

SECRET

TO: List

SUBJECT: Her Home and All War Military and Naval

There is hereby approved the Board of Review that there be all the following paragraphs.

2. In the case of a civilian or other war Government rations and living allowances in such amounts as shall be necessary by the Strategic upon recommendation of the Board of Review, or by the Chief of Neutral countries.

Charles C. H. Sten
Acting Director

(69355)

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TO: DIRECTOR, CIA
FROM: SAC, [illegible]
SUBJECT: [illegible]
[illegible]

1600-1200

(58509)

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CONFIDENTIAL

OFFICE OF GENERAL COUNSEL

WASHINGTON, D. C.

STANDARD FORM

NO. 64

ISSUED

MAY 1962

TO: List 3

SUBJECT: Expenditures for Necessary Entertainment in the
United States

1. Personnel of OSS may be reimbursed for entertainment expenses incurred in the continental United States, upon the prior written authorization of the Office or Branch Chief concerned, for necessary entertainment of distinguished guests of the agency, including representatives of foreign governments. Such entertainment may include the entertainment of key personnel of this agency when it is necessary to the purpose to be served. If the object of the entertainment is confidential in nature, reimbursement should be made from Special Funds; if the object of the entertainment is not confidential in nature, reimbursement shall be made from which ever funds.

2. Reimbursement for expenses incurred in the continental United States for the purchase of confidential information, including reasonable and necessary entertainment for that purpose, shall continue to be governed by the general provisions of General Order No. 14. Entertainment for the purpose of securing confidential information is literally that and nothing else. The necessity for such expenditures must be clear in every case, responsibility resting with the officer requisitioning the funds.

3. No reimbursement shall be made for any expenses in the continental United States for entertainment other than as provided above, except in the discretion of the Director, Assistant Director or the Executive Officer, who will authorize or approve such expenses only in clearly justifiable cases. All other entertainment shall be items of personal expense to be borne by the individuals concerned.

4. All disbursements made for the above purposes shall be periodically reviewed by the Office of General Counsel, which shall report thereon to the Director.

G. Edward Buxton
Acting Director

(50014)

CONFIDENTIAL

SECRET

Washington, D.C.

TO: List 37

SUBJECT: Additional Compensation for Military
Personnel Assigned to Operations

The following recommendation of the Board of Special Funds is approved:

1. (a) Military or Naval personnel in the Continental U.S. shall receive extra compensation for operations behind enemy lines, activated in the Continental U.S. for operations behind enemy lines. Such compensation shall be paid from the date of the issuance of orders to the termination date of the mission.
- (b) Military or Naval personnel in foreign theaters may be paid extra compensation only when activated as agents to missions intended for operations behind enemy lines. Such additional payments will be effective from the date of such assignment to the termination date of the mission.
2. (a) Additional compensation may be paid to Military or Naval personnel, acting as agents, in order to bring their total pay (exclusive of allowances) up to the rate of 150% of the pay of civilians doing similar work, provided that such total pay does not exceed the rate of \$5,000 per year.
- (b) All Office or Branch Chiefs, both in Washington and abroad, will revise any existing arrangements affected by this order. Contracts will be adjusted or rewritten as soon as possible.
3. Extra compensation may be paid to Army or Navy personnel, acting as agents, only by Special Funds Officers in accordance with regular Special Funds payroll procedures and engagement sheets.

(49998)

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER
 NUMBER: 100
 DATE: 20 August
 EFFECTIVE: 20 August

TO: List S

SUBJECT: Per diem allowances to civilians and Army or Navy personnel on training in Continental U. S. for overseas duty.

The following recommendation of the Board of Review is hereby approved and applies to personnel recruited in Continental U. S. for foreign duty, where the clear intent of their employment by OSS is that they will be sent overseas as soon as training can be completed and transportation arranged:

1. Civilian Personnel, Including Agents

(a) No civilian employee is considered to be on travel status during the time he is actually at his OSS Headquarters in Continental U. S. or at any Training Area.

(b) Quarters and subsistence will be furnished all civilians while actually in Training Areas, and no deductions will be made against their salaries for such accommodations.

(c) Travel costs, and per diems or expenses, (in accordance with regular OSS practices) shall be allowed civilian employees only when they are engaged in official business away from OSS Headquarters, in Continental U. S., or when they are away from any Training Area on an assigned task in connection with training programs.

