[illegible]

MEMORANDUM FOR: [illegible]

FROM: [illegible]

Subject: [illegible]

.. Does this financial report in [illegible] tion indicate [illegible] proportion to [illegible] and units.

.. Are there any "[illegible]" to [illegible] [illegible] to call my attention?

C. Edward Buxton
Acting Director

Date 26 June

To:

Office of the Secretariat

(9139)

Date 16 June, 1948

Mr. DONOVAN

Do you wish to consider this further at the moment?

C. D. Cole

To Myr Dem

Office of the Secretariat

(9139)

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OFFICE OF STRATEGIC SERVICES
WASHINGTON D. C.

Attachments

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[redacted]

10 June

Gen Donovan -

1. The last paragraph seems much too strong.

2. It does not take into account possible subjects of personnel from other R&A units, or from other branches.

3. I recommend it be referred to Maj. Sears

OFFICE OF THE SECRETARIAT

(9139)

1 C.E.D.

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

CONFIDENTIAL

[illegible]

[illegible]

William L. Langer
William L. Langer
Director, Branch of
Research and Analysis

Attachment

To Major [illegible]

I think this should be
held up in view of cultural arrangements
~~relations~~ vs. S. A.

CONFIDENTIAL

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

9 June 1943

The Honorable
Harold D. Smith
Director
Bureau of the Budget
Washington, D. C.

My dear Mr. Smith:

This letter is to call to your attention an important aspect of the work of the OSS which the recent Budget action will make it difficult if not impossible to carry on. I refer to the study of sources of information available in Latin America regarding the active theaters of war. In a global war no part of the world can be ignored in gathering data for military operations. The information coming to Latin America -- especially through the secret channels available to the alien minority groups and the free movements -- is vital for the activities of this office in planning psychological warfare operations in Europe and Asia.

At present no other government agency attempts either to gather or use these materials from Latin America, and properly so, since the planning and conduct of psychological warfare operations in the Eastern Hemisphere is the exclusive function of the OSS. Dr. Bruno Foa of the Bureau of Latin American Research, and Dr. Max Ascoli of the Coordinator of Inter-American Affairs (CIAA) are gathering certain materials regarding alien minorities in Latin America. These materials are gathered to serve the special purposes of the CIAA which is interested exclusively in Latin America and therefore only in alien problems affecting Latin America, such as assimilation, subversive activities, relations with Latin Americans, etc. Even within these terms, it should be noted that the Bureau of Latin American Research and Dr. Ascoli deal only with three

CONFIDENTIAL

minorities -- French, Italians, and Germans -- in Brazil, Argentina, and Uruguay. They do not cover large parts of South America and the vital Caribbean area in which a number of free movements have their international centers. They neglect such important minorities as the Spaniards, Yugoslavs, Ukrainians, Poles, Greeks, and Syro-Arabs.

The studies of alien minorities being carried on under the direction of Dr. Willard Park of the CIAA, with the cooperation of the Strategic Index at New Haven, are for the purpose of gathering background material of interest to all government agencies dealing with alien minorities for different reasons. These studies are not intended to provide the kind of specific information needed by this office, but because this office, like the CIAA, State Department, OWI, and AIS, is interested in securing such background data, we are cooperating in this project.

It should also be noted that the Special War Policies Unit of the Department of Justice is concerned with alien minorities and free movements in Latin America in order to compel registration of their agents in the United States. This office had hoped to have part of its program of investigation carried out in the Department of Justice, but it is informed that the Special War Policies Unit has neither the personnel nor the funds to carry out even its own limited type of investigation.

The OSS has centered the task of gathering and analyzing the information it needs from alien minorities and free movements in Latin America, in the Latin American Division for a number of reasons:

(1) The work requires a staff which is familiar with the languages of the alien minorities and with their problems in Latin America and in their home countries, and which is also well enough acquainted with Latin American social, political, and economic problems to be able to analyze the information gathered in relation to its proper context.

(2) Because all of the materials come from the same geographical region, it has also been considered administratively most efficient to center the work in a single unit rather than to split it up among the various regional

CONFIDENTIAL

units studying the Eastern Hemisphere. Maximum efficiency in the use of the materials gathered is gained through continuous, close liaison between the Latin American Division and these regional units, such as the Europe-Africa Division, the Soviet Union Division, the Far Eastern Division, and the Foreign Nationalities Branch.

Having decided to assign the function to its Latin American Division, the OSS made no provision for carrying on similar studies in its other units. The elimination of this work from the Latin American Division thus means complete elimination of it from the OSS and from use in the war.

Because of the vital need for the extraction of this type of information in the operations of the OSS, I must request that the Bureau of the Budget reconsider its recent deletion of funds for this work from the budget of the Latin American Division, unless it wishes to assume the responsibility for making such work impossible.

Sincerely yours,

William J. Donovan
Director

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

MEMORANDUM

TO: Mrs. Marian O'Donnell

FROM: John A. Stacy

June 5, 1943

I am returning herewith the original of Mr. Martin's letter to General Donovan regarding the supplemental apportionment of funds to the Office of Strategic Services, dated May 28, 1943.

While it is necessary that we retain the attachment covering the details in respect to the revised apportionment in the Budget Office, I believe the original of the letter of transmittal should remain in General Donovan's files.

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C.

[illegible]

My dear General Donovan:

The request for apportionment as submitted by the Director of Strategic Services is attached with the amount of $11,061,915 approved for obligation during the fourth quarter of fiscal year 1943.

The statement supporting the quarterly apportionment has been revised for the fourth quarter to alter, effective as of May 28, 1943, the number of positions authorized the Office of Strategic Services to 1,[illegible]. Funds available for travel expenses have been increased to $100,000, and those for equipment have been increased to $4,900,000 due to the approval of the OSS estimates by the Joint Chiefs of Staff.

It is expected that internal allotment controls will be established in conformity with the approved fiscal program as indicated on the attached Statement Supporting Quarterly Apportionments. Prior to any changes in programs, clearance with the Bureau of the Budget should be made in accordance with established practice.

Sincerely yours,

Assistant Director,
Estimates.

Brig. Gen. William J. Donovan
Director
Office of Strategic Services
Washington, D. C.

Attachments (2)

For your information the breakdown of the new positions authorized for the interdepartmental Committee is:

CAF-7	Jr. Administrative Assistant	3	$ 2,400
CAF-5	Senior Clerk	12	2,000
CAF-4	Clerk	15	1,800
CAF-3	Assistant Clerk Stenographer	1	1,620
CAF-3	Assistant Clerk Typist	1	1,620
CAF-2	Typist	5	1,440
CAF-2	Ditto Machine Operator	1	1,440
	Total	38	$70,680

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

March 29, 1943

To: Colonel Donovan
Major Goering

From: Major Sears

The following steps have been taken in connection with the Joint Chiefs of Staff approval of our 1944 budget.

1. 3/15/43 -- Memo from Colonel Donovan to J.C.S. transmitting budget.

2. 3/18/43 -- From General Deane to Colonel Donovan re arrangements with Budget Office of the War Department.

3. 3/19/43 -- From Colonel Donovan to General Deane with reference to our meetings with the Budget Estimates Branch, SOS.

4. 3/22/43 -- Twenty-five copies of 1944 budget, summarized in special War Department form as requested by Lt. Col. Carl H. Pforzheimer, Jr., sent to Col. G. J. Richards, Budget Branch, SOS.

5. 3/29/43 -- I talked with Lt. Col. Pforzheimer; advised him of dates of our budget hearings; asked him to be present and requested him to follow through to get the JCS to inform the Budget Bureau of their views on our budget.

C.M.S.

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January 1[illegible], 1945

[illegible] Director
[illegible] of the Budget
Washington, D. C.

Dear [illegible]:

To carry out the [illegible] and [illegible] assigned to the Office of Strategic Services [illegible] December 1[illegible], certain organizational changes are required within the Office of Strategic Services. In total among these changes is the establishment of the following additional organizational units for which objects are attached for the period January 1, 1945, through June 30, 1945:

[illegible] for [illegible] Warfare
[illegible] Political Warfare Staff
[illegible] Coordination Office
California Field Office

Other changes will be required within the structure of existing organization, but these still have to be developed. They may not necessarily represent a major change in policy, in any event we assume they can be cleared informally with the members of your staff without a formal presentation. Detailed budgets for certain other units not yet in operation or those whose organization or functions have been changed, will be submitted as soon as details can be worked out.

The organizational and personnel requirements of the attached proposal have been discussed informally with representatives of the Bureau of the Budget. If, however, additional information is desired, we shall be glad to provide whatever data is necessary to explain the enlarged functions of the Office of Strategic Services.

Mr. Smith

January 14, [illegible]

[illegible]

Very truly yours,

William J. Donovan

Attachments

OFFICE OF STRATEGIC SERVICES

Salaries and Expenses

For 6 Months Period, January 1 through June 30, 1943

Appropriation Office
(Act 250 R S 1 - Dept)

By Object

	Estimate, 19 43	Obligations Estimate, 19	Obligations Actual, 19
Exempt:			
Director, Coordinating Office	1 900		
Professional:			
Grade 8. Range $8000 to 9000			
Chief, Psychological Warfare Staff	1 $8,000		
Deputy Chief, Psychological Warfare Staff	2 6,000		
Grade 7. Range $6600 to 7300			
Head, Regional Planner	2 6,600		
Grade 6. Range $5600 to 6400			
Sr. Regional Planner	3 5,600		
Sr. Planning Specialist	13 5,600		
Grade 5. Range $4800 to 5400			
Sr. Regional Planner	3 4,800		
Sr. Editor	2 4,800		
Sr. Planning Analyst	1 4,800		
Grade 4. Range $3800 to 4600			
Regional Planner	5 3,800		
Planning Analyst	1 3,800		
Grade 3. Range $3200 to 3800			
Associate Planning Analyst	1 3,200		
Grade 2. Range $2000 to 3200			
Assistant Analyst	1 2,000		
Grade 1. Range $2000 to 2800	1 2,000		
	(Mono cast: 7)	(Mono cast: 7)	(Mono cast: 7)

(Mono cast: 224)

For Use in Preparing Schedules of Obligations to Accompany Estimates for Lump-sum Appropriations

Standard Form No. 30
(Approved by the President June 1, 1942)
Revised June 1, 1942

Binding margin

Appropriation title:
[illegible]

OFFICE OF STRATEGIC SERVICES
Salaries and Expenses
For 6 Month Period, January 1 through June 30, 1943

By Object	Obligations: Estimate, 19 43	Estimate, 19	Actual, 19
Clerical, Administrative and Fiscal:			
Grade 15. Range $8000 to 9000			
Planning Group Member	4 $8,000		
Grade 14. Range $6500 to 7500			
Executive Officer	1 6,500		
Coordinating Officer	3 3,500		
Grade 13. Range $5000 to 6400			
Principal Administrative Officer	1 5,600		
Grade 9. Range $3200 to 5000			
Senior Administrative Assistant	2 3,200		
Grade 7. Range 2600 to 3200			
Junior Administrative Assistant	2 2,600		
Grade 6. Range $2300 to 2900	3 2,300		
Grade 5. Range 2000 to 2[illegible]	10 2,000		
Grade 4. Range $1800 to 2160	6 1,8[illegible]0		
Grade 3. Range $1620 to 1980	12 1,620		
Grade 2. Range 1440 to 1800	1 1,440		
Crafts, Protective and Custodial:			
Grade 2. Range $1200 to 1500	1 1,200		
	(Mono cast: 2)	(Mono cast: 7)	(Mono cast: 7)

Standard Form No. 30
Approved by the President June 11, [illegible]
Revised June 5, 1943

For Use in Preparing Schedules of Obligations to Accompany Estimates for Lump-sum Appropriations

Declassified and Approved For Release 2013/10/01 : CIA-RDP13X00001R000100350001-5

Declassified and Approved For Release 2013/10/01 : CIA-RDP13X00001R000100350001-5

Appropriation title:
(Form 30a: L & L-Fund)

OFFICE OF STRATEGIC SERVICES
Salaries and Expenses
For 6 Month Period, January 1 through June 30, 1943

By Object	Obligations: Estimate, 19 43	Estimate, 19	Actual
Crafts, Protective and Custodial:			
Grade 3. Range $1320 to 1840	1 $1,320		
Total Permanent, Field	11 $31,280		
Less: Lapses (6 Months)	15,640		
	$15,640		
Add: Overtime Pay for 6 Months	2,191		
Net Personal Services Estimate	$17,831		
Add: Temporary Employees	2,500		
Grand Total, Personal Services, Field	$20,331		
	(Mono cast. 22.4)	(Mono cast. 7)	(Mono cast. 7) (Mono cast. 7)

Standard Form No. 30
(Approved by the President June 15, 1925, Revised June 1, 1941)

For Use in Preparing Schedules of Obligations to Accompany Estimates for Lump-sum Appropriations

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[illegible] 1953

Supplemental Requirements

Unit [illegible] Office	No. of Employees	Amount
Coordinating Office	12	$ 40,700
Planning Group	11	48,420
Psychological Warfare Staff	75	294,760
Field Office		
California Office	11	31,280
Total	112	$415,160

OFFICE OF STRATEGIC SERVICES

Temporary Employees

Psychological Warfare Staff	$5,000
Field Office	
California Office	2,500
Total	$7,500

The $7,500 of temporary funds requested will be utilized for the employment of Consultants and other temporary employees and will be required to supplement the regular staff of the OSS.

