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MAY 10 1951

MEMORANDUM FOR

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SUBJECT:

Supplemental Letter of Instruction

DOCUMENT NO. _____
 NO CHANGE IN CLASS.
 DECLASSIFIED
 CLASS. CHANGED TO: TS S C
 NEXT REVIEW DATE: 2010
 AUTH: HR 78-2
 DATE: 18 JUN 1980 REVIEWER []

1. As President (pro tem) of DTPILLAR, you are notified that you are accorded a representation allowance of a maximum of \$3,000 per year, beginning 1 May 1951. The purpose of this allowance is to permit you, in your official capacity, to live and entertain in a manner befitting your position which will enhance the prestige of DTPILLAR and enlarge its operational capabilities.

2. The representation allowance will be paid to you in the form of an advance of \$250 per month which, in order to make your total salary commensurate with the Presidential cover salary established under the DTPILLAR control plan, will be included in your monthly DTPILLAR salary check. The allowance is to be accounted for on a quarterly basis.

3. The representation allowance is allotted for the specific purposes of meeting the costs of rental of a suitable accommodation, employment of personal service, and home entertainment which may be deemed to exceed your own personal requirements and be necessary for your increased representational entertainment responsibilities as President of DTPILLAR.

4. Accordingly,

a. You are instructed to submit to Headquarters at your earliest convenience alternative proposals as to living accommodations which you consider suitable for the President of DTPILLAR, the final selection to be made by Headquarters. Headquarters will accept as a charge against the annual representation allowance the cost of living accommodations less \$125 per month, representing an estimate of your normal personal rental expense.

b. You are authorized to employ one full-time servant plus such additional help as may be required for specific entertainment occasions and to claim reimbursement for the total servant expense less one third of the cost of the full-time servant, representing estimated personal benefit derived therefrom.

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c. You are authorized to claim monthly against the representation allowance the estimated increased actual cost of operating your home by reason of entertainment conducted therein on behalf of your position as President of DTPILLAR. The amount claimed must be supported by a chronological report of the type of home entertainment and the number of guests.

5. You are also authorized to charge to operational funds such expenses as may fall within ~~the~~ ^{EIA} regulations governing operational expenses. Vouchers for operational expenditures must also be submitted quarterly.

6. You will understand that the provisions of this Letter of Instructions have effect only during your incumbency as President (pro tem) of DTPILLAR.

*Kelloune Johnston DADPC
for*

FRANK G. WISNER

READ AND UNDERSTOOD

C. J. [Signature]
FEP: [Signature]

cc: FE Admin
FE/PL Chrono
FE/PL DTPILLAR
Registry (2)

9 May 1951