2. Army or Navy Personnel

(a) In addition to regular allowances for quarters and subsistence provided by their respective services, commissioned and enlisted personnel who are not drawing per diem from their respective services may be allowed per diem as follows during the period between the date

(50651)

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on which they report for duty when called and the date of their departure overseas, when the Office or Branch Chief concerned is satisfied that such a permit is necessary to avoid substantial prejudice:

(1) Officers, a per diem of \$7.00 for a maximum of 7 days.

(11) Enlisted men, a per diem of \$1.00 for a maximum of 7 days.

(b) Army personnel assigned to temporary duty at OSS training camps shall continue to receive monetary allowance in lieu of quarters as provided in Memorandum No. 27, issued 5 May 1944, by the Commanding Officer of Headquarters and Headquarters Detachment.

Payments or allowances to be made from OSS funds under this order are in connection with the confidential duties of this agency. Office or Branch Chiefs concerned shall requisition necessary funds from the Special Funds Branch and account therefor in accordance with regulations prescribed by the Chief, Special Funds Branch.

J. Edward Burton

Acting Director

(60651)

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CONFIDENTIAL

OFFICE OF STRATEGIC SERVICES

Washington, D.C.

FEDERAL BUREAU OF INVESTIGATION
NUMBER: 100-441111
DATE: August 21, 1951
SUBJECT: [Illegible]

TO: Chief

SUBJECT: Allowance for Special Clothing

REFERENCE: Board of Payroll Administration
Administrative Bulletin No. 50

The following recommendation of the Board of Payroll is hereby approved:

1. Office or Branch Chief may requisition up to \$30 per person from Special Funds for purchase of special clothing to allow employees ordered to posts within the Continental U.S. to wear special clothing or attire, where special clothing is ordinarily not by civilians in this country and which is proper performance of the assigned duty.
2. Unused funds together with complete receipts for purchases will be delivered to the Special Funds Branch at the earliest practicable time.
3. In exceptional cases, additional allowances may be recommended by Office or Branch Chief to the Director in Continental U.S. or to the Strategic Services Offices in the Theater. If approved, such additional allowances may be requisitioned from Special Funds Branch and accounted for as in paragraph 2 above.
4. Special clothing provided in accordance with this order shall be expendable property of the United States.

L. Conrad Burton
Acting Director

(49898)

CONFIDENTIAL

SECRET

TO: List 0

SUBJECT: Living Allowance

1. General Order 45-10 issued by the War Relocation Authority, Administrative Bulletin No. 1, is hereby implemented.
2. Paragraph 6 of 6 hereby applies to all GSS civilian employees, and their travel status shall be determined in accordance with the War Relocation Authority Circular No. A-8 and amendments thereto.
3. An amendment was issued on 29 September 1945, prescribing a special maximum for living allowances in liberated areas and China. This maximum was established because of the unusual conditions prevailing in these areas. A copy of this amendment is attached.
4. The maximum rates prescribed in the amended act set forth in paragraph 6 of the amendment. It should be noted that paragraph 2 provides that allowances below the maximum allowances shall be paid when normal or extraordinary conditions are modified and the maximum allowances are not necessary.
5. Accordingly, each Theater Board of Review shall make recommendation to the Strategic Services Officer as to the living and quarters allowance to be paid, within the maximum permitted by the amendment, in liberated areas in the Theater concerned, and the Strategic Services Officer shall thereupon establish the amount of allowance to be paid. In making its recommendation, the Theater Board shall consider, among other factors, the rates fixed by other Government agencies for their employees in these areas.

(65079)

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6. The Director shall submit to the Board of Review (hereinafter referred to as the Board) a report of the results of the review made by the Special Agent in Charge because of changes in the conditions prevailing in the area. The Board of Review, Washington, together with a statement which the recommended items are scheduled established by the Board in Washington will be submitted to the Director of the Central Intelligence Agency as it may deem appropriate.

7. The special allowances provided in paragraph 3 of the agreement are not discretionary, no action necessary. All civilian employees to a living and quarters allowance and in accordance with the terms

W. J. D.
William J. D. [unclear]
Director

Attachment

SECRET

(65379)



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Base rate is fixed
of the grade

- \$1,500 Above
- \$1,200 to \$1,500
- Below \$1,200

The additional allowance shall be paid when the officer or employee is on duty on a date later than the date of his last promotion or the date of departure of his last assignment.