It is necessary to employ Consultants in connection with the planning and intelligence activities to obtain information and data that cannot otherwise be made readily available to the branches and offices of OSS. Consultants will be employed who are familiar with local problems or have special talents and who can assist the regular employees in special activities in certain fields of research.

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Coordinating Office

[illegible] STRATEGIC SERVICES

Detail of Personnel Requirements

For 6 Month Period, January 1 through June 30, 1943

Grade	Title	Estimate 1943	
Exempt	Director	1	[illegible] *
[illegible]-14	Executive Officer	1	[illegible],500
[illegible]-14	Coordinating Officer	3	3,500
[illegible]-8	Senior Administrative Assistant	1	3,200
[illegible]-6	Principal Clerk-Stenographer	1	2,300
[illegible]-5	Senior Clerk-Stenographer	4	2,000
[illegible]-2	Messenger	1	1,200
	Total	12	[illegible]40,700

* In detail from A.V.S.

[illegible]

[illegible]

Coordinating Office

A coordinating office has been established to coordinate the psychological warfare activities recommended by the Joint Program approved by the United States Joint Chiefs of Staff.

After these basic plans are approved by the United States Joint Chiefs of Staff, it shall be the responsibility of the Coordinating Office to take the necessary assignment to appropriate offices of the Armed Services for execution. There is in the military program for psychological warfare. It is also the function to coordinate with the Office of Strategic Services [illegible] in the matter of security control.

The [illegible] of this [illegible] figures [illegible] the planning factor, [illegible] it [illegible] intelligence [illegible], [illegible] the planning group of any [illegible] failure, or requires revision of [illegible]. [illegible] be established with [illegible] or [illegible] carrying out parts of approved programs.

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[illegible] STRATEGIC SERVICES

[illegible] OPERATIONS

Planning Group for Psychological Warfare

The directive of the Joint Chiefs of Staff dated December 22, 1942, provides for a "Joint Services Planning Group" to act as a "Joint Medium" for coordinating and supervising military psychological warfare. Pursuant to this directive, the Office of Strategic Services was to [illegible] operation plan. As a result of a recommendation made by this office to the Joint Chiefs of Staff, there was a reorganization, effective January 4, 1943, conformity to the directive issued to the Office of Strategic Services designating that office as the [illegible] Joint Chiefs of Staff responsible for:

1. The planning, development, coordination, and the execution of military measures for psychological warfare.

2. The compilation of such political, psychological, sociological and economic information as may be required for military operations.

The Planning Group for psychological warfare under the directive and the reorganization is responsible for:

1. Supervising and coordinating the planning and execution of the military program for psychological warfare.

2. Integrating major projects and plans for psychological warfare with military and naval programs.

3. The development of psychological warfare doctrine.

Closely allied to the Planning Group is an advisory committee consisting of representatives from the Office of War Information, Board of Economic Warfare, Office of Inter-American Affairs, Treasury, and other agencies, the function of which are to consider matters pertaining to the military program for psychological warfare which affect the respective agency represented on the committee.

[illegible] STRATEGIC SERVICES

[illegible], Continued

Planning Group for Psychological Warfare, Continued

[illegible], to advise the Planning Group for Psychological Warfare as to the manner in which Agencies represented on the Committee can assist in insuring the success of the military program of psychological warfare. Two, to propose to the Planning Group for Psychological Warfare, such matters as in their opinion may be of use in psychological warfare. Upon approval of items submitted by the Planning Group, the Chiefs of Staff will request their execution by the appropriate agencies.

The Planning Group is made up of nine members as authorized by the Directive.

1. Two members are to be appointees of the Army.

2. Two members are to be appointees of the Navy.

3. One member an appointee of the Secretary of State.

4. Four members are to be appointees of the Director - Strategic Services.

[illegible] the Planning Group is to be an appointee of the Office of Strategic Services.

Four of the nine members of the Planning Group are civilians, who must be paid from funds provided by the Office of Strategic Services. The other five members are officers of the Army and Navy and the Office of the Secretary of State. The other personnel are required in handling the detailed work of the nine members of the Planning Group.

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OFFICE OF STRATEGIC SERVICES

OFFICE OF PSYCHOLOGICAL WARFARE

UNIT OF ORGANIZATION — Psychological Warfare Staff

	No. of Employees	Amount
Office of Chief	7	$32,300
Regional Planners	27	118,500
Planning Specialists	10	83,600
Planning Analysts	8	25,040
Administration	18	35,320
Total	70	$294,760

Regional Planners

Chief and Head Regional Planners will act as the executive officers of the individual planning groups within the Psychological Warfare Staff. They will be responsible for the production of plans and other work pertinent to their assigned geographic areas. They will organize the work of their groups, maintain informal liaison with intelligence sources and with operating agencies, both within and outside of the Office of Strategic Services.

The Chief and Head Regional Planners will be assisted by principal and senior Regional Planners, trained social psychologists, who will work directly with the Head Regional Planners on all phases of planning. They will have special responsibility, within the Regional panels, for the actual drafting of plans and studies.

Planning Specialists

The Planning Specialists group will consist of men and women with specialized experience in such fields as the press, radio, graphics, food, etc. It will be their responsibility to compile data, review studies prepared by Intelligence Branch, and suggest applications of their specialized knowledge to the planning of psychological warfare. Their studies and recommendations will be of particular value in assuring the operational feasibility and effectiveness of plans. They will maintain close informal liaison with operating units and with sources of intelligence, both within and outside of the Office of Strategic Services.

[illegible]

[illegible] , Continued

Psychological Warfare Staff

Planning Specialists, Continued

The Planning Specialists group will include two senior editors, whose duty it will be to edit final rough drafts of [illegible] to assure brevity, clarity and accuracy, and the uniformity of style and content required in papers intended for submission to the Joint Chiefs of Staff.

Planning Analysts

This group will consist of men with special training in the analysis and evaluation of psychological warfare intelligence. They will coordinate and evaluate intelligence received from various sources and process it for purposes of planning.

They will also distribute pertinent material to the desks of the regional leaders. They will prepare digests for the director, the deputy director, and the office of the staff director. They will also keep a continuing operations analysis, [illegible] for the convenience of the regional leaders [illegible].

Administration

The Executive Administrative Officer will act as general office manager for the staff, [illegible] internal matters as personnel, work schedules, procurement, and budget. He will also supervise the following groups:

1. Traffic and Security Control. This group will schedule work, [illegible] assignments, prepare daily work sheet and operate [illegible] work through the staff. It will also be responsible for certain phases of security. The group will consist of a principal clerk, a clerk, and an Assistant Clerk- Typewriter.

2. Reference Works and Files. This group will maintain a well selected file of reference works bearing directly on Psychological Warfare Training. It will also maintain the general files and be responsible for [illegible]. The group will consist of a senior clerk, two clerks, and an Assistant Clerk.

[illegible] Continued

Psychological Warfare Staff

[illegible] Continued

3. [illegible] as well as art as a [illegible] assist [illegible] in [illegible] this individual will [illegible] who cannot have secretaries.

4. [illegible] This [illegible] consists of seven (7) Assistant [illegible] readers. This staff [illegible] and analysts who [illegible] have [illegible].

[illegible] personnel [illegible] in the [illegible] division [illegible] of [illegible] [illegible]

Psychological Warfare Staff

[illegible] TOTAL [illegible]

Detail of Personnel Requirements

For Month Period January 1 through June 30, 1943

Grade	Title	Estimate 1943	
	Office of Chief		
[illegible]-8	Chief, Psychological Warfare Staff	1	$9,000
[illegible]-8	Deputy Chief, Psychological Warfare Staff	2	8,000
[illegible]-6	Principal Clerk-Stenographer	1	2,300
[illegible]-5	Senior Work-Typist	3	2,000
	Total	7	$32,300
	Personnel Planners		
[illegible]-7	Chief, Personnel Planner	[illegible]	[illegible]
[illegible]-[illegible]	Principal Personnel Planner	3	10,300
[illegible]-3	Senior Personnel Planner	[illegible]	5,600
[illegible]-[illegible]	Personnel Planner	3	4,800
[illegible]-2	Senior Clerk-Stenographer	2	3,800
	Total	[illegible]	2,000
		[illegible]	118,500
	Planning Specialists		
[illegible]-6	Principal Planning Specialist	1	[illegible],600
[illegible]-5	Senior Editor	[illegible]	4,600
[illegible]-4	Clerk-Typist	[illegible]	1,400
	Total	14	$83,600

Psychological Warfare Staff, Continued

Table of Personnel Requirements

[illegible] through June 30, 1943

Title	[illegible] Analysts	Estim to 1943
Chief of [illegible] Analysts	1	6,000
Senior Analyst	1	4,600
Senior [illegible]	1	3,800
[illegible]	1	3,800
Assistant Analyst	1	3,800
Senior [illegible]	1	3,800
Assistant [illegible]	[illegible]	[illegible]
Total	[illegible]	[illegible]

Distribution		
Chief of [illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
Assistant [illegible]	[illegible]	[illegible]
Senior [illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

OFFICE OF STRATEGIC SERVICES

STATEMENT OF FUNCTIONS:

Psychological Warfare Staff

Psychological warfare as used herein is defined as: "The integrated use of all means, moral and physical, -- other than those of recognized military operations, but including the psychological exploitation of the result of those recognized military actions, -- which tend to destroy the will of the enemy of the support, assistance or sympathy of his allies or associates or of neutrals, or to prevent his acquisition of such support, assistance, or sympathy; or which tend to maintain, increase or create the will to victory of our own people and allies and to maintain, increase or acquire the support, assistance and sympathy of neutrals."

In order to carry out the functions set forth by the Joint Chiefs of Staff, the Psychological Warfare Staff will initiate ideas and programs of defensive and offensive psychological warfare; receive suggestions and proposals from all sources including agencies of other United Nations respecting psychological warfare, and prepare and submit suggestions, recommendations, and programs of psychological warfare to the Director of Strategic Services and/or Planning Group for Psychological Warfare.

The principal functions of the Psychological Warfare Staff are as follows:

1. To prepare the following kinds of plans for military psychological warfare: (a) an over-all strategic plan, (b) basic regional plans for areas outside the Western Hemisphere, (c) detailed plans for specific operations in these areas, (d) special operational plans. Such plans may also include recommendations to the Joint Chiefs of Staff as to the results desired in those phases of open propaganda and economic warfare which are assigned to the Office of War Information or the Board of Economic Warfare.

2. To develop and evaluate proposals for military psychological warfare activities and, if feasible and desirable, proceed with their development.

3. To accumulate, allocate and disseminate to the proper units of the Psychological Warfare Staff, to the Director, and to the Planning Group, information essential to the planning of military psychological warfare.

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[illegible]

[illegible]

California Office

[illegible] to coordinate the activities of the several units of the Office of Strategic [illegible] California, there has been established the central regional office of the Office [illegible] operations at San Francisco, California. All activities of the Office of Strategic Services, [illegible] General Order [illegible] issued December 29, [illegible], shall be under the authority of the California Office.

