

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

(b)(3)
(b)(6)

FROM:

Deputy Director of Finance
1212 Key Building

EXTENSION

NO.

DATE

24 May 1973

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

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are pertinent documents and papers relating to Para 6 of the Director of Finance's memo to the DCI dated 7 May 1973, Subject: "Special Other Government Agency Activities"

Warren D. Magnusson

Atts

EYES ONLY

00083

FORM 3-62

610 USE PREVIOUS EDITIONS

SECRET

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UNCLASSIFIED

Mr. Magnusson's phone conversation with Mr. John Brown at approximately 10:20 on 26 May 1970:

B: Guess we're back together again!

M: Got more problems?

B: Yes, don't know how much Watts told you.

M: I didn't talk to Watts. Think he called Colonel White.

B: Let me explain background. As a result of the Cambodia speech, we're getting relatively inundated with correspondence and normally all of this is sent to the Department of State for answering. What we're doing -- we're continuing to send all cons correspondence to State. However, the President made determination he'd like to answer support over his signature here and we asked the Department of State to support us on this effort. They're in a position where they can provide only limited support at this time. They're committed for \$10,000 which would probably handle in the area of maybe 60,000 responses.

M: How many responses altogether counting pros and cons?

B: The cons are quite a large group that they're handling themselves also.

M: Are they going to be handling pros too?

B: \$10,000 is for pros. They're doing cons. On pros they can pick up only \$10,000 worth. We estimate it will be around \$8,000 per 50,000 and it looks like at present time we've got over 100,000 responses in and it could go upwards of 150,000 or greater. Looks like we'll need a minimum of another \$10,000, probably in area of \$15,000, additional. This covers cost of printing, postage and addressing.

M: Just printing, postage and addressing? Not any overtime for any salaries or anything like that?

B: No, the posting of the things we'll do ourselves -- by hand. No problem. We're talking about physical costs of job -- cost of stamps, cost of envelopes and cards, and cost of having them addressed by outside firm. We'll handle putting stamp on, inserting, and sealing and mailing. Only talking about cost associated with three aspects of the operation.

M: Postage, addressing and printing.

B: Yes, reason I asked NSA^C to see if they could arrange -- depending on how volume goes -- probably another \$10,000 to \$15,000.

M: These are just pros? State is handling all cons themselves?

(continued)

~~SECRET ONLY~~

00084

Messrs. Magnusson and Brown (continued - Page 2)

- B: Yes, this is just portion of pros we're talking about. My understanding get in touch with you to work out mechanics of how we would handle the billing to make sure it's straight and we do it properly so it fits in with your accounting system.
- M: This is only portion of pros. State doing some too?
- B: They're contributing \$10,000 to the pros as well as doing all the cons. They're picking up quite a load as a result of this. One hell of a lot of response coming in on this.
- M: Bound to be. Tell you, John, let me give you a call back later today if I may. Have to take a look about where I would fit this stuff in. Are you going to be in this afternoon?
- B: I'll be around. If I'm not in my office I'll get back to you as soon as I come back.
- M: I'll give you a call then.
- B: Can't be real definite -- not sure how we're going to peak out. Not sure what backlog is. I'll check into that so when we talk this afternoon I can be little more definite. Probably run into that area, I think.
- M: Okay, I'll get back in touch with you.
- B: Okay, thank you, Warren.

End of Conversation

~~SECRET~~

00085

Mr. Magnusson's phone conversation with Col. White at 15:40 on 26 May 1970:

- M: I talked with John Brown today and it seems like -- as you mentioned -- as a result of Cambodia, inquiries going into White House. The State Department is doing all the work on the cons -- there are pros and cons. The State Department is going to answer all the cons and the President has determined that he wants to answer personally all the pros. However, the State has agreed to pick up some of those too in the amount of \$10,000. That will cover maybe 60,000 of the answers. They estimate there's going to be from 100,000 to 150,000 answers that will have to be put out by the White House. Estimate it's going to cost about \$8,000 per 50,000. Think it might go to 150,000. \$10,000 to \$15,000 additional which the White House will have to pay for. The charges are only going to be for printing, postage and addressing by an outside firm. No salaries for overtime or anything like that. They're going to lick the stamps in the White House, paste the stamps on and insert the message into the envelopes. John Brown said he had requested NSC to see if they could arrange, presumably with us, I guess, for another \$10,000 to \$15,000 depending on volume. He was talking as more or less foregone conclusion we would do it. I made no commitment. Told him I'd look into it.
- W: How would we do this?
- M: We would do it by asking them to pay amount and then send over 1080 to us with bill for the postage, bill for the addressing of the envelopes and bill for the printing accompanying this and we would just send check back. They would send short memorandum with it certifying these are the charges.
- W: I think we want to know what we spend our money for but I don't think we want the public records to show that we paid for it.
- M: What we can do, Sir -- I can ask them to send over a 1080 with certification that these are the charges for classified services per our conversation, and if you're willing to take that we can certainly do it that way.
- W: Will this be an outside firm? Couldn't we just pay the firm? What would be better? I'm not sure.
- M: I think a short memo just saying attached 1080 is for charges previously agreed to between this Agency and themselves and that's all and then we send them check for that. Otherwise, there's always chance that an outside firm might realize it was us paying for it.
- W: I guess it's the best way to do it. I'd like to have in our records -- nobody else has access to -- exactly what it was for -- all about it; their records, which are audited by the General Accounting Office, as little as possible.

