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7 December 1948

MEMORANDUM

TO: Messrs. Offie   


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FROM: 

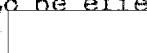
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SUBJECT: Preparation of OPC Programs for CIA Project Review Committee.

1. Pursuant to agreements reached at the Staff Meeting on 4 December 1948, the following factors will be given appropriate consideration in revision of Program outlines:

a. Discount costs (compensation, I&Q and travel) of military personnel.

b. Discount costs (compensation, I&Q and travel) of deep cover personnel.

c. Take advantage of savings to be effected by central service facilities to be supplied by 

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d. Take cognizance of funds from other sources.

e. Give consideration to savings effected through use of organized resistance groups.

f. Give consideration to existing limitations in resources such as time, funds and personnel.

g. Give adequate consideration to inevitable time lags in planning, selection, recruiting, security-checking, training, transporting and coordinating personnel.

h. Discount for policy priorities.

i. Take advantage of savings that will be effected through coordination and elimination of duplication between various OPC programs.

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HISTORICAL DOCUMENT

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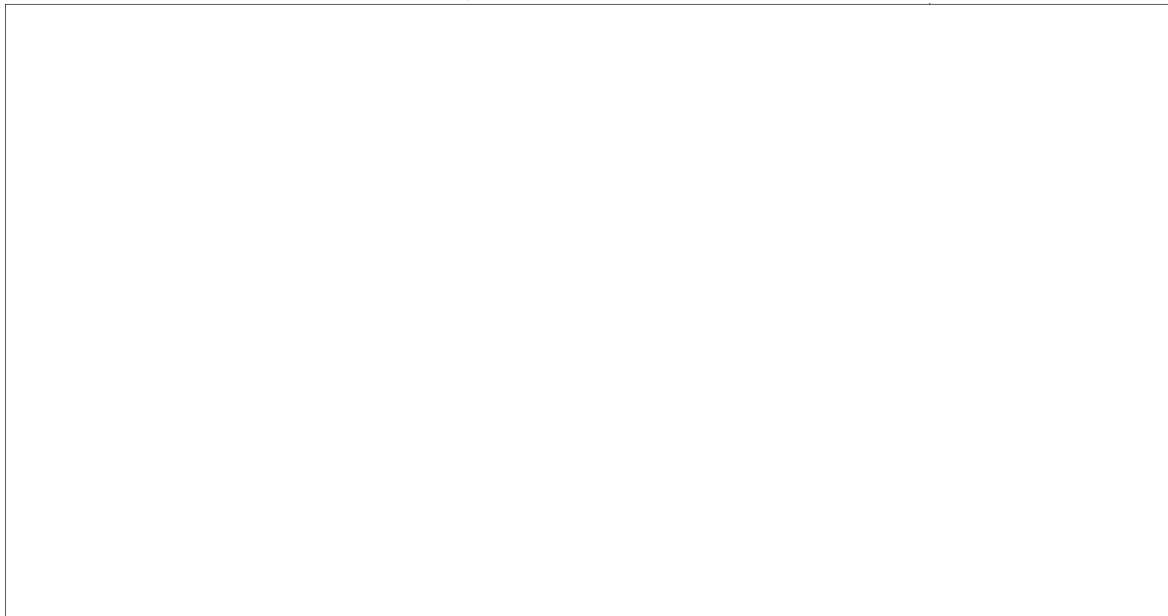
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Name:  (b)(3)  
Date: 25 Oct 67 (b)(6)

j. Eliminate expenditures that can be handled through vouchered funds.

2. On the basis of the above factors, attempt to effect as much reduction as possible without seriously impairing proposed program. The following table is offered as a guide: (Column A sets forth the amount of funds reflected in preliminary draft; Column B indicates the approximate maximum amount which it is deemed advisable to present to the Director; Column C indicates the estimated amount which the Director might be willing to allocate out of known resources.)

BUDGET ESTIMATES  
(in thousands of dollars)



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3. The following suggestions should also be incorporated in the revision:

a. For purposes of uniformity, use only the terminology set forth in . If certain items are not applicable, leave them blank. This will not prevent the use of sub-breakdowns under major items as long as they can be incorporated in a consolidated report by group and office.

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b. In your worksheets, show totals of all personnel and indicate the discount and final computing factors that have been used. Also show sub-totals for each major budgetary grouping.

c. Eliminate signature sheet and substitute a title page.

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d. Prepare an original and 5 carbon copies.

4. Pursuant to Mr. Wisner's suggestion, there will be another staff meeting at 1000 hours on 11 December to review the revised proposals. In the preparation of these revisions, it is suggested that individual conferences be held as necessary with EXAT to discuss statistical matters and the elimination of duplication and with DADPC to obtain concurrence on policy questions involved in the narrative presentation.



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(b)(6)

EJG/md

cc: Messrs. Wisner and Ruddock

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