[illegible] attorneys groups [illegible] to inform [illegible] attention of the Office [illegible] strategic services [illegible] located in [illegible] Francisco, California. [illegible] of the [illegible] character [illegible] strategic services, [illegible] collections area:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

California Office, Continued

[illegible]

2. The establishment and maintenance of liaison with military and naval authorities.

3. The establishment and maintenance of contacts with all labor[illegible] and [illegible] organizations [illegible] in the area, which might have material of value to the Office of Strategic Services.

4. The establishment and maintenance of contacts with other governmental agencies, [illegible], and organizations as may be of service to the Office of Strategic Services.

5. To collect, evaluate and report [illegible] of an affecting the [illegible] of the Office of Strategic Services.

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02 TRAVEL

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[illegible] TRAVEL SERVICES

Additional Data Relative to Other Obligations

02 TRAVEL

[illegible] $2,700

Miscellaneous travel ($200 a month)	1,200
1 round trip to Europe-Africa theater	1,500
	$2,700

The travel indicated is necessary to place the Director and members of his staff in a position where they are able to report to the Planning Group, the expediency and thoroughness with which the plan recommended by the Joint Chiefs of Staff are being handled. Since it is also their function to keep close liaison with operating offices and agencies, which may involve contact with representatives of other United Nations Governments, $2,000 for six months is a reasonable amount for their necessary travel, which may include a trip to the Europe-Africa theater.

In order for the Coordinating Officers to contact or to visit places required in connection with their functions, it will be necessary for the Director or a member of his staff to make some trips to New York to contact [illegible], and to various other cities where [illegible] or cooperating agencies' activities are located.

[illegible] $4,400

One round trip to Europe-Africa theater	$1,500
Three inspection trips for the Planning Group 400	1,200
Trips for Planning Group to intelligence schools and agencies, 50 months for four members	1,200
One round trip to Pacific theater at 500	500
	$4,400

The importance of the Planning Group in the formulation of plans for psychological warfare for the Joint Chiefs of Staff, will make it necessary that the Director or a member of this Group make at least

[illegible] STRAT[illegible] SCHOOLS

Additional Data relative to other Obligations

[illegible] (Continued)

[illegible] (Continued

one trip to the Europe-African theater of warfare, in order to keep abreast with the activities of the military services and to study their field operations. Experience has shown that 1800 is a reasonable amount to cover such a trip.

The members of the Planning Group will use it occasion to conduct the many military camps and naval establishments in connection with an examination of the potentials of the nation. [illegible] minimum expenditure [illegible] to accurate.

[illegible] trips are [illegible] various [illegible] to the areas or [illegible] trips [illegible] four are [illegible] members fro[illegible] for two trips.

[illegible]

Four round trips to [illegible] Trips required to other [illegible] 1,500 per trip	[illegible]
For key staff [illegible] at 1,[illegible] each, [illegible] round trips at [illegible] other [illegible] low [illegible], 15 trips [illegible] 750 per trip	[illegible]
[illegible] round trip [illegible] to military [illegible] naval training camps and schools, 23 trips [illegible] 50 per trip	[illegible]
Travel of consultants, two trips per month, 1 trip [illegible] 750 per trip	[illegible]
	[illegible]
	14,590

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[illegible] STRATEGIC SERVICES

Additional Data Relative to Travel Obligations

[illegible] (Continued)

[illegible]

California Office $2,100

4 trips to San Francisco: [illegible] each	[illegible]
1 round trip to Washington (for 5 mo.)	400
Travel in California	1,000
	$2,100

In order to provide transportation for the four members of the personnel now located in the Washington Office to be transferred to the San Francisco area, it will be necessary that they be sent at an average cost of $175.

It will be necessary for the California director and at least two representatives of the Washington Office visit the six (6) state area in order to develop an understanding of administrative policy and operations and to be in a position to report to the director of Strategic Services and the Washington Office on conditions in the California area.

It will be necessary for various members of the staff to make trips to the office from time to time. Office personnel, Strategic Services and other governmental agencies in the area will need their services and it would be desirable if members of such staff offices could be in California, and to report to the central office on California office conditions. Also, it is presumed that the members of the staff of the California Office will be required to assist in relative to the [illegible] which will require travel to the [illegible] as well as any other trips that may be required to other Strategic Information required by the operations of the Office of Strategic Services.

Total - Of Travel $23,790

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[illegible]

Additional data relative to other obligations

[illegible]

[illegible]		$250
[illegible]		
cables, telegrams, and long distance calls		600
[illegible]		
[illegible] cables, telegrams, and long distance calls, $150 per month		3,000
[illegible]		
[illegible] cables, telegrams, long-distance calls, 500 [illegible] month		7[illegible]0
[illegible]		
California Office		
Telephone, [illegible] per month	[illegible]	
Telegrams and cable, [illegible] per month	[illegible]	
Other	100	
	3700	
Total - Communication services		$4,550

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OFFICE ADMINISTRATIVE SERVICES

Additional Data Relative to Other Obligations

OF RENTS AND UTILITY SERVICES

FIELD OFFICE

California Office	
Office rent, car storage and utilities	$1,200
Total - Rents and Utility Services	$1,200

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OFFICE OF ECONOMIC SERVICES

Additional Data Relative to Other Obligations

06 PRINTING AND BINDING

FIELD OFFICES

California Office	$100
Miscellaneous printing of forms, letterheads, etc.	
Total - Printing and Binding	$100

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[illegible]

[illegible] Investigations

[illegible]

[illegible] $500

[illegible] payment of expenditures on structures [illegible]

[illegible] 5,000

For the purchase of [illegible] reports, [illegible] services to [illegible] [illegible] [illegible] facsimile [illegible] [illegible] availability

[illegible]

California Office 1,500

Translations, [illegible], [illegible], [illegible], [illegible] investigations [illegible] office, reports

[illegible] $7,000

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[illegible]

Additional Data Relative to Other [illegible]

[illegible]

		[illegible]
[illegible]		
Supplies for 12 employees [illegible] per month [illegible]		[illegible]
[illegible]		
Purchase of books, [illegible], periodicals, [illegible] and maps		[illegible]
[illegible]		
Purchases of books, [illegible] materials [illegible] per month	[illegible]	
Purchase of supplies, [illegible] materials	[illegible]	
	[illegible]	[illegible]
[illegible]		
Supplies [illegible]	[illegible]	
Office supplies	[illegible]	
Books	[illegible]	
Gasoline and oil, [illegible] per month	[illegible]	
Periodicals, [illegible]	[illegible]	
	[illegible]	3,132
Total - Supplies and Materials		

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OFFICE OF STRATEGIC SERVICES

Additional Data Relative to Other Obligations

[illegible] Equipment

		$650
[illegible]		
Safes and other special equipment		200
[illegible]		
Security equipment		1,005
[illegible]		
Short-wave radio sets, to enable the members of the staff to listen to foreign broadcasts by foreign countries, including the enemy, for the purpose of obtaining ideas in planning a program	$500	
Equipment for plan testing	100	
Globes, maps, atlases, etc.	200	
Ditto duplicator	205	
	1,005	
[illegible]		4,000
California Office		
Auto	925	
Safes	400	
Office Equipment	2,675	
	4,000	
Total - Equipment		5,855

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New York Central
Adm. Services

300

300

3,000

12,750

200

300

150
30

1,120

1,[illegible]
72
100
1,[illegible]

2,370

Office equipment [illegible]
175
300
2,370

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[illegible]	No.	Amount	Amount
Clerical, [illegible] administrative [illegible]			
[illegible]			
[illegible]	[illegible]	1,440	[illegible],760
June [illegible]	[illegible]	1,440	2,880
[illegible]	[illegible]	1,440	2,880
[illegible]	[illegible]	1,440	1,440
Contingent:			
[illegible]			
[illegible]	[illegible]	1,[illegible]	[illegible],000
[illegible]			[illegible],[illegible]
			1,000
[illegible]			[illegible],100
[illegible]			15,028

Clarion.

2,300

2,000

1,800
1,800
1,800
1,800
1,300

1,020
1,020

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[illegible]
[illegible] Zormaar

[illegible] [illegible] relative to [illegible] [illegible] - [illegible] Information Office

[illegible] - [illegible]

7200

[illegible] necessary [illegible] [illegible] and other [illegible] for [illegible] and interviews.

Security Office

[illegible]
Salaries & Expenses

Additional data relative to other obligations

07	Other Contractual Services	$27,200
	Payments to investigative and credit agencies for supplementary reports on character, loyalty and credit rating of prospective employees, based on actual costs of the past several months	
08	Supplies and Materials	400
	Materials and equipment for making badges and identification cards (approx. [illegible] will be non-recurring)	
	Total Other Obligations	$27,600

Security Office

[illegible]
Salaries [illegible] Expense

[illegible] Object	No.	Amount	Amount
[illegible]			
Clerical, [illegible] Administrative [illegible] Local			
Grade 11. Range [illegible] to 41 Field Investigator	5	3,700	19,000
Grade 4. Range [illegible] to [illegible] Clerk-Stenographer	2	1,800	3,600
Grade 3. Range [illegible] to [illegible] Assist. Clerk-Stenographer Assist. Clerk-Receptionist	2 3	1,620 1,[illegible]	3,240 4,860
Grade 2. Range 1440 to [illegible] Jr. Clerk-Receptionist	9	1,440	12,960
Total Permanent,	21		43,660
			4,366
Less: Lapses	21		39,294
01 Personal Services (Annual)			
01 Personal Services (First Quarter)			9,823

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[illegible]	$100
[illegible]	$2,740

[illegible]

Additional [illegible]

[illegible]

02	Travel		$2,000
	Travel [illegible] return [illegible]	1,000	
	[illegible]	300	
	[illegible]	700	
		2,000	
03	[illegible]		100
	Estimate [illegible]		
04	[illegible]		140
	[illegible]		
		14	
06	[illegible]		150
	Estimate [illegible]		
07	Other [illegible]		[illegible]
	Estimate [illegible]		

[illegible] "on the spot" special services [illegible] photography, extra copy work, [illegible] office equipment, etc.

Foreign Offices

Australia Office

Object	No.	Amount	Amount
Professional:			
Train [illegible]	1	1,000	4,000
	1	-	4,000
01.1 Personal [illegible]	1		1,150
01.2 [illegible] and Native [illegible]			350
01 Personal Services	1		1,500

Terrel [illegible]

Australia Office
Summary

[illegible]
[illegible]

[illegible]	No.	Annual Amount	First Quarter
01 Terrel [illegible]			11,500
[illegible]			
02 Travel			2,000
03 Transportation [illegible]			150
04 Communications [illegible]			140
05 Rents [illegible]			150
07 Other contractual [illegible]			300
08 Supplies and materials			100
total [illegible]			2,740
Grand total [illegible]			4,240

Honolulu Office (Cont'd)

02 Equipment		$2,400
Basic equipment for 7 persons	11 each	1,[illegible]
1 car		[illegible]
1 safe		250
2 typewriters - 75		150
		2,450
Total Over Ceiling		14,000

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Honolulu Office

Foreign Offices

Object	No.	Amount	Amount
Professional:			
Grade 4. [illegible]	1	[illegible]	$3,000
Corresponding [illegible]	1	[illegible]	3,000
Sub-Professional:			
Jr. [illegible] Jr. Illustrator [illegible]	[illegible]	[illegible]	2,600
Clerical, [illegible]:			
Grade 10. [illegible] Jr. [illegible] Stenographer	2	5,800	11,600
Grade 10. [illegible] Senior [illegible] Stenographer	1	4,800	4,800
Grade 7. [illegible] Jr. Administrative Assistant	1	2,300	2,300
Grade 5. [illegible] Jr. Clerk-Typist [illegible]	1	2,000	2,000
Grade 4. [illegible] Asst. Clerk-Typist [illegible]	1	1,680	1,680
Total Permanent	[illegible]		30,800
Less: Lapses	[illegible]		[illegible]
01 Personal Services (Annual)	[illegible]		[illegible]
01 Personal Services (First Quarter)	[illegible]		27,800