(continued)

EVES ONLY

00086

Mr. Magnusson and Col. White (continued - Page 2)

- M: Think I can talk to them and arrange that so he just sends unclassified 1080.
- W: Go ahead and do it. I'll have to sign off on it, I suppose. You go ahead and arrange it in way that will give us full record. As far as any records of their's are concerned, I would prefer to have minimum.
- M: I can write memo and John Brown can refer to this and our phone conversation in a memo accompanying the 1080.
- W: Okay, go ahead and do it. Put limit on it. When they talked to me they said \$10,000.
- M: He said \$10,000 to \$15,000 because they're just pouring in. Might run above \$10,000.
- W: Approximately \$10,000 but in no case will it exceed \$15,000 -- something like that. Okay.
- M: All right, Sir.
- W: Thank you, Warren.

End of Conversation

145-2167

EX-100 ONLY

00087

Mr. Magnusson's phone conversation with Mr. John Brown at approximately 17:00 on 26 May 1970:

- M: Think we can go ahead and do this. Have to be careful as to way this is documented -- that's the only thing. Would like to suggest that I write memo for the record -- kind of co-sign it -- agreeing to amount and so forth and the way we do this. Memo would have in it what it's for and then you would send us a 1080 for this, referencing this memo and our conversation.
- B: You're thinking in terms of reimbursing us again? Wouldn't it be better for us to have direct charge to you?
- M: No, because of public record. In order to have all the things in our hands. It wouldn't look good for us to pay the bills direct for this sort of thing.
- B: It would not?
- M: No, if you people pay the bills
- B: (interrupting) Even to pay a large postage fee? Bulk of expense will be postage.
- M: But we have to document what it's for -- if you people can just pay it, then we'll give you money for it.
- B: What would our memo say?
- M: Say attached is 1080 referencing memo dated such and such.
- B: What does the memo say -- that we're making reference to?
- M: I'll write that up and bring over to you.
- B: What, basically, are we going to say it's about?
- M: Have \$10,000 with limit of \$15,000 and would be for printing of these things and so on.
- B: Just wondering if you have direct billing it seems to me that serves purpose of memorandum.
- M: The direct billing from, let's say, the printer, the addressograph company or something like that, to us might raise questions outside and I think powers that be don't want to have fact that we're paying for this sort of thing anyplace where it can be dug up. Easiest and cleanest way to do this is you people go ahead and pay and we'll reimburse you immediately.
- B: Do we have to have this memo?

(continued)

EVLS CIV

00088

Messrs. Magnusson and Brown (continued - Page 2)

M: I'd keep in my safe here.

B: Wouldn't it be adequate to send 1080?

M: Don't forget, you people keep copies of 1080's -- you have to by law. 1080 would have to cite what billing is for because of that, then that would open up to GAO or somebody else as to who's paying for this sort of thing.

B: We have to cite what it's for?

M: Let's say it's "XYZ Printing Company" and you pay bill. This looks like you're paying it. You send us 1080 which says nothing and we give you money for this. We ourselves have to have on our records what we're paying for for our own auditors which doesn't get outside of our Agency.

B: It's for your internal auditors? It would not get outside? Okay, that sounds all right.

M: I'll draw the memo up and bring it over there and you can see it.

B: That sounds good, Warren.

M: Would next Monday be all right with that memo?

B: Yes, we'll go ahead and order.

M: You can get going and so on.

B: Don't know what final cost is going to be. Hate to restrict ourselves. We figure total cost is going to be around \$25,000. Got over 100,000 already that are just pro. 200,000 that haven't been analyzed yet. Of 200,000 they estimate possibly upwards of 50,000 or 60,000 could pertain to Cambodia. Of the backlog of 200,000, 60,000 could be of type that will be answered in this mailing. Our best estimate would be it may run over.

