penalty for noncompliance and, accordingly, recommended we not adopt State's policy. Also reviewed and recommended revisions to [redacted] (1) clarify the methodology for computing reimbursement entitlements when there is noncompliance, (2) permit use of a foreign airline when necessary to make connections with a transatlantic American airline flight to bypass a congested U. S. International Gateway on the East coast and (3) preclude use of foreign airline for transoceanic travel to or from the U. S.
- f. Considered and recommended regulatory revisions, consistent with a Foreign Service Travel regulatory change, to provide a rest period after extended travel by high speed planes. The adjustment period, not chargeable to leave, is designed to provide a reasonable rest to travelers whose eating and sleeping habits are disrupted by such long flights through numerous time zones before commencing their duties at a TDY or PCS point.
- g. Developed changes in regulations, consistent with a change in the Foreign Service Travel Regulations, to require that an employee must own and use a foreign vehicle at a foreign post for at least 90 days prior to his date of departure from the post to qualify for shipment of the POV at Government expense.
- h. As a result of a request from Europe Division/DDP, considered and recommended a revision of Agency regulations for educational travel. The change states there is no minimum time the child must remain in the United States before being authorized the concluding leg of educational travel from the U. S. to post, nor is there any minimum time a child must remain at the post before he may be authorized advanced return to the United States. The effect of the change was to clarify an inadequately understood entitlement for a dependent child in particular circumstances to visit the family at post during a holiday or vacation season.

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- i. Reviewed an employee suggestion that a regulatory change be made to authorize use of the Auto-Train for [] travel between Washington and Florida. The Committee concluded that the idea was valid but that there would be insufficient application of such an authorization to warrant a regulatory change at this time.
- j. Reviewed on behalf of the Deputy Director for Support, Office of Management and Budget proposed draft revisions of Circular No. A-56 and of the Standardized Government Travel Regulations which were made available to all agencies for comment before official promulgation. The Committee concluded there were no changes that appeared to warrant comment.

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2. Matters currently being considered by the Committee include the following:

a. Use of POV for PCS and Home Leave Travel

The Committee at the request of the Deputy Director for Support is studying a recommendation by the Director of Finance for proposed revisions [] to prescribe an Agency-wide standard for the use of privately owned vehicles within CONUS in connection with all appointment, transfer, or home leave travel between CONUS and locations abroad. The proposed revisions represent an extension and modest elaboration of policy which has been in effect since 1 May 1971 for all Agency employees in conjunction with PCS travel between CONUS and stations in the Far East area.

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b. Agency Use of Category Z Transportation

At the request of the Director of Logistics and the Deputy Director for Support, the Travel Policy Committee reviewed a study by the Office of Logistics outlining the past, present, and future implications of Category Z transportation insofar as Agency use is concerned. The Committee is presently concluding its analysis and shortly will be forwarding its recommendations to the Deputy Director for Support.



Thomas B. Yave
Chairman,
Travel Policy Committee

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