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Foreign Offices

Chungking
Summary

[illegible]
Statics of Expense

	Object	No.	Annual Amount	First Quarter
01	Personal Services	5	16,440	13,420
	[illegible]			
02	Travel			19,160
03	Transportation [illegible]			250
04	Communication Services			130
05	Rents and Utility Services			375
07	Other Contractual Services			300
08	Supplies and Materials			1,600
09	Equipment			400
10	Miscellaneous Expense			75
	Total, Other Obligations			18,210
	Grand Total Obligations			18,330

Additional Data - continued

		London Office
08 - Supplies and Materials		27,150
Supplies for 75 people @$10.00 per person per month	12,250	
Operation and Maintenance of vehicles (2 cars @ $100.00 per month each; 2 motorcycles @$50.00 per month each	900	
Supplies for Special Activities	4,000	
Total	17,150	
09 - Equipment		46,200
Office equipment for 75 employees @ 200.00 each	15,000	
2 Motorcycles @750 each	1,500	
1 Car @1,000	1,000	
10 Safe files @200 each	2,000	
15 Typewriters @80 each	1,200	
Special equipment for Special Activities	25,000	
Total	46,200	
00 - Entertainment Expense		6,000
Total Other Obligations		132,550
Unvouchered Obligations		575,000

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Foreign Offices

London Office
(Research & Analysis Branch)

[illegible]
Clerical Expenses

Object	No.	Amount	
[illegible], [illegible]			
Clerical, Administrative and Fiscal:			
Grade 14. Range [illegible] to [illegible] Director	1	[illegible]	[illegible]
Grade 13. Range [illegible] to [illegible] Principal Field Representative	[illegible]	[illegible]	11[illegible]
Grade 12. Range 4000 to [illegible] Senior Field Representative	1	[illegible]	4,000
Grade 9. Range [illegible] to [illegible] Senior Administrative Assistant	1	[illegible]	[illegible]
Grade [illegible]. Range [illegible] to [illegible] Senior Book-Keeper	[illegible]	[illegible]	[illegible]
Grade 4. Range 1,[illegible] to [illegible] Clerk-Stenographer	[illegible]	[illegible]	[illegible]
Total Permanent			[illegible]
Less: Lapses			[illegible]
01.1 Net Permanent	[illegible]		[illegible]
01.2 Temporary Employees (Active [illegible])			[illegible]
Sub-Total			[illegible]
01.3 Living Allowance			11,[illegible]
01 Personal Services (Annual)	[illegible]		[illegible]
01 Personal Services Last Quarter			11,[illegible]

Foreign Office

London Office
(SA/O)

[illegible]
[illegible] employed

Object	No.	Amount	Amount
[illegible]			
[illegible] military personnel		[illegible]	[illegible]
Clerical, Administrative and [illegible]:			
Grade 8. Range [illegible] to [illegible] Senior Administrative Assistant	1	[illegible]	[illegible],200
Grade 7. Range [illegible] to [illegible] Junior Administrative Assistant	1	[illegible]	2,300
Grade 5. Range [illegible] to [illegible] Senior Clerk-Stenographer	[illegible]	[illegible]	4,000
Grade 4. Range [illegible] to [illegible] Clerk-Typist	3	1,800	5,400
[illegible]	7		15,900
[illegible]			1,520
Less: [illegible]			
Cl.1 Net [illegible]	7		15,600
Cl.2 Temporary Employees (Native Help)			5,000
Sub-Total	7		115,080
Cl.3 Living Allowance			9,750
Cl [illegible] Personnel Services (Annual)	7		27,430
Cl Personal Services (First Quarter)	7		[illegible],857

Foreign Offices

London Office
(SA/B)

[illegible]
Salaries & Expenses

By Object	No.-	Amount	Amount
[illegible] VIGNA, FIELD			
Clerical, Administrative and Fiscal:			
Grade 14. Range $6500 to 7700 Director	1	$6,500	$6,500
Grade 13. Range 5500 to 6400 Principal Field Representative	1	5,600	5,600
Grade 12. Range 4600 to 5400 Senior Field Representative	2	4,600	9,200
Grade 11. Range 3800 to 4600 Field Representative	4	3,800	15,200
Grade 9. Range 3000 to 3800 Senior Administrative Assistant	1	3,000	3,000
Grade 5. Range 2000 to 2800 Senior Clerk-Stenographer	[illegible]	2,000	2,000
Grade 4. Range 1800 to 2100 Clerk-Stenographer	2	1,[illegible]	3,400
Total Permanent	1[illegible]		$51,100
Less: Lapses			5,110
01.1 Net Permanent	1[illegible]		$45,990
01.2 Temporary Employees (Active Pol[illegible]			10,000
Sub-Total	1[illegible]		$55,990
01.3 Living Allowance			18,750
01 Personal Services (Annual)	1[illegible]		$74,740
01 Personal Services (First Quarter)	1[illegible]		$18,685

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Foreign Offices

London Office
(Administrative Staff)

[illegible]
Salaries & Expenses

Object	No.	Amount	Amount
PERSONAL SERVICES			
Clerical, Administrative and Fiscal:			
Grade 10. Range $4800 to $5400 Senior Administrative Officer	1	$4,800	$4,800
Grade 9. Range $3800 to $4600 Senior Administrative Assistant	1	3,800	3,800
Grade 7. Range $2800 to $3800 Junior Administrative Assistant	1	2,600	2,600
Grade 5. Range 2000 to 2800 Senior Cryptographic Clerk Senior Clerk-Stenographer (Male)	3 3	2,000 2,000	12,000 6,000
Grade 4. Range 1700 to 2150 Clerk Clerk-Stenographer	2 2	1,800 1,800	3,600 3,600
Total Permanent	16		$38,600
Less: Lapses			3,560
01.1 Net Permanent	16		32,040
01.2 Temporary Employees - Native Help			10,000
Sub-Total	16		$42,040
01.3 Living Allowance			20,000
01 Personal Services (Annual)	16		$62,040
01 Personal Services (First Quarter)	16		$15,510

Foreign Offices

London Office
(Office of the Chief)

[illegible]
Salaries & Expenses

	No.	Amount	Amount
[illegible] Direct			
[illegible]			
Personal, Administrative and Fiscal:			
Grade [illegible] [illegible] to [illegible] Director	1	8,000	$8,000
Assistant Director	1	8,000	8,000
Grade [illegible] [illegible] 4[illegible] to [illegible] Asst. to the Director	1	4,600	4,600
Grade [illegible] [illegible] to [illegible] Senior Administrative Assistant	1	[illegible], 200	2,200
Grade [illegible] [illegible] to [illegible] Junior Administrative Assistant	1	2,600	2,600
Total Personnel	4		26,400
Terminal Leave			2,640
Total Salaries	3		23,760
Cl.1 Not Permanent			5,000
Cl.2 Temporary Employees - Native Help	3		28,760
Sub-Total			3,250
Cl.3 Living Allowance	3		32,010
Cl Personal Services (Annual)			
Cl Personal Services (First Quarter)	3		8,752

Foreign Offices

London Office

SUMMARY

OFFICE OF SPECIAL PROJECTS

	Number	Annual Amount	First Quarter
C1 - Personal Services (Net)			
Office of the Chief	5	$35,010	$ 8,752
Administrative Staff	16	62,040	15,510
Liaison	3	9,150	2,287
SA/E	16	74,740	18,685
SA/G	7	27,430	6,857
Research & Analysis Branch	9	46,040	11,510
Sub-Total	56	$254,410	$63,601
Other Obligations			
C2 - Travel			$39,500
C3 - Transportation of Things			4,500
C4 - Communication Services			15,000
C5 - Rents & Utility Services			3,600
C6 - Printing & Binding			1,500
C7 - Other Contractual Services			10,100
C8 - Supplies & Materials			7,150
C9 - Equipment			46,900
C0 - Entertainment Expense			6,000
Total Other Obligations			139,550
Total Vouchered Obligations			196,151
Total Unvouchered Obligations		$1,500,000	$375,000
Grand Total Obligations			$565,151

Administrative Services

Registry Division

10,10

Travel

Additional [illegible]

[illegible] - Budget - Finance Division

Transportation of [illegible]

[illegible] and handling [illegible] for [illegible] dies, [illegible] materials, equipment, etc. 21,000

[illegible] materials

[illegible] materials for [illegible] .4 per person per month [illegible] 7,552

[illegible]

[illegible] 552

[illegible] Pictorial [illegible]

[illegible] 316,000

[illegible]

1,300

[illegible]

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[illegible]

Additional [illegible] Relative to Other Obligations
Visual Presentation Division

08 Printing and Binding	325,000
[illegible]	
09 Furniture and Materials	1,000
[illegible]	
10 Equipment	2,500
[illegible]	
[illegible]	328,500

Research [illegible] Analysis Branch

Visual Presentation Div.
(Editorial Section)

[illegible] Salaries & Expenses

Subject	No.	Amount	Amount
[illegible] V.COM, DEPARTMENTAL:			
Professional:			
Grade 4. Range [illegible] to 4600 Economic Editor	1	3,800	3,800
Grade 3. Range 3200 to 3800 Associate Economic Editor	1	3,200	3,200
Grade 2. Range 2600 to 3200 Assistant Economist	2	2,600	2,600
Grade 1. Range 2000 to 2600 Junior Economist	1	2,000	2,000
Total Permanent	5		14,200
Less: Lapses			1,420
01 Personal Services (Annual)			12,780
01 Personal Services (First Quarter)			3,195

Research [illegible] nalysis Branch

Visual Presentation Div.
(Office of Chief)

[illegible] Salaries [illegible] Expenses

Per Object	No.	Amount	Amount
[illegible] Services, Permanent:			
Professional:			
Grade 7. Range 6500 to 7500 Chief, Visual Presentation Division	1	16,500	16,500
Clerical, Administrative [illegible] Fiscal:			
Grade 11. Range [illegible] to 4600 Projection Editor	1	3,600	3,600
		3,600	3,600
Grade 9. Range 3800 to 5800 Associate Film Technician	3	13,500	13,500
Total Permanent			33,600
Less: Lapses			1,350
			32,250
01 Personal Services (Annual)			33,037
01 Personal Services (First Quarter)			

Research & Analysis Branch

Visual Presentation Division

OFFICE OF STRATEGIC SERVICES (Summary)
Salaries & Expenses

	Number	Amount	Amount
01 Personal Services (Net)	8		$6,232
Other Obligations			
06 Printing & Binding			$25,000
08 Supplies & Materials			1,000
09 Equipment			2,500
Total Other Obligations			28,500
Grand Total Obligations			34,732

OFFICE OF STRATEGIC SERVICES

Additional Data Relative to Other Obligations
For Special Information Division, Research & Analysis Branch

		$1,000
02 Travel		
For necessary travel of the Special Information Division, principally by consultants in coming to Washington, returning to their homes.		2,100
07 Other Contractual Services		
For bibliographical services provided by Legislative Reference Service @ $500 monthly	$1,500	
Photoduplication work, estimated @ $200 monthly	600	
	$2,100	
		1,275
08 Supplies and Materials		
For necessary office supplies and materials	$500	
For purchase of books, pamphlets, periodicals and similar publications	775	
	$1,275	
		500
09 Equipment		
2 typewriters @ $75 each	$150	
1 adding machine	250	
Miscellaneous	100	
	$500	
Total Other Obligations		$4,875

[illegible]

[illegible]

02 - Travel

Miscellaneous travel for consultants, including return trip of the consultant to his home in California

8 round trips per month [illegible] each for three months

[illegible]

02 - Equipment

One calculator

[illegible]

Research [illegible] Branch

Economic Division
(Shipping, International Trade Section)

[illegible] SERVICES
Salaries & Expenses

By Object		Amount	Amount
[illegible] SERVICES, [illegible] TERIALS			
Professional:			
Grade 1, [illegible] to 2010			
[illegible] Economist	1	$2,000	$2,000
Clerical, Administrative [illegible]:			
Grade 3, [illegible] 1620 to 1880			
Assistant Stenographer	1	1,620	1,620
Total Permanent	2		3,620
Less: Lapses			360
(1) Personal Services (Annual)			$3,260
(2) Personal Services (First Quarter)			$815

