

83-4446

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

**DD/A REGISTRY**

FROM: Allen R. Elkins Director of Finance 1212 Key Building	EXTENSION	NO. 30-1	DATE: 29 September 1983
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25X1

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.)
	RECEIVED	FORWARDED		

1. Deputy Director for Administration 7D24 HQS.	4 OCT 1983	4	[Signature]	<p>Harry:</p> <p>This is the second request of this nature that I have sent to you this week. In retrospect, I can see no reason why you would want this paper on your desk to sign as approving officer. The history of this, contained in the attached references, was established in a completely different era. Since the Director of Finance already has the delegated authority to designate agent cashiers for the Agency to the Department of Treasury, it is a proforma request that we are sending to you for your approval. I would suggest that you may wish to delegate this authority to the Director of Finance. If you concur, I will prepare the appropriate delegation and send it forward for your signature.</p> <p>If you approve the delegation, we would also change [redacted] to insure that the regulations also reflect the Director of Finance's responsibility for appointment of agent cashiers.</p> <p>FYI: This type of designation probably only occurs on an average of once a year since there are only four (4) agent cashiers.</p> <p style="text-align: right;">[Signature] Allen R. Elkins</p>
2. ADDA	5 OCT 1983	4	[Signature]	
3. ODA	5 OCT 1983	2	[Signature]	
4. D/OF				
5. [Handwritten]				

6. Let's delegate			
7. it to you			

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8. [Handwritten]			
9. [Redacted]			
10. [Redacted]			
11. [Redacted]			
12. [Redacted]			
13. [Redacted]			
14. [Redacted]			
15. [Redacted]			

25X1

83-4446

CONFIDENTIAL

DD/A Registry

83-4446

26 September 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM : Allen R. Elkins  
Director of Finance

SUBJECT : Designation of [redacted]  
Cashier - Class "A" [redacted]

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- REFERENCES :
- A. Memo for DDCI thru DD/S and Exec. Dir-  
Compt., dtd 6 Feb 64, fr Acting D/Pin,  
Subj: Delegation of Authority to Request  
Appointment of Cashiers (Attached)
  - B. Letter for Chief Disbursing Officer,  
Dept. of the Treasury, fr DDCI, dtd  
4 Mar 64 (Attached)

1. This memorandum contains a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Reference B authorizes the Director of Finance to designate individuals to serve as cashiers for this Agency. However, in accordance with reference A, paragraph 6, your prior approval of such designations is required.

3. The designation of [redacted] Cashier - Class "A" is necessitated by the closing of a cashier account previously held by [redacted]

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4. [redacted] is a capable and mature Finance Officer with extensive experience in the financial field during his twenty years of Agency employment. He is a graduate of the University of Maryland and holds a Bachelor of Science Degree in Public Administration. [redacted] has had a wide range of experience at various overseas posts [redacted] His current assignment is as Chief of the Field Operations Branch, [redacted] Additional biographic detail is shown on the attached biographical sketch..

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5. It is my opinion that [redacted] is fully qualified to act as Cashier - Class "A". It is recommended that you approve [redacted] appointment as a Cashier - Class "A".

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/s/ Allen R. Elkins  
Allen R. Elkins

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DIA 83-4446

C O N F I D E N T I A L

SUBJECT: Designation of  Cashier - Class "A"

225X1

APPROVED:

Harry E. Fitzwater

5 03 1983

Deputy Director for Administration

Date

C O N F I D E N T I A L

C O N F I D E N T I A L

Distribution:

Orig - Cashier-Class "A" File  
2 - DDA (7D24 EQS)  
1 - D/PII (1212 Key)  
1 - ED/OF (712 Key)  
CE/ED/PII:bjg (23 September 1993)

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C O N F I D E N T I A L