M: I've got instructions, John, to indicate in memo that it's for approximately \$10,000 but not to exceed \$15,000. If and when it exceeds \$15,000, we'll start over again and I'll inquire further as to whether we can cover the other -- okay?

B: Okay.

M: Open to negotiation if it runs higher.

(continued)

ENCLOSURE

00089

Messrs. Magnusson and Brown (continued - Page 3)

B: It may run higher. If 60,000 letters come out being pro, will take us to \$26,000 or somewhere in that vicinity.

M: Then I'd have to go back and inquire to see if powers that be will cover the other part. I think it's best to wait 'til that happens.

B: Okay, good enough.

M: What time Monday?

B: Why don't you give us call here Monday? My secretary will line it up.

M: Okay.

B: Thank you, Warren.

End of Conversation

EVER ONLY

00090

8 JUN 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Reimbursement to the White House for Certain
Printing, Postage and Addressing Expenses

1. Reference is made to the telephone conversation between Mr. John Brown, Staff Secretary, White House, and the undersigned concerning the accounting and the reimbursement procedure for White House expenditures in connection with the printing, postage and addressing of replies to certain mail addressed to the President.

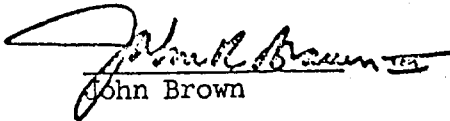
2. It was estimated and agreed that these expenditures would amount to approximately \$10,000, but not exceed \$15,000, and the request for reimbursement to this Agency would be based upon receipt of a memorandum categorizing the expenses and certifying to their validity. The memorandum will also transmit a Standard Form 1081 and copies of the vendors' invoices where applicable.

3. Upon receipt of the above memorandum, Standard Form 1081 and copies of vendors' invoices, a U. S. Government Treasury check will be drawn and forwarded to the White House.



WARREN D. MAGNUSSON
Deputy Director for Liaison and Planning
Office of Finance

CONCUR:


John Brown

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

00091

24 AUG 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Reimbursement to the White House for Certain Printing,
Postage and Addressing Expenses

1. On 18 August 1970, the undersigned received a telephone call from Mr. John Brown (145-2167) advising that the mailing had been heavier than anticipated (increased to 250,000 pieces) and that the dollar requirement for subject purpose had increased from \$15,000 to \$25,000.

2. I apologetically advised Mr. Brown that since our records showed that prior approval was limited to \$15,000 I would have to advise and confirm with my superiors that the increase to \$25,000 was acceptable, as I was sure it was.

3. In the absence of Col. White (on leave), Mr. Bush immediately contacted Mr. Clarke, [redacted], who was not in his office. On 19 August, Mr. Clarke telephonically approved the increased level and Mr. Brown was duly informed.

Chief,

[redacted signature box]

OF/ [redacted]

[redacted]

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

00092

THE WHITE HOUSE
WASHINGTON

September 10, 1970

Dear Mr. Magnusson:

Pursuant to your telephone call to Mr. John Brown regarding the breakdown of costs in connection with the mailing of the Acknowledgement Cards concerning The President's Speech on The Situation in Southeast Asia, the following costs were incurred:

Computer Marketing Industries, Inc.	\$ 12,746.15
Acknowledgement Cards	3,185.07
Envelopes	<u>1,051.20</u>
Total -	\$ 16,982.42

Sincerely yours,

Carson M. Howell

Carson M. Howell
Administrative Officer

Mr. Warren D. Magnusson
Deputy Director for Liaison and Planning
Office of Finance
Central Intelligence Agency
Washington, D. C.

00093

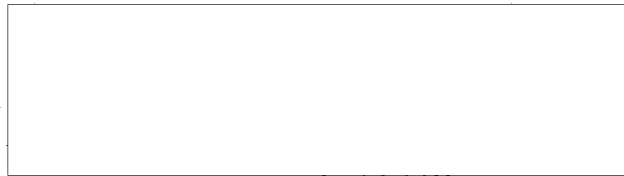
15 SEP 1970

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

SUBJECT : Reimbursement to the White House for Certain
Printing, Postage and Advertising Expenses

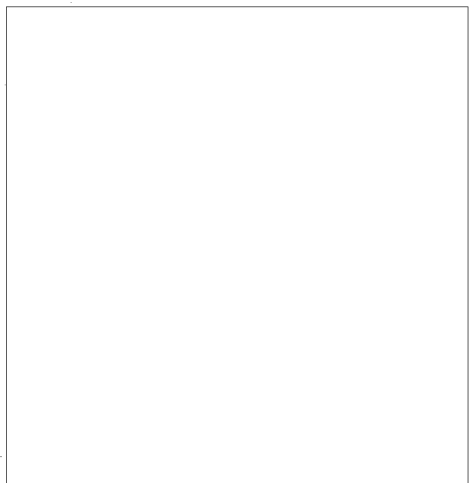
REFERENCE : Memorandum for the Record, dated 24 August 1970,
same subject

1. Attached hereto is accounting submitted from the White House for mailing expenses.
2. It is requested that the original voucher be administratively approved and certified as to the availability of funds and returned to this office for payment.