Research & Analysis Branch

Economics Division
(Labor Supply Section)

[illegible] STRATEGIC SERVICES
Salaries & Expenses

Object	No.	Amount	Amount
Personal Services, Permanent:			
Professional:			
Grade 6. Range [illegible] to [illegible] Chief, Labor Supply Section	1	$5,600	$5,600
Grade 2. Range [illegible] to [illegible] Asst. Economist	1	2,600	2,600
Clerical, Administrative & Fiscal:			
Grade 3. Range [illegible] to [illegible] Asst. Clerk-Stenographer	1	1,620	1,620
Total Permanent	3		9,820
Less: Lapses			980
01 Personal Services (Annual)			8,840
01 Personal Services (First Quarter)			2,210

Research & Analysis Branch

Economics Division
(Statistics Section)

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

By Object	No.	Amount	Amount
PERSONAL SERVICES, DEPARTMENTAL:			
Professional:			
Grade 6. Range $6000 to 6400			
Chief, Statistics Section	1	$5,600	$5,600
Grade 3. Range $2600 to 3000			
Associate Economist	1	3,200	3,200
Total Permanent	2		$8,800
Less: Lapses			880
01 Personal Services (Annual)			$7,920
01 Personal Services (First Quarter)			$1,980

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Research and Analysis Branch

Economics Division
(Office of Chief)

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

By Object	No.	Amount	Amount
PERSONAL SERVICES, DEPARTMENTAL:			
Clerical, Administrative & Fiscal:			
Grade 7. Range $2600 to 3200			
Jr. Administrative Assistant	1	$2,600	$2,600
Grade 5. Range $2000 to 2600			
Senior Clerk-Stenographer	1	2,000	2,000
Total Permanent	2		$4,600
Less: Lapses			460
01 Personal Services (Annual)			$4,140
01 Personal Services (Quarter)			$1,035

Research and Analysis Branch

Economics Division
(SUMMARY)

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

By Object	No.	Amount	Quarter
01 Personal Services (Net)			
Office of Chief	2	$4,140	$1,035
Military Supplies Section	4	13,680	3,420
Statistics Section	2	7,920	1,980
Labor Supply Section	3	8,840	2,210
Shipping & Int. Trade Section	2	3,260	815
	13	$37,840	$9,460
			2,050
			$11,510
01.2 Temporaries			
OTHER OBLIGATIONS			
02 Travel			$970
09 Equipment			600
Total Other Obligations			$1,570
Grand Total Obligations			$13,080

Director's Office

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

Additional Data relative to Other Obligations

02 Travel $5,275

Travel by the Director and members of his staff to various parts of the country for special conferences, etc.

Unvouchered Obligations $15,000

Director's Office

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

By Object	No.	Amount	Amount
OFFICE OF SERVICES, DEPA TMENTAL:			
Professional:			
Grade 8. Range $8000 to 9000 Special Assistant to Director	1	$8,000	$8,000
Clerical, Administrative & Fiscal:			
Grade 14. Range $6500 to $7500 Special Assistant to Director	5	6,900	34,500
Grade 13. Range $5600 to 6400 Confidential Representative of Director	3	5,600	16,800
Grade 7. Range $2600 to 3200 Translator - Interpreter	1	2,600	2,600
Grade 5. Range $2000 to 2600 Senior Clerk-Stenographer	8	2,000	16,000
Grade 4. Range $1800 to 2160 Clerk-Stenographer	2	1,800	3,600
Grade 3. Range $1620 to 1980 Assistant Clerk-Stenographer	3	1,620	4,860
Total Permanent	23		$86,360
Less: Lapses			8,636
Net Permanent (Annual)	23		$77,724
01 Personal Service (Quarter)	23		$19,431

Director's Office
SUMMARY

OFFICE OF STRATEGIC SERVICES
Salaries & Expenses

	No.	Annual Amount	First Quarter
01 Personal Services (Est)	23	77,724	19,431
OTHER OBLIGATIONS			
02 Travel			9,275
Total Other Obligations			9,275
Total Vouchered Obligations			24,706
Unvouchered Obligations			15,000
Grand Total Obligations			39,706

OFFICE OF [illegible]

Supplemental Budget Estimates [illegible]

	No. of Persons	01 Personal Services	02 Travel	03 Trans of Things	04 Communication Svs.
Director's Office	23	$19,431	$5,275	-	-
Research & Analysis					
Economics Division	13	11,510	970		-
Visual Present. Division	8	6,232	-		-
Special Information Div.	-	-	1,000		-
Field Photographic	-	-	-		-
Pictorial Records	-	-	16,000		1,500
Administrative Services					
Budget & Finance Div.	-	-	[illegible]		-
Registry Division	-	-	[illegible]		-
Foreign Offices					
London Office	55	63,601	38,500	[illegible]	15,000
Chungking Office	3	3,420	[illegible]	250	150
Honolulu Office	9	7,250	5,773	300	750
Australia Office	1	1,500	2,000	100	140
Liaison Office	-	-	500	-	-
Security Office	21	9,823	-	-	-
Oral Information	-	-	200	-	-
Special Activities					
SA/B	20	10,000	2,000	-	3,000
SA/NY	36	[illegible]	[illegible]	300	3,000

Visual Present. Division	[illegible]	[illegible]				
Special Information Div.	-	-	1,000	-	-	-
Field Photographic	-	-	-	-	-	-
Pictorial Records	-	-	16,000	-	1,500	-
Administrative Services						
Budget & Finance Div.	-	-	-	1,000	-	-
Registry Division	-	-	6,810	-	-	-
Foreign Offices						
London Office	55	63,601	38,500	[illegible]	[illegible],000	3,600
Chungking Office	[illegible]	3,420	9,160		150	[illegible]75
Honolulu Office	9	7,250	5,773		750	1,[illegible]00
Australia Office	1	1,500	2,000		[illegible]40	150
Liaison Office	-	-	[illegible]			-
Security Office	21	9,823				-
[illegible] Information	-	-	[illegible]			-
Special Activities						
SA/B	20	10,000	2,000	-	3,000	-
SA/NY-CAS	36	15,025	300	300	3,000	12,750
Sub-Total (Vouchered)	189	$147,792	$88,488	$6,450	$23,540	$18,075
UNVOUCHERED						
Director's Office						
Foreign Nationalities						
London Office						
SA/B						
SA/G						
Sub-Total (Unvouch[illegible]						
GRAND TOTAL						

OFFICE OF STRATEGIC SERVICES

Estimates for the Quarter Ending September 30, 1942

04 Communications Ext. Svc.	05 Rents & Svc.	06 Print. & Binding	07 Oth. Cont. Services	08 Supplies & Mate.	09 Equipment	00	02 - 09 Sub-Total	Grand Total
-	-	-	-	-	-	-	$5,275	$24,706
-	-	-	-	-	600	-	570	13,080
-	-	25,000	-	1,000	2,500	-	500	34,732
-	-	-	2,100	1,275	500	-	875	4,875
-	-	-	38,000	-	-		000	38,000
2,500	-	500	-	-	-			18,000
-	-	-	-	7,552	-	-		552
-	-	-	-	-	-			810
15,000	600	1,500	10,100	7,150	46,200	6,000		151
150	375	-	300	1,500	400			630
750	1,200	300	3,000	310	2,450	-		333
140	150	-	250	100	-	-		240
-	-	-	-	-	-	-		00
-	-	-	27,200	400	-	-		483
-	-	-	-	-	-	-	200	200
-	-	-	10,000	500	5,000	-	25,500	35,500

-	-	-	-	-	600	-	1,570	13,080
-	-	25,000	-	1,000	2,500	-	28,500	34,732
-	-	-	2,100	1,275	500	-	4,875	4,875
-	-	-	38,000	-	-	-	38,000	38,000
1,500	-	500	-	-	-	-	18,000	18,000
-	-	-	-	7,552	-	-	8,552	8,552
-	-	-	-	-	-	-	6,810	6,810
15,000	3,600	1,500	10,100	7,150	46,200	6,000	132,550	196,151
150	375	-	300	1,500	400	75	12,210	15,630
180	1,200	300	3,000	310	2,450	-	14,083	21,333
100	150	-	250	100	-	-	2,740	4,240
-	-	-	-	-	-	-	500	500
-	-	-	27,200	400	-	-	27,600	37,423
-	-	-	-	-	-	-	200	200
3,000	-	-	10,000	5,500	5,000	-	25,500	35,500
3,000	12,750	250	250	1,425	2,970	-	21,245	36,270
$23,540	$1[illegible]075	$27,550	$91,200	$26,212	$60,620	$6,075	$348,210	$496,002

15,000
15,000
375,000
509,087
[illegible],000,000
$[illegible].914,087
$[illegible],410,089

Budget [illegible] Division

March 25, 1943

Mr. Harold D. Smith
Director, Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

In accordance with the instructions contained in Bureau of the Budget Circular No. 415 dated March 17, 1943, there is attached in triplicate a statement showing data relative to funds required to meet increases in pay occasioned by Public Laws 894 and 821. It will be noted that no supplemental funds or appropriation will be necessary to meet these increases in pay for the Fiscal Year 1943 insofar as the Office of Strategic Services is concerned.

Should you desire further information relative to this matter, kindly advise.

Very truly yours,

William J. Donovan

Attachment

KEWoodring:vap

cc: Colonel Donovan
Commander Vanderbilt
Mr. C. W. Barnes
Mr. John A. Stacy

CONTENTS

1. Memo, Aug. 3, 1942, from WJD to Gen. Smith - Budgetary Requirements of OSS.

2. Letter, July 31, 1942, from WJD to Gen. Smith - Stating they advised it necessary have approval JCS to Budget Requirements - Refund of Budget Bureau to give OSS unexpended balance - allocation of $3,175,000 from Pres. Month Fund - - - [illegible] $2,410,000 additional, including $1,914,087 unvouchered.

3. Letter, July 29, 1942, from WJD to Harold Smith - Requesting $2,410,000 additional (this letter enclosed with above letter to Gen. Smith for approval before sending).

4. Proposed letter from Gen. Smith to Harold Smith re requesting allocation of $5,585,000. (Personnel chart attached.)

5. Memo from Freeman Lincoln to James Murphy, dated July 27 - Re necessary funds for [illegible] service and justification of same; [illegible] Douglas to Barnes.

6. Memo, July 20, 1942, from Barnes to WJD - Re additional funds for SA/B, enclosing proposed letter from Gen. Smith to Harold Smith.

7. Draft of letter, July 17, 1942, from Gen. Smith to Harold Smith - Re [illegible] allocation of unobligated COI funds to OSS, and necessary additional funds. (Revised draft also attached)

8. Letter of July 3, 1942, from WJD to Harold Smith, - re reallocation of $1,000,000 from COI unvouchered funds to OSS.

9. Letter, June 29, 1942, from WJD to Harold Smith - Stating $4,062,272 to be requirements for first quarter and requesting allocation of unexpended balances to OSS.

10. Letter, June 26, 1942, from Gen. Smith to Harold Smith - Stating unexpended balance sufficient for first quarter and requesting return to OSS of unexpended $920,000 balance of Public Bldgs. Admin. allotment.

11. Directive of Gen. Smith, June 22 - OSS to continue activities of COI.

12. Letter, June 20, 1942, from Harold Smith to WJD - Stating President's Fund will finance all but K&L, and those must come from JCS.

COORDINATOR OF INFORMATION

INTEROFFICE MEMO

FROM: William J. Donovan
Director

DATE [illegible]

TO: Brig. Gen. [illegible] Smith
Secretary, [illegible]

SUBJECT: [illegible]

(1)

[illegible]

237,[illegible].

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]

11. [illegible]

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

OFFICE OF STRATEGIC SERVICES

July 31, 1942

Brigadier General Walter B. Smith
The Joint Chiefs of Staff
Public Health Building
Washington, D.C.

Dear General Smith:

We have had several meetings with the Bureau of the Budget, and I have talked with Mr. Wayne Coy on the general budget situation of this office. The Budget Bureau is perfectly willing to cooperate and to make available additional funds which are necessary to meet our needs for the first quarter. However, Mr. Coy has advised me that it will be necessary for the Budget Bureau to have some indication of approval from the Joint Chiefs of Staff.

