

~~CONFIDENTIAL~~

5 April 1983

MEMORANDUM FOR: Executive Assistant, OC

25X1 FROM:

[Redacted]

D/Senior Support Assistant, D/C0

SUBJECT:

Monthly Activity Report - March 1983

25X1 1. Two members of the Budget Control Staff completed TDY travel to ASCA [Redacted]. The trip encompassed on-site reviews of financial records, administrative procedures and discussions of matters of mutual concern. The records and procedures which were reviewed were found to be in excellent condition and in compliance with Agency regulations. One area of concern at each location centered on cash safekeeping methods. This matter was discussed at length and the appropriate modifications have been instituted.

25X1 2. The Budget Control Staff provided financial training and counseling to an MG careerist who will be providing TDY assistance [Redacted] for approximately 2 months pending the arrival of a PCS replacement. Arrangements were also made for this TDYer to receive training in the Central Travel Branch and Payroll Division of the Office of Finance in order to provide 25X1 [Redacted] with a more skilled TDY support assistant. 25X1

[Redacted]

25X1

[Redacted]

~~CONFIDENTIAL~~

OC-P&BS Monthly Report - March 1983

1. The FY1985 Program book was completed and submitted to the Comptroller through the DDA.
2. Approval was granted by the Comptroller allowing OC to hire independent contractors to assist in our workload. However, we will have to use our current level of non-personal services funds to cover this requirement.
3. It appears more and more likely that we will get no outside assistance in funding our hard unfunded requirements. This means: the funds being held for MERCURY

STAT
STAT