The amount of the additional allowance upon a change in base or pay shall be of \$200, less 25% or not less than the American Ambassador, or in his absence, ad interim, effective the first of the month he shall determine that, for purposes of average cost of subsistence, exclusive of rent, rates, or other circumstances, shall not exceed the last established rate. The adjustment shall be a percentage change to increase or decrease of 20%. Such adjustment shall be certified, if necessary, by the Ambassador to the Department of State, so certify to the Bureau of the Budget, provided the cost of subsistence, exclusive of rent, as assured by should change by more than 20% for any one month, prior to the authorization of the Secretary of State is required to all

HAROLD G. ...
Director

(No. A-2)

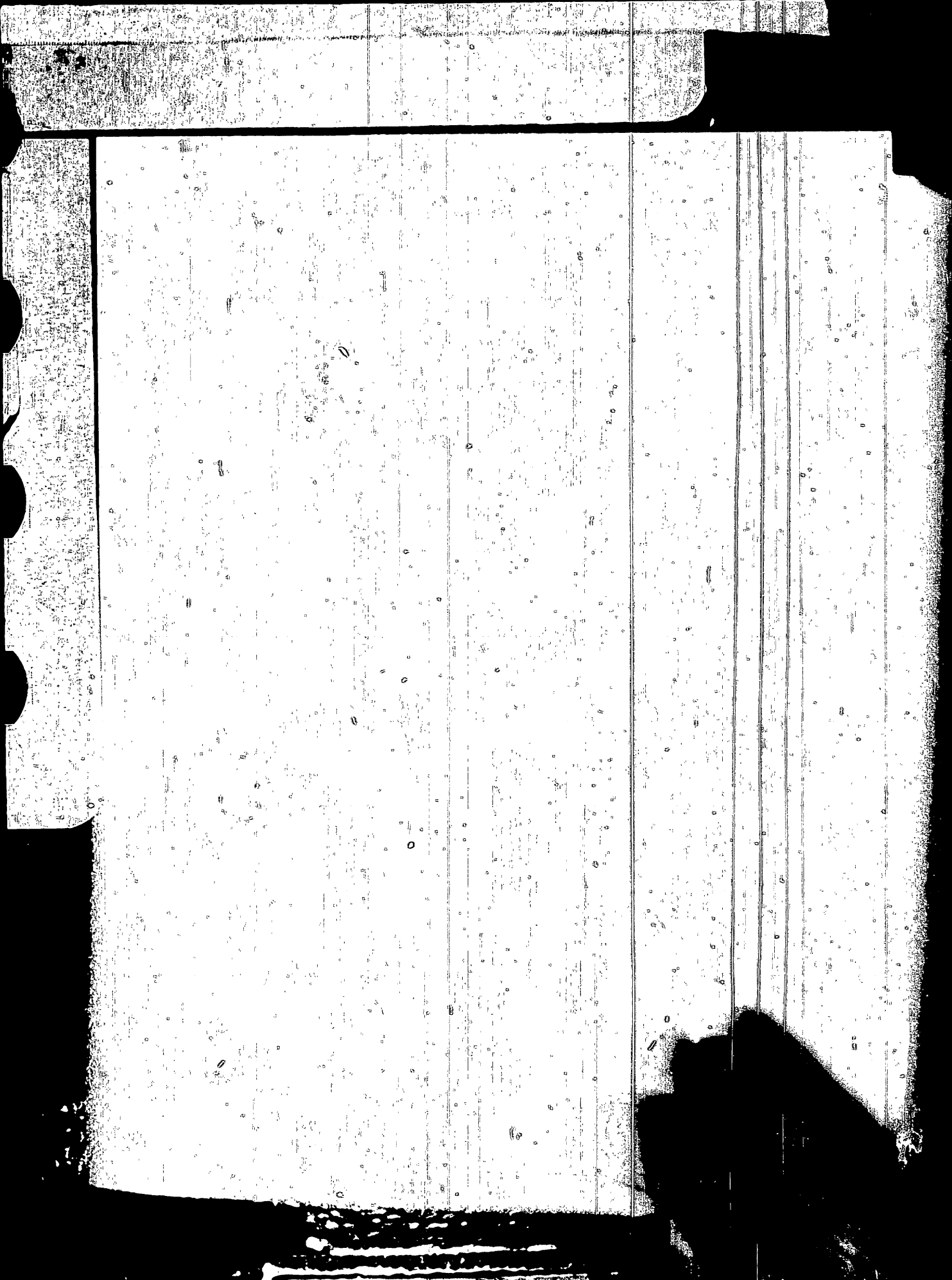
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(65079)









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OFFICE OF STRATEGIC SERVICES

The attached "Secret" order is to be substituted for that of the same text which was classified as "Confidential" and "Confidential" order should be destroyed.