At the close of the fiscal year on June 30th, 1942 there were unobligated balances of allotments made for the fiscal year 1942 in the amount of about four million dollars. On June 29th we requested the Budget Bureau to make these funds available to us for operations during the first quarter. On July 18th, the

Budget Bureau notified us that our unobligated balances for 1942 would be withdrawn and not available for obligation subsequent to June 30 and advised that there would be allocated to this office from the President's Emergency Fund a total of $3,175,000 for the period beginning July 1 and ending September 30th. A copy of that letter is attached.

Since that time I have had all of our branch heads make a careful review of their minimum budget requirements for the first quarter, as a result of which it appears that we will need an additional allotment in the sum of $2,410,089, which includes $1,914,087 of unvouchered funds for the operation of SO and SI to carry out the special activities which have been assigned to those branches. I am attaching a chart breakdown of these requirements. I have written a letter to the Director of the Budget, which I am sending herewith for your approval before it is submitted.

Sincerely,

William J. Donovan
Director

July 29, 1942

Mr. Harold D. Smith, Director
Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

In order to carry on the essential functions of the Office of Strategic Services for the first quarter of the fiscal year 1943 it will be necessary that additional funds and positions be made available.

We have submitted to representatives of your office explanation and more detailed information concerning the following requirements:

01	Personal Services	$147,792
02	Travel	88,488
03	Transportation of Things	6,450
04	Communication Services	23,340
05	Rents & Utility Services	18,075
06	Printing & Binding	27,550
07	Other Contractual Services	91,200
08	Supplies and Materials	26,212
09	Equipment	60,620
00	Entertainment	6,075
	TOTAL VOUCHERED FUNDS	[illegible]

In addition to the above enumerated vouchered funds we shall require a total of $1,914,087 unvouchered funds for the operation of the special activities assigned to us.

The total additional request for the Office of Strategic Services for the first quarter is $2,410,089, which we shall appreciate your making available to us as soon as possible.

It is also requested that the number of permanent positions be expanded as follows:

All activities other than Special Activities - 189 additional
Special Activities, vouchered funds - [illegible] additional
TOTAL ADDITIONAL [illegible]

Very truly yours,

William J. Donovan

Gilbarnes:eeb

July 28, 1942

Mr. Harold D. Smith, Director
Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

In order to carry on the essential functions of the Office of Strategic Services for the first quarter of the fiscal year 1943 it will be necessary that additional funds and positions be made available.

We have submitted to representatives of your office explanation and more detailed information concerning the following requirements:

01	Personal Services	$147,732
02	Travel	32,620
03	Transportation of Things	3,450
04	Communication Services	23,540
05	Rents & Utility Services	15,073
06	Printing & Binding	27,500
07	Other Contractual Services	91,200
08	Supplies and Materials	26,212
09	Equipment	60,620
00	Entertainment	6,073
	TOTAL VOUCHERED FUNDS	$403,002

In addition to the above enumerated vouchered funds we shall require a total of $1,914,037 unvouchered funds for the operation of the special activities assigned to us.

The total additional request for the Office of Strategic Services for the first quarter is $2,410,039, which we shall appreciate your making available to us as soon as possible.

It is also requested that the number of permanent positions be expanded as follows:

All activities other than Special Activities -	189	additional
Special Activities, vouchered funds -	250	additional
TOTAL ADDITIONAL	439	

Very truly yours,

William J. Donovan

CMBennett:eb

THE JOINT CHIEFS OF STAFF
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

Mr. Harold D. Smith,
Director,
Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

The Office of the Joint Chiefs of Staff has [illegible] various aspects of the budget of the Office of Strategic Services [illegible] of the 1943 fiscal year with the Director, William J. [illegible] representatives. As a result [illegible] tion of $7,535,000 necessary [illegible] Office of Strategic Services.

It is felt [illegible] Strategic Services [illegible] is, unable initiate [illegible] in developing projects in [illegible] specifications [illegible] manually required. [illegible] important because of the emergency character of the tasks of [illegible] gency in a constantly changing war situation.

[illegible] will appreciate your making funds available to the Office of Strategic Services in accordance with the attached summary of financial requirements.

Very truly yours,

Walter B. Smith, Brig. Gen.
Secretary

cc: William J. Donovan

OFFICE OF STRATEGIC SERVICES
COORDINATOR OF INFORMATION

INTEROFFICE MEMO

FROM: J. Freeman Lincoln

DATE: July 27, 1942

TO: Mr. James Murphy

SUBJECT:

The Budget and Finance Division has requested of the Registry Division detailed budget estimates and justifications for the fiscal year 1943. These estimates are to be submitted on or before August 5, 1942.

In order for me to give intelligent estimates--with complete justification for each--as to what personnel will be necessary for the Courier Service, as well as the allotments of money for domestic and foreign travel, it will be necessary for me to know in as much detail as possible what activities Colonel Donovan has in mind for the Courier Service during the coming year.

Any information that you can give me on this subject will be appreciated.

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THE JOINT CHIEFS OF STAFF
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

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make it impossible at this time to foresee in every respect the exact nature and extent of wartime activities that will have to be undertaken by the Office of Strategic Services under the jurisdiction of the United States Joint Chiefs of Staff.

It is our understanding that there were almost adequate funds remaining unobligated July 1, 1942, in the allocations to the Coordinator of Information to carry the desired program of the Office of Strategic Services through the first quarter of the fiscal year 1943, provided all unobligated balances are reallocated to them. We will appreciate your making all such funds available to them and supplementing this amount by any required additions from the President's emergency fund.

Very truly yours,

Brig. Gen. W. B. Smith

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Sincerely yours,

William J. Donovan

June 2[illegible], 1942

The Honorable
Harold D. Smith
Director, Bureau of the Budget
Executive Office of the President
Washington, D. C.

Dear Mr. Smith:

In reply to your letter of June 20, 1942, enclosing a copy of your letter of June 20, 1942, to the Director, Office of Strategic Services, is submitted as follows:

Officials of the Office of Strategic Services have submitted details of their budget estimates for the first quarter of F. Y. 1943. It appears that, with one exception, the total amount of its present unencumbered balances will be adequate to finance all of the operations of the Office of Strategic Services, including the Special Activities (K and L programs), for that quarter.

The exception is an allotment of approximately $975,000 (of which about $925,000 remains unencumbered) made to the Public Buildings Administration for proposed construction of a new building at this site. Decision has been made to forego such construction. Accordingly, it is desired to return the unencumbered balance of the

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THE JOINT CHIEFS OF STAFF
WASHINGTON

June 22, 1942.

MEMORANDUM FOR THE DIRECTOR, OFFICE OF S[illegible]

Pending the issuance of specific instruc[illegible] to its functions the Joint Chiefs of Staff des[illegible] Office of Strategic Services continue the duties [illegible] activities of such branches and divisions of the former Office of the Coordinator of Information as have not been transferred to the Office of War Information.

This order is designed solely to clarify the relation of the Office of Strategic Services to other government agencies, to facilitate the transaction of current operations and to make possible the continuance of existing contracts and services.

W. B. SMITH,
Brigadier General, U. S. [illegible]
Secretary.

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OFFICE OF STRATEGIC SERVICES

Statement Supporting Request for Apportionments

Fiscal Year 1943

DEPARTMENTAL	No. Pos.	Allotment for 1st Quarter	No. Pos.	Allotment for 2nd Quarter	No. Pos.	Allotment for 3rd Quarter	No. Pos.	Allot for 4th Q
OFFICE OF THE DIRECTOR	32	$97,349	75	$290,820	90	$326 100	90	$98
RESEARCH & ANALYSIS BRANCH								
Office of Director	-	-	[illegible]	38,040	10	38,040	10	38
Board of Analysts	40	132,034	40	142,740	40	142,740	40	10
Economics Division	46	140,161	7	218,280	100	292,140	100	51
Geography Division	71	218,027	[illegible]	332,500	152	332,500	152	64
Psychology Division	14	52,614		70,940	32	116,360	32	57
Central Information Division	46	86,431		69,740	63	121,280	63	34
Presentation Division	39	113,784		181,820	100	272,700	100	68
Special Information Division	127	564,920		22,480	12	22,480	12	22
Historical Records Division	11	62,847		32,940	13	[illegible]	13	10
Total, Research & Analysis Br.	450	1,376,734		1,106,480	522	[illegible]	522	359
[illegible] NATIONALITIES BRANCH	28	[illegible]		[illegible],480	71	[illegible]	71	110
[illegible] DEPARTMENTAL COMMITTEE	10	[illegible]		55,580	35		35	63
[illegible] OFFICE	13	57,[illegible]		[illegible],360	16		16	10
[illegible] CITY OFFICE	[illegible]	[illegible]		[illegible],440	86		86	11
[illegible] ACTIVITIES/B	[illegible]	[illegible]		[illegible],040	[illegible]		[illegible]	10
Photographic	21	47,[illegible]		36,620	42		42	3
[illegible] ACTIVITIES/G	[illegible]	[illegible]		[illegible],260	86		86	12
[illegible] DIVISIONAL BRANCH	-			[illegible],500	18		18	5
[illegible] BRANCH								
[illegible] Director	10	25,[illegible]		[illegible],500	11		11	
[illegible] Finance Division	127	[illegible]		1[illegible],100	[illegible]		[illegible]	4
[illegible] Division	[illegible]	[illegible]		[illegible],180	[illegible]		[illegible]	1
[illegible] Division	84	[illegible]		[illegible],160	[illegible]		[illegible]	5
[illegible] Operations	63	[illegible]		[illegible],500	[illegible]		[illegible]	6
[illegible] Executive Branch	309	[illegible]		[illegible],480	[illegible]		[illegible]	21
Total, Permanent, Departmental	1013	[illegible],765,[illegible]		[illegible],[illegible],960	1[illegible]		1649	1,30
Temporary Personal Services (Quarter)		276,495		[illegible],240		[illegible]		32
1.1 Add Temporary Employees, Dept.		46,277		[illegible],000		3,[illegible]		
All Personal Services (Dept.)		[illegible]		[illegible],240		284,747		32
Other Obligations								
02 Travel		153,802		1[illegible],748		135,874		
03 Transportation of Things		4,696		48,300		48,300		
04 Communication Services		18,762		1[illegible],850		249,050		2
				33,80[illegible]		34,0[illegible]		

OFFICE OF STRATEGIC SERVICES

Statement Supporting Request for Apportionments

Fiscal Year 1943

	No. Pos.	Allotment for 1st Quarter	No. Pos.	Allotment for 2nd Quarter	No. Pos.	Allotment for 3rd Quarter	No. Pos.	Allotment for 4th Quarter	Total
	[illegible]	$[illegible]	[illegible]	$290,820	90	$326,100	90	$98,751	$813,020
				38,040	10	38,040	10	38,040	114,120
		[illegible]	[illegible]	148,740	40	14[illegible],740	40	10,706	446,220
	[illegible]	[illegible]		218,780	100	2[illegible],140	100	51,979	702,560
	[illegible]	[illegible]	[illegible]	3[illegible]	152	332,500	152	64,473	1,047,500
	[illegible]	67,678	[illegible]	76,[illegible]	32	110,360	32	57,742	231,660
	[illegible]	86,[illegible]	56	1[illegible]	63	121,280	63	34,849	252,300
istor	[illegible]	[illegible]	[illegible]	1[illegible],8[illegible]	1[illegible]	282,710	100	68,916	647,220
	[illegible]	[illegible]	[illegible]	[illegible]	12	22,480	12	22,440	672,320
istor	[illegible]	[illegible]	[illegible]	33,[illegible]	13	33,040	13	16,000	149,727
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1,472,130	[illegible]	352,135	4,774,627
lysis Br	[illegible]	[illegible]	[illegible]	[illegible]	71	213,4[illegible]	71	[illegible]	6[illegible]
ANCH	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	27,100	[illegible]		[illegible]
		[illegible]	2[illegible]	[illegible]	[illegible]	48,360	[illegible]		
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]41,44[illegible]			
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible],76[illegible]			
		[illegible]	[illegible]			[illegible]			
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible],16[illegible]			
rls.		[illegible]	[illegible]	[illegible]	[illegible]	[illegible],13[illegible]			
		[illegible]	[illegible]	[illegible],1	[illegible]	[illegible],74[illegible]			
		[illegible]	13[illegible]	[illegible],5[illegible]	[illegible]	2[illegible]			
ano		[illegible]	[illegible]	[illegible],48	[illegible]	7[illegible]			
[illegible]		[illegible]	[illegible]	[illegible],90[illegible]	[illegible]	3,[illegible]			
		[illegible]		[illegible],840		[illegible]			
ces (quarterly)		[illegible]		2[illegible],000		3,70[illegible]			
oyees, Dept.		[illegible]		1[illegible],240		[illegible]4,74[illegible]			
ces (le[illegible]		[illegible],747							
				4,748		1[illegible],[illegible]74			
		15[illegible],80[illegible]		48,300		4[illegible]		[illegible]	[illegible]
Things		4,596		27,950		240,05[illegible]		[illegible]	[illegible]
ices		1[illegible],762		73,800		[illegible]4,00[illegible]		[illegible]	[illegible]
Services		–		17,07[illegible]		27,150		[illegible],7[illegible]	76,140
ng		200		[illegible]8,24[illegible]		647,[illegible]		[illegible],241	3,[illegible],[illegible]40
Services		44,55[illegible]		[illegible],[illegible]74		470,100		[illegible]1,5[illegible]	[illegible]
[illegible]		[illegible]8,593		[illegible]		571,925		[illegible]	[illegible]

