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64-3345/2

43° M905 A 11 YAM

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Agency Vehicles

- REFERENCES:
- (a) Action Memorandum A-354 dated 28 January 1964, same subject
 - (b) Your memorandum dated 31 March 1964, same subject

1. Reference (b) has been reviewed and I am in substantial agreement with the proposals outlined therein.

2. It might be well to expedite the issuance of the proposed regulations with a view to having these regulations in the hands of the field stations in time to be implemented at the beginning of Fiscal Year 1965. I would suggest that the dispatch to field stations referenced in your Paragraph 4.b. be sent immediately. Your dispatch should make it unmistakably clear that failure of these new provisions, as applied and interpreted by each station, to achieve significant reductions in numbers of QP vehicles will result in mandatory reductions which may be less favorable to the individual and to the station.

Lyman B. Kirkpatrick
Executive Director-Comptroller

OEBPAM/ [] jap (8 May 1964)

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BPAM 64-0243
11 MAY 1964

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64-3345

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT: Agency Vehicles

- REFERENCES:**
- (a) Action Memorandum A-354 dated 28 January 1964 to DD/S from ExDir-Compt, same subject
 - (b) Memorandum from DD/S to ExDir-Compt dated 31 March 1964, same subject

1. Attached at Tab A is the DD/S's reply to Action Memorandum A-354. We have discussed the proposed regulation changes with those members of the DD/S's staff concerned with the Agency vehicle problem, and agree that the actions cited are well-designed to reduce the number of QP vehicles. We have no alternative or additional economy measures to suggest, but assume that as drafts of the revised regulations are completed, we will have an opportunity to review them.

2. Also attached at Tab B is a proposed reply to the DD/S which we suggest be sent over your signature.

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(signed)

Chief, Budget Division

CONCURRENCE:

MAY 18 10 31 AM '64

(signed) John M. Clarke

11 MAY 1964

Director of Budget, Program Analysis and Manpower

Date

Attachments (2)

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64-3345/1

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Director of Budget, Program Analysis, and Manpower

SUBJECT : Agency Vehicles

REFERENCE : Action Memo No. A-354 dtd 28 Jan 64 to DD/S fr Ex Dir-Compt. same subject

1. This memorandum is in response to paragraph 4 of the reference.

2. The Agency's Fiscal Year 1965 Congressional budget provides for a net reduction of passenger vehicles. The reduction from to is the beginning of a series of actions designed to encourage the granting of transportation allowances overseas in lieu of quasi-personal (QP) vehicles.

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3. Revisions of Agency Regulations now being coordinated include the following changes:

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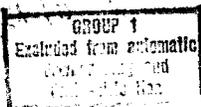
b. Provides for Deputy Director for Support approval of increases in the transportation allowance upon receipt of acceptable justification.

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c. Requires annual reporting to Headquarters concerning the total personal and official mileage of QP vehicles.

d. Provides that QP vehicle mileage between residence and office be charged as personal mileage.

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e. Permits an alternate method of reimbursing for use of a QP vehicle by providing that the employee will pay all costs of vehicle operation (i. e., gas, oil, lubrication, washing and tire repairs), but will make no claim to the Agency for costs involved in official travel in the vehicle. Conversely, the Agency will not require mileage rate reimbursement for personal use of the QP vehicle.

f. Permits Chiefs of Station to authorize transportation allowances without the necessity for securing Headquarters approval on each case.

4. The above changes in Agency Regulations are designed to make transportation allowances more acceptable to employees than QP vehicles. Additional measures planned to bring about the desired changes are:

a. A request to the Agency's Credit Union for preferential interest rates for automobile loans to employees whose vehicles will be used for official purposes in lieu of QP vehicles.

b. A dispatch to all Chiefs of Station firmly announcing the Agency's vehicular economy program, and emphasizing Agency intent to get out of the QP vehicle business wherever possible.

c. Special attention to Agency vehicle usage and economies by members of the Inspector General's Staff as a part of their regular system of audits and inspections.

L. K. White
Deputy Director
for Support

Distribution:
cc: Special Support Assistant to the DD/S
Director of Logistics

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