NUMBER: 100-100000-100000
 DATED: 5 AUGUST 1954
 EFFECTIVE: 5 AUGUST 1954

TO: LIST S

SUBJECT: Compensation of Civilian Personnel Outside of Continental U. S.
 (a) Salary Increases and Reclassification
 (b) Initial Salary Determinations.

On the basis of the policy set forth in Administrative Bulletin No. 1, the following recommendations of the Board of Review are hereby approved:

1. Recommendations for promotion or reclassification of civilian employees paid from regular funds (1001 or 1002 funds) shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Civilian Personnel Branch.

2. Recommendations for promotion of civilian employees other than agents from Special Funds shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Special Funds Branch in Washington for appropriate action after consultation, when appropriate, with the Chief, Civilian Personnel Branch. These recommendations will be in the form and contain data prescribed by the Chief, Special Funds Branch.

3. No salary increases to civilian personnel outside of Continental U. S. will be effected by Office or Branch Chiefs in Washington, except by recommendation through Strategic Services Officers.

4. No base salaries shall be increased to compensate for overtime in excess of 48 hours per week. Such adjustments will be effected through the regular overtime pay procedure as defined in Administrative Instruction No. 2.

5. Salaries of new civilian employees other than agents recruited overseas shall be determined upon recommendation of the Strategic Services Officer in accordance with paragraphs #1 and #2 above. Compensation at the rate finally approved by the Civilian Personnel Branch, Washington, or the Special Funds Branch, Washington, as the case may be, will be effective from the date of hiring in the theater.

SECRET

William J. Donovan
 Director

(48364)

CONFIDENTIAL
OFFICE OF STRATEGIC SERVICES

Washington, D. C.

GENERAL ORDER
NUMBER:
ISSUED:
EFFECTIVE:

TO: LIST S

SUBJECT: Compensation of Civilian Personnel Outside of Continental U. S.
(a) Salary Increases and Reclassification.
(b) Initial Salary Determinations.

On the basis of the policy set forth in Administrative Bulletin No. 1, the following recommendations of the Board of Review are hereby approved:

1. Recommendations for promotion or reclassification of civilian employees paid from regular funds (.001 or .002 funds) shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Civilian Personnel Branch.

2. Recommendations for promotion of civilian employees other than agents from Special Funds shall be transmitted by the Strategic Services Officer through the appropriate Branch or Office Chief in Washington to the Chief, Special Funds Branch in Washington for appropriate action after consultation, when appropriate, with the Chief, Civilian Personnel Branch. These recommendations will be in the form and contain data prescribed by the Chief, Special Funds Branch.

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(48364)

CONFIDENTIAL

William J. Donovan
William J. Donovan
Director

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The following information is being furnished to you for your information.

It is requested that you advise the Bureau of any changes in the information furnished herein.

The information furnished herein is for your information only and is not to be disseminated outside your agency.

This information is being furnished to you under the provisions of the Freedom of Information Act.

New York, New York, 10001
herein, issued for your information only and such items are not to be further issued in any form.

(49255)

William
Director

Donovan

CONFIDENTIAL

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DIRECTOR OF SPECIAL OPERATIONS

Washington, D.C.

MEMORANDUM

TO :

FROM :

SUBJECT :

TO : [Illegible]

SUBJECT: [Illegible]

General Order [Illegible]

[Illegible body text]

(48701)

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF SECRETARY OF DEFENSE
Board of Review

TO: [Illegible]

SUBJECT: [Illegible]

The following [Illegible]
by the [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]

16. [Illegible]

17. [Illegible]

18. [Illegible]

19. [Illegible]

20. [Illegible]

(46328)

CONFIDENTIAL



SECRET

TO: LIAISON
SUBJECT: Payment of Travel Expenses

General Order 1000
and daily additional

- a. Travel expenses are allowed to employees in the field and subject to the following conditions:
 - 1. Actual mileage under direct orders of the Special Funds Branch.
 - 2. Such expenses must be incurred in the performance of duty by means of a motor vehicle.
 - 3. The employee must be presently disqualified for employment as a Chief Surgeon in the Government School.
 - 4. For employees in the field, the expense must be for employment.

If the employee is disqualified for duty, he may take duties with OSS for such a period as is set forth in (c) above, then an expense report submitted from Washington will not be valid.

Requisitions for funds or reimbursement must be based upon the same rates as those set forth in paragraph 1 hereof. Requisitions will be processed through the Special Funds Branch of the employees' home office. Requisitions for Special Funds, however, must be processed through the Special Funds Branch, in such form as may be prescribed by the Special Funds Branch.

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William J. Donovan
Director

(66754)

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RESTRICTED

OFFICE OF OPERATIONAL SERVICES

Washington, D. C.