EXECUTIVE BRANCH						
Office of Director	10	25,569	11	34,520	11	34
Budget and Finance Division	127	219,469	91	175,100	91	175
Personnel Division	49	105,511	52	102,180	52	102
Registry Division	64	105,555	100	173,160	126	212
Service Operations	68	103,248	134	209,520	134	209
Total, Executive Branch	309	559,348	388	697,480	414	737
Total Permanent, Departmental	1013	2,705,860	1496	3,568,960	1649	3,924
01 Net Personal Services (Quarter)		676,465		892,240		981
01.1 Add Temporary Employees, Dept.	[illegible]	46,278		25,000		3
01 All Personal Services (Dept.)		722,743		917,240		984
Other Obligations						
02 Travel		153,809		124,748		135
03 Transportation of Things		4,596		48,300		48
04 Communication Services		13,762		197,950		249
05 Rents and Utility Services		-		73,800		94
06 Printing and Binding				17,070		23
07 Other Contractual Services		[illegible]		2,598,240		643
08 Supplies and Materials		118,593		2,514,8[illegible]		47[illegible]
09 Equipment		439,322		3,369,008		53[illegible]
Total Other Obligations		779,841		8,943,950		2,200
Total Obligations, Departmental		1,502,584		9,861,190		3,185
FIELD						
New York	120	[illegible]	280	637,500	299	666,
London	[illegible]	[illegible]	00	293,200	152	409,
Pacific Coast	[illegible]		-	-	8	27,
Hawaii	-		15	47,160	15	47,
Southwest Pacific	-		-	-	12	42,
Chungking	-		10	41,600	15	62,
Middle East	-		12	42,500	12	42,
Total Permanent, Field	[illegible]		417	1,061,960	513	[illegible],295,
01 Net Personal Services (Quarter)				265,490		324,
01.1 Add Temporary Employees, Field				40,000		30,
01 All Personal Services (Field)				305,490		354,
Other Obligations						
02 Travel				113,928		108,
03 Transportation of Things				24,300		24,
04 Communication Services				36,100		39,
05 Rents and Utility Services				32,907		33,
06 Printing and Binding				12,350		12,
07 Other Contractual Services		[illegible]		2,191,294		185,
08 Supplies and Materials		[illegible]		2,092,625		42,
09 Equipment				2,602,830		29,
Total Other Obligations		[illegible]		7,096,334		474,
Total Obligations, Field		[illegible]		7,401,824		829,
GRAND TOTAL, DEPARTMENTAL AND FIELD		$1,723,[illegible]		$17,263,014	[illegible]	$4,014,

Budget 1943 [illegible]

January 25, 1942

Mr. Harold D. Smith
Director, Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

Thank you [illegible] for your consideration the proposed appropriation language for the Office of Strategic Services for the fiscal year beginning July 1, 1942.

In those instances in which the proposed appropriation language varies [illegible] substantially different from, or in addition to, the estimates submitted to the Bureau of the Budget, the applicable [illegible] have been identified in the use of [illegible]. There is also attached for review in this regard a list of legal memory remarks relating to each of the "authorities" which have been [illegible] over and above those previously [illegible] to the [illegible] for the fiscal year [illegible].

I [illegible] to call your particular attention to the [illegible] in the proposed appropriation language [illegible] as a portion of the funds available [illegible] confidential nature. Under date of [illegible], I wrote to you requesting that the [illegible] of the current budget for this office [illegible] that "expenditures, whether for or [illegible], of a character of a confidential nature, [illegible] without regard to the provisions of law relating to the expenditure of government funds". This [illegible] wording of the current appropriation language as [illegible] made, although the matter has been further discussed between representatives of your office and personnel for this agency.

The reasons for the request were set forth in my letter of October 30. In connection with the request

for amendment of the current appropriation language and in support of the requested language for the 1943 budget, I wish to confirm the statements made to your representatives by General Counsel.

In carrying out the duties of this office as prescribed by the United States Joint Chiefs of Staff, it has been and will continue to be necessary to disregard the provisions of certain laws, violation of which might subject the responsible officers of this agency to criminal prosecution. [illegible] to your representatives, many of these [illegible] are of such a nature that it [illegible] clearly [illegible] security and [illegible] of the secret activities of this office if [illegible] are specifically [illegible] your [illegible] Counsel for this agency [illegible] solution to this problem other than to ask the President to exercise the authority [illegible] certain funds [illegible] to the provisions of [illegible] of government funds. As pointed out in my previous letter of October 30, Congress [illegible] the [illegible] appropriations, [illegible] counsel [illegible] of the President to [illegible] authority [illegible] restrictions [illegible] funds.

This situation [illegible] in [illegible] the [illegible] they must [illegible] of [illegible] of [illegible] this office confronts [illegible] officers [illegible] also all other [illegible] with the carrying [illegible] certain of its principal tasks.

It is, therefore, [illegible] that the proposed appropriation language should include the requested provision, [illegible] the current appropriation language should [illegible] accordingly.

[illegible] of this office will be pleased to discuss the proposed language with members of your [illegible] at their convenience.

Very truly you

Attachments

OFFICE OF STRATEGIC SERVICES

[illegible] APPROPRIATION LANGUAGE

(F.Y. 1944)

Salaries and Expenses: For all expenses necessary to enable the Office of Strategic Services to carry out its functions and activities, including salaries of a Director at $10,000 per annum, one Assistant Director at [illegible] per annum and four Deputy Directors at $9,000 per annum; personal services (including aliens) in the District of Columbia and elsewhere; the acceptance and utilization of voluntary and uncompensated services; the temporary employment of persons or organizations by contract or otherwise without regard to the civil-service and classification laws, section 3709 of the Revised Statutes or [the Acts of March 3, 1933, June 30, 1932 and July 31, 1894, as amended. [illegible] 55, 56 and 52]; procurement of necessary services, supplies and equipment without regard to section 3709, Revised Statutes; traveling expenses, including (1) expenses of attendance at meetings or organizations concerned with the work of the Office of Strategic Services, (2) actual transportation and other necessary expenses and not to exceed $10 per diem in lieu of subsistence of persons serving while away from their homes without other compensation from the United States, in an advisory capacity, (3) expenses outside the United States without regard to the Standardized Government Travel Regulations and the Subsistence Expense Act of 1926, as amended, or any limitation of law or regulation governing the payment of transportation and subsistence to military or naval personnel, and section 901 of the Act of June 5, 1906 (34 Stat. 2018); preparation and transportation of the remains of officers and employees who die abroad or in transit, while

in the dispatch of their official duties, to their former homes in this country or to a place not more distant for interment, and for the ordinary expenses of such interment; /allowances to employees or agents of the Office of Strategic Services or their beneficiaries, not exceeding $10,000 in any one case, when such employee or agent is killed or permanently incapacitated in line of duty and is not otherwise eligible for Federal disability and the payment of premiums to private insurance companies for group insurance policies whereby such allowances may be provided/; transfer of household goods and effects; purchase and exchange of law-books, and books of references; the rental of news-reporting services; the purchase of, or subscription to, commercial and trade reports, newspapers, and periodicals; the rendering of gratuitous services in the fields of science, education, travel and the cinema; the purchase or rental of typewriters, adding machines, and other labor-saving devices, and the repair and exchange of same; the purchase or rental and operation of photographic, reproduction, duplicating and printing machines, equipment, and devices and radio-receiving and -sending equipment and devices; the /purchase or exchange (without regard to Section 405 of the Sixth Supplemental National Defense Appropriation Act, 1942, approved April 28, 1942, and Section 6 of the War Department Civil Appropriation Act, 1943, approved April 28, 1942) and/ maintenance, operation, repair, and hire of motor-propelled or horse-drawn passenger-carrying vehicles /and vessels of all kinds including aircraft/; printing and binding; payment of living allowances, to employees with official headquarters located abroad, in accordance with the Act of June 26, 1930 (5 U.S.C. 118a), and regulations promulgated thereunder; exchange of funds without regard to Section 3651, Revised Statutes; purchase of firearms, guard uniforms, special clothing, gloves, aprons and other similar items; the free distribution,

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and authorize (1) the change of official station of employees including the movement of household effects and (2) the purchase of articles and materials of foreign origin: Provided further, that not to exceed _____ of this appropriation shall be available for objects of a confidential nature to be expended without regard to the provisions of law and regulations relating to the expenditure of government funds, under the direction of the Director of Strategic Services, and shall be accounted for solely on the certificate of the Director of Strategic Services, and every such certificate shall be deemed a sufficient accounting for the amount therein certified.

1. Proposed Language

The temporary employment of persons or organizations by contract or otherwise without regard to the civil service and classification laws, Section 3709 of the Revised Statutes or the Acts of March 3, 1893, June 30, 1932, and July 31, 1894, as amended, (5 U.S.C. 53, 59a and 62).

Explanatory Remarks

It is necessary that a waiver be granted from the restrictions contained in the Acts of March 3, 1893, July 31, 1894, as amended, and June 30, 1932, since it is necessary to frequently employ individuals or organizations for investigation work or similar duties which is presently prohibited; to employ personnel for the performance of special assignments whose total compensation inclusive of retired pay will exceed $3,000 per annum; and to hire individuals for positions to which compensation is attached when such individuals may be earning $2500 per annum in another Federal position. The nature of the functions and activities of the Office of Strategic Services makes it mandatory that individuals or organizations be employed without regard to these statutes in order that the desired objectives can be satisfactorily accomplished.

2. Proposed Language

Purchase or exchange (without regard to Section 405 of the Sixth Supplemental National Defense Appropriation Act, 1942, approved April 28, 1942, and Section 6 of the War Department Civil Appropriation Act, 1943, approved April 28, 1942) and maintenance, operation, repair, and hire of motor-propelled or horse-drawn passenger-carrying vehicles and vessels of all kinds, including aircraft.

Explanatory Remarks

It is essential that authority be granted to permit the purchase or exchange of passenger-carrying vehicles, vessels, and aircraft without regard to the limitations imposed by the acts described in the proposed language due to the need for urgent and immediate action in some cases at certain points abroad and in other cases to prepare equipment for immediate shipment abroad to meet sudden and unexpected developments occasioned by the war. The necessity for the procurement of vessels of all kinds, including aircraft, is to facilitate the execution of special operations, including subversive activities and the procurement of intelligence.

3. Proposed Language

Allowances to employees or agents of the Office of Strategic Services or their beneficiaries, not exceeding $10,000 in any one case, when such employee or agent is killed or permanently incapacitated in line of duty and is not otherwise eligible for Federal disability and the payment of premiums to private insurance companies for group insurance policies whereby such allowances may be provided.

Explanatory Remarks

Employees of the Office of Strategic Services who are engaged in performing specific assignments of a secret and hazardous nature cannot reasonably be expected to sacrifice their lives and the welfare of their dependents without being assured that compensation for injury or loss of life will be provided either to the employee or agent concerned or his beneficiary. In many instances employees or agents of the Office of Strategic Services are assigned to perform secret operations which are much more dangerous than the ordinary tasks performed by regular Government employees. These individuals or their beneficiaries should be given the measure of protection provided in this language.

4. Proposed Language

The use of and payment for compartments or other superior accommodations considered necessary by the Director of Strategic Services or his delegated representatives for security reasons or the protection of highly technical and valuable equipment.

Explanatory Remarks

It is frequently necessary for the Director of Strategic Services to dispatch an employee in connection with the transportation of secret documents or technical and valuable equipment which cannot be shipped or transported by the usual facilities. The use of compartments or other superior accommodations greatly facilitates the required protection for security reasons of documents and technical equipment as well as providing a means whereby valuable and sensitive equipment may be properly transported at Government expense. This additional authority is particularly necessary in view of the fact that the Office of Strategic Services has a relatively large complement of Military and Naval personnel attached to the organization, and these officials frequently perform the type of travel which requires the use of superior accommodations in order to satisfactorily accomplish the assigned missions.

5. Proposed Language

Payment to employees stationed abroad of amounts representing losses due to appreciation of foreign currencies in their relation to the American dollar in accordance with the Act of March 26, 1934, (U.S.C. Supplement 4, Title 5, Section 113-C).

Explanatory Remarks

Authority is desired to permit the payment to employees stationed abroad of such amounts as represent the actual losses occasioned to the employee due to the appreciation of foreign currencies in their relationship to the American dollar. The equitableness of such a provision was recognized by the passage of the Act of March 26, 1934, but to-date the Office of Strategic Services has not, due to the absence of any affirmative indication as to its authority, made payment to its employees for such losses.

6. Proposed Language

The Director of Strategic Services may cause to be credited to current appropriations and/or funds amounts donated to the Office of Strategic Services on behalf of the War Effort or received from the sale of property to, or services performed for, other Government agencies and individuals or firms.

Explanatory Remarks

In view of the authority of the Director of Strategic Services to make gratuitous contributions in the fields of education, science, etc., it may become advisable or necessary to accept donations by individuals or organisations who are interested in assisting in the war effort. It is desired that funds currently made available to the Office of Strategic Services be augmented or replenished by the amounts of such donations. Receipts obtained from the sale of property or services performed by units of the Office of Strategic Services for individuals or firms can be utilized in connection with the payment of salaries of employees or the procurement of additional supplies and equipment if such receipts can be credited to current appropriations. It is particularly desirable that receipts obtained for the services rendered by the Field Photographic Division of the Office of Strategic Services be used to replenish funds used by that division in payment for the salaries of employees and the costs of materials and supplies used in connection with the work performed. The authority requested in this language is similar to that which is granted to all independent establishments and agencies in connection with the rendition of services or the transfer of supplies and materials in the performance of work for other Government agencies.

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April 29, 1943

Mr. Harold D. Smith
Director, Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

There is enclosed a Request for Revision of Apportionment, Treasury Form No. 2, supported by OEM Form 608, indicating that the estimated requirement of funds for the Office of Strategic Services for the Fourth Quarter of the Fiscal Year 1943 will be $11,938,400 rather than the amount originally apportioned for the Fourth Quarter, or $7,156,800.

The requested increase in the Fourth Quarter apportionment amounts to $4,781,600 made up on the basis of the following items:

01 Personal Services $71,600

It is estimated that an additional amount of $14,230 will be required for the commencement of operations by the newly organized Subject Indexing Unit of the Interdepartmental Committee and the amount of $57,370 will be required to cover personal service obligations of the Counter-Intelligence Division, S. I. Branch, for the period ending June 30, 1943.

02 Travel $40,000

Recent developments with respect to the obligation of funds for defraying expenses of Army and Navy personnel traveling for the OSS indicate the requirement of not less than $40,000 additional under this item.

03 Transportation of Things

No change.

04 Communication Service $105,000

The Budget for the Counter-Intelligence Division of the S. I. Branch contemplates the payment of very large communication charges on a share basis with the British in connection with the joint operations carried on between New York and London. The total estimated to defray this item of expense is $105,000.

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1943

October 30, 1942

Hon. Harold D. Smith, Director,
Bureau of the Budget,
Washington, D. C.

Dear Mr. Smith:

Your office now has under review the proposed 1943 Budget of this office.

In connection with this budget, the proposed appropriation language contains authority for the expenditure of the funds allocated without regard to the provisions of certain statutes therein specified, irrespective of whether or not the expenditures are made out of so-called vouchered or unvouchered funds which may be allocated to this office.

In addition the President has, by Executive Order No. 9241, issued September 1, 1942, extended to this office the provisions of Executive Order No. 9001 with respect to all contracts entered into by this office relating to the prosecution of the war. This order also applies to all expenditures to be made by this office from funds allocated under its 1943 budget whether or not the expenditures are for objects of a confidential nature.

I am advised by counsel:

(a) That in his opinion an expenditure of funds, even for objects of a confidential nature, in disregard of any Federal Statute which this office is not specifically authorized to disregard in the appropriation language, is not authorized.

(b) That every expenditure of this office, even for objects of a confidential nature, in disregard of any statutes from the operations of which we are not specifically exempted by the appropriation language would not only constitute a violation of law but also would subject the responsible officers of this office to criminal prosecution and penalty under the applicable provisions of law.

(c) That in order to facilitate the effective functioning of this office in the prosecution of the war, it is necessary that the appropriation language should state that expenditures, heretofore or hereafter made, for objects of a confidential nature, may be made without regard to the provisions of law relating to the expenditure of Government funds.

I am further advised by counsel that it is frequently necessary for him to advise operating officers of this agency that proposals for immediate action requiring the expenditure of funds for objects of a confidential nature are in violation of law.

In this connection I am advised that the Appropriation Act creating the Emergency Fund for the President specifically authorizes the President to make funds available "without regard to the provisions of law regulating the expenditures of Government funds," but that any such waiver shall not be exercised by any agency "unless the allocation to such agency or subsequent action of the President in connection therewith permits any such waiver to be availed of."

Congress also has recognized the necessity for such blanket waivers in the case of other appropriations, notably the Military Appropriation Act of 1942 (55 Stat. 366) and the Third Supplemental National Defense Appropriation Act of 1942 (Public Law 353 - 77th Congress, Ch. 591 - 1st Session) wherein the appropriation was stated to be "for such military uses as the Chief of Staff may determine to be necessary, to be expended at his discretion, notwithstanding any other provision of law," and also the appropriation to the Coordinator of Inter-American Affairs, providing in substance that corporations created by the Coordinator primarily for operation outside the continental United States shall determine the manner in which their expenses shall be paid without regard to the provisions of law regulating the expenditure, accounting for, and audit of Government funds (Public Law 678, 77th Congress, Ch. 524 - 2nd Session).

It is therefore requested that the appropriation language of the budget for this office should state that expenditures, heretofore or hereafter made, for objects of a confidential nature, may be made without regard to the provisions of law relating to the expenditure of Government funds.

I would appreciate your careful consideration of this request, since experience has shown that this matter, unless corrected, may well impair the effective functioning of this office in carrying out the tasks which have been assigned to it.

Very truly yours,

William J. Donovan
Director

February 1, 1943

Brigadier General John R. Deane
Joint U.S. Chiefs of Staff
Public Health Building
Washington, D. C.

My dear General Deane:

I enclose (1) memorandum of supplemental request to the Budget for period January 1 to June 30, 1943;

(2) copy of budget;

(3) proposed draft of approval by you.

I have already sent to you copy of a letter to the Director of the Budget under date of January 18, 1943.

This supplemental budget is now before the Bureau and I hope that you will feel able to advise us that it meets with your approval.

Sincerely,

William J. Donovan
Director

February 1, 1943

MEMORANDUM TO JOINT CHIEFS OF STAFF

Re: Supplemental Request to Bureau of the Budget.

1. There is attached a copy of a supplemental budget proposal for the Office of Strategic Services for the period January 1 through June 30, 1943, for the following operations:

Planning Group
Psychological Warfare Planning Staff
Coordinating Office
California Office

together with a copy of a transmittal letter to the Bureau of the Budget.

2. It should be noted that no additional funds are requested, but authority to employ an additional 112 persons to staff the offices mentioned above is necessary since the previous number of employees authorized by the Bureau of the Budget for the Office of Strategic Services is inadequate to perform the additional functions.

3. We would appreciate your advising us whether these requirements meet with your approval.

William J. Donovan
Director

Attachments.

THE JOINT CHIEFS OF STAFF
Washington

DRAFT OF PROPOSED LETTER RE BUDGET

February 1, 1943

William J. Donovan, Director
Office of Strategic Services
Washington, D. C.

Dear Colonel Donovan:

Your letter of January 18, 1943 to the Director, Bureau of the Budget requesting authority [illegible] 112 additional persons and to effect a [illegible]ion of funds within the Office of Strategic [illegible] to finance the programs of the four opera-[illegible] included in the supplemental budget proposal [illegible] been reviewed. The Joint Chiefs of Staff approve of the additional employees requested and will be pleased to have you so inform the Bureau of the Budget.

1943

August 25, 1942

MEMORANDUM TO THE WRITER OF THE JOINT CHIEFS OF STAFF

From: William J. Donovan

There is transmitted herewith a copy of the proposed budget for the Office of Strategic Services for the fiscal year 1943. A provision of the United States Joint Chiefs of Staff has been approved by the Bureau of the Budget prior to its submission to Congress.

Funds heretofore made available to this office will be adequate through September, 1942 only, and additional allocations must be based upon the approved budget. No final determination has been reached as to the manner in which this office will be financed. It is expected, however, that Congressional approval will be obtained.

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THE JOINT CHIEFS OF STAFF
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

FROM: C. W. Barnes DATE: July 23, 1942

TO:

SUBJECT: Budget Estimates for Fiscal Year 1943.

We have been advised by the Bureau of the Budget that it will be necessary for us to submit budget estimates for the fiscal year ending June 30, 1943, with justifications, to the Bureau of the Budget on or before August 15, 1942 for consideration and subsequent submission to the Congress for appropriate legislation.

It is therefore requested that you submit to the Budget and Finance Division as soon as possible, but not later than August 5, 1942, detailed estimated budget requirements for the _____, with justifications, for the fiscal year 1943, without regard to the positions approved or the funds received for the first quarter of the 1943 fiscal year. Adjustments will be made at a future date with respect to the amounts expended during the first quarter of the current fiscal year. After your estimates and justifications have been received and examined by this Division, and prior to the final consolidation and submission to the Budget Bureau of all the estimates and requirements for the organization as a whole, a review of your budget will be conducted by the Budget Committee of the Office of Strategic Services, at which time you and members of your staff designated by you will be given the opportunity to explain further the various items included therein.

In the preparation of the budget, justification statements must be prepared supporting the estimates and outlining the broad objectives of the Branch, in addition to the specific duties and functions of each Division and Section.

Personnel and other obligational requirements for all new activities or projects contemplated during the fiscal year 1943 should be completely outlined so that the Office of Strategic Services will be in a position to request funds to provide for the operation of such activities or projects. A comprehensive statement of necessity is required by the Budget Bureau for all proposed expansions above the 1942 base. A complete justification for all objects of expenditure should be furnished. This justification should show for the various items the method used in determining requirements, with particular emphasis on (1) travel, showing in as much detail as possible the total number of persons traveling and the total amount of money required, and (2) special

(1567)

projects, showing for each project (a) a brief description, (b) the purpose and method, and (c) what organizational unit or division will operate it.

In addition to the foregoing estimates and justifications there should be included a summary statement showing the accomplishments for your Branch during the Fiscal Year 1942. Specific items, such as the total number of maps compiled, the number of charts made, the number of transcriptions prepared, the number of contracts awarded, or the number of research activities completed, as of June 30, 1942, should be shown to provide some measure of the volume of work.

If the activities of your Branch include direct cooperation with any other governmental agencies, you should outline the type of such cooperation, listing the other agencies of the work done by the other agencies for the Office of Strategic