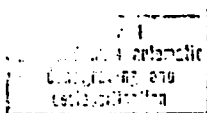


WARREN D. HIGHTON
Deputy Director for Liaison and Planning
Office of Finance

Attachments
Memo from Mr. Howell
dtd 10 Sept 1970
SF 1081 (orig and 2)



~~SECRET~~



00094

15 SEP 1970

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

SUBJECT : Reimbursement to the White House for Certain
Printing, Postage and Addressing Expenses

REFERENCE : Memorandum for the Record, dated 24 August 1970,
same subject

1. Attached hereto is accounting submitted from the White House for mailing expenses.

2. It is requested that the original voucher be administratively approved and certified as to the availability of funds and returned to this office for payment.



WARREN D. MAGNUSSON
Deputy Director for Liaison and Planning
Office of Finance

Attachments

Memo from Mr. Howell
dtd 10 Sept 1970
SF 1081 (orig and 2)

*OK
Mew
23 Sept 70*

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

00095

Standard Form No. 1061
7 GAO 1010
1061-101-10

VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

D. O. No. _____
Bu. No. _____ (Office billed)
Bu. No. 13-71 (Billing office)

To _____ 300
(Disbursing officer—office billed) (D. O. symbol)

You are authorized to effect the withdrawals and credits indicated below.

_____ 300
(Disbursing officer—billing office) (D. O. symbol)
Washington, D. C.
(Address)

PAID BY

WITHDRAW FROM—	PAY TO—
DEPARTMENT	DEPARTMENT Executive Office of the Presi
BUREAU	BUREAU The White House Office
ADDRESS	ADDRESS 11-01-0001 Washington, D. C. 20500

BUREAU REFERENCE	SUMMARY		BUREAU REFERENCE	SUMMARY	
	APPROPRIATION OR FUND SYMBOL	AMOUNT		APPROPRIATION OR FUND SYMBOL	AMOUNT
			<input type="text"/>	1100110.001	\$16,982.
	TOTAL			TOTAL	\$16,982.

Details of charges or reference to attached supporting documents
For the printing of Acknowledgment Cards, Envelopes, and to Key punch names & addi and place on magnetic tape and the preparation of heat transfer labels and affixi to envelopes, in connection with the acknowledging of mail concerning the Preside speech on the Situation in Southeast Asia.

For use of office billed: I certify funds are available. FAN <input type="text"/> NOR <input type="text"/> CODE <input type="text"/>	For use of billing office:
--	----------------------------

CERTIFICATE OF OFFICE BILLED

I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

(Date) (Authorized administrative or certifying officer)

Paid by check No. _____ C/D No. _____ dated 00096

~~SECRET~~

30 SEP 1978

MEMORANDUM FOR: Chief,

SUBJECT : Reimbursement to The White House

1. It is requested that a check in the amount of \$16,000.00 be drawn payable to the Treasurer of the United States.

2. This disbursement is chargeable as follows:

FAN MOR CODE

3. All documentation concerning this transaction is being held in this office for security reasons and is available to the Agency auditors.

4. Please forward the check to this office for transmittal to the appropriate official.

WARREN D. MAGNUSON
Deputy Director for Liaison and Planning

OF/

00097

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

Mr. John Brown
Staff Secretary
The White House Office
Washington, D. C. 20500

Dear Mr. Brown:

Enclosed is U. S. Treasury Check No. [redacted] in the amount of \$16,982.42 which represents reimbursement of Bureau Schedule No. [redacted] copy enclosed. This schedule was forwarded to this Office by Mr. Carson M. Howell, Administrative Officer, on 10 September 1970.

Yours very truly,

[redacted signature]

WARREN D. MCGROSSON
Deputy Director for Liaison and Planning
Office of Finance

Note: Brown called me to advise that his receipt was not sent back with course (2 Oct) I called Mr. Brown's secretary who said she call me when this received at [redacted] Board's desk she had called back on 5 October, so I called again and she said she had received it [redacted] and notified [redacted] there [redacted] J.H.

Enclosures

OF [redacted] 1 Oct. 70)

[redacted]

00098

[redacted stamp]

THE WHITE HOUSE

WASHINGTON

December 7, 1970

CONFIDENTIAL

MEMORANDUM FOR:

WARREN MAGNUSON

We have finally received the cost breakdown for acknowledging the mail in connection with the President's speech on the situation in Southeast Asia. By copy of this memorandum I am requesting our administrative office to forward that portion of the bill applicable to you.

If there are any problems in handling this, please let me know.

Thank you.

JRB
JOHN R. BROWN III

cc: Carson Howell

00099

Keypunch names, place on magnetic tape prepare and affix to envelopes heat transfer labels, and furnish printout.	\$7,410.35
Print acknowledgment Cards	2,244.27
Print Envelopes	728.00
Postage	<u>6,290.64</u>
	\$16,673.26

00100

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

SUBJECT : Reimbursement to the White House for Certain
Printing, Postage and Addressing Expenses

REFERENCE : Memorandum for the Record, dated 24 August 1970,
same subject

1. Attached hereto is the second accounting, in the amount of \$16,673.26, submitted from the White House for mailing expenses. Check for the first accounting in the amount of \$16,982.42 was forwarded to the White House on 2 October 1970.

2. It is requested that the original voucher be administratively approved and certified as to the availability of funds and returned to this office for payment.

[Redacted Signature Box]

WARREN D. MAGNUSSON
Deputy Director for Liaison and Planning
Office of Finance

Attachments

- SF 1081 (orig & 2 w/att)
- Memo from the White House
dated 7 Dec 1970
- Memo to D/PPB, transmitting
1st accounting, dated 15 Sept 70
- Copy of 1st 1081
- Memo from the White House
dated 10 Sept 70
- Memo for the Record dated 24 Aug 70

OR
[Redacted Signature Box]

26 Jan 71

00101

Form No. 1081
GPO 1961
1081-101-10

VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

D. O. No. _____

Bu. No. _____
(Office billed)

Bu. No. 3-11
(Billing office)

To _____ 300
(Disbursing officer—office billed) (D. O. symbol)

You are authorized to effect the withdrawals and credits indicated below.

_____ 300
(Disbursing officer—billing office) (D. O. symbol)
Washington, D.C.
(Address)

PAID BY

WITHDRAW FROM— PAY TO—

DEPARTMENT _____ DEPARTMENT Executive Office of the President
BUREAU _____ BUREAU The White House Office
ADDRESS _____ ADDRESS 11-01-0001
Washington, D.C. 20500

BUREAU REFERENCE	SUMMARY		BUREAU REFERENCE	SUMMARY	
	APPROPRIATION OR FUND SYMBOL	AMOUNT		APPROPRIATION OR FUND SYMBOL	AMOUNT
			<input type="checkbox"/>	1110110.001	16,633.20
	TOTAL			TOTAL 16,633.20	

Details of charges or reference to attached supporting documents

For the printing of Acknowledgement Cards, Envelopes and Postage for mailing, and to Key punch names, place on magnetic tape, prepare and affix to envelopes heat transfer labels, and furnish printout, in connection with the acknowledgment of mail concerning the President's Second speech on the Situation in Southeast Asia. See attached list for breakdown of costs.

For use of office billed:
I certify funds are available.
MCR _____ CODE _____

For use of billing office:

CERTIFICATE OF OFFICE BILLED

I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

Feb 5, 1971
(Date)

(Authorized administrative or certifying officer)

Paid by check No. _____ C/D No. _____ dated 00102

~~SECRET~~

MEMORANDUM FOR: Chief, Certification and Liaison Division

SUBJECT : Reimbursement to The White House

1. It is requested that a check in the amount of \$16,673.26 be drawn payable to the Treasurer of the United States.

2. This disbursement is chargeable as follows:

FAN MOR Code

3. All documentation concerning this transaction is being held in this office for security reasons and is available to the Agency attorneys.

4. Please forward the check to this office for transmittal to the appropriate official.

WARREN D. MAGUIRE
Deputy Director for Liaison and Administration

OF/

00103

~~SECRET~~

~~SECRET~~

10 FEB 1977

Mr. John R. Brown III
Staff Secretary
The White House Office
Washington, D. C. 20500

Dear Mr. Brown:

Enclosed is U. S. Treasury Check No. in the
amount of \$16,673.26 which represents reimbursement of Bureau
Schedule No. , copy enclosed.

Yours very truly,

WARREN D. MAGNUSSON
Deputy Director for Liaison and Planning
Office of Finance

Enclosures

OF

00104

Excluded from automatic
downgrading and
declassification