GENERAL FORM
NUMBER:
CLASSIFIED:
EXPIRES:

TO: [illegible]

SUBJECT: [illegible]

[illegible text]

RESTRICTED

(47905)

SECRET

OFFICE OF STRATEGIC STUDIES
Board of Review

TO: Lt. Col. B.

SUBJECT: Salaries, per diem, and allowances for personnel
outside of Continental U.S.

General Order 70-7 sets forth the policy of the Board
to the above subject.

For additional information of OCS, the Board
quotes excerpts from the recommendations of the
Director:

"The Board believes that it would be desirable for
OCS that salaries, per diem, and allowances (for those of
necessity outside of Continental U.S.) be determined on the basis of
amounts paid or allowed to personnel in similar positions in
believe that compensation paid from the U.S. Treasury should
tion (OCS) for a worldwide position. The Board believes that
receive the same pay and allowances as personnel in like
in like positions and locations. The difficulty of assessing
confidential positions will, however, make this determination
can be accomplished.

Civil Service employees outside of the Continental U.S. should
salaries and uniform allowances. The Board believes that the
less of the theater to which they are assigned. The Board
travel status receive a per diem allowance determined for a
determined, for a particular theater and adopted by the Board
and adopted by the Board of the State. The Board believes
that this rule should apply to all OCS employees.
except secret agents.

At the present time pay and allowances for Civil Service
personnel vary widely as to the amounts received. Some
receive, or did receive per diem; others a living allowance and
others an amount to cover rent and food.

In the North Africa Theater per diem and living allowances were
discontinued as of 1 February 1944 as far as most special funds
personnel were concerned, but Civil Service employees continue

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... in the ...
... no ...

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2. Transportation costs only will be reimbursed for personnel whose base pay is at the rate of \$1000 or more.

OSS representatives who are authorized to use Government-owned automobiles may claim reimbursement for mileage and Pullman charges on automobiles used for official purposes. Reimbursement for automobile from an employee's private automobile will be as follows:

(a) In the case of employees on Special Funds, requisitions for funds for mileage and Pullman charges will be submitted to Special Funds Branch.

(b) In the case of Civil Service employees to be compensated from regular funds, requisitions will be submitted to the Finance Branch.

Requisitions for funds or reimbursement may be submitted in such form as may be prescribed by the Finance Branch or Chief, Finance Branch.

For the Board of Review:

C. M. Sears, Jr.
Chairman, Board of Review

(46185)

(46185)

SECRET

(CONFIDENTIAL)

OFFICE OF STRATEGIC
Board of Review

TO: [illegible]

SUBJECT: [illegible]

General [illegible]

The Board will review
of the [illegible]
covering [illegible]
personnel [illegible]
personnel [illegible]
over [illegible]

It was [illegible]
[illegible]
[illegible]
[illegible]

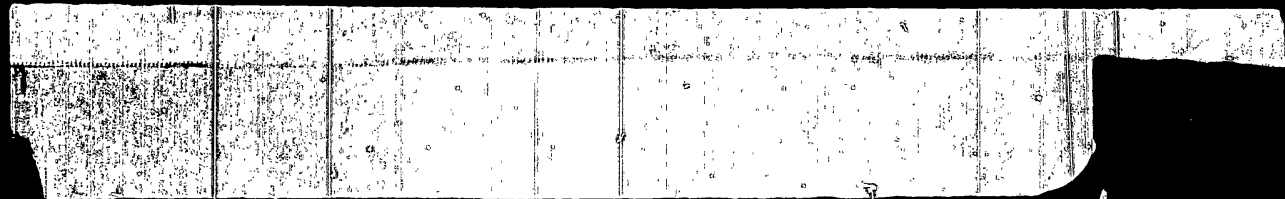
How [illegible]
[illegible]
[illegible]

(49895)

CONFIDENTIAL







RESTRICTED

OFFICE OF STRATEGIC SERVICES
Board of Review

TO: [illegible]

SUBJECT: Purchase of [illegible]

The Director has approved the purchase of [illegible] from [illegible] through the following procedure:

- 1. Regular requisition [illegible]

Only items of [illegible] balls, bats, etc. are to be purchased for [illegible]

- 2. Procurement of [illegible] obtain [illegible] like [illegible] chases will be [illegible]

(46192)

RESTRICTED

[The main body of the document contains several columns of text that are almost entirely illegible due to extreme horizontal streaking and noise. The text appears to be organized into a table or a series of vertical columns, but the individual characters and words cannot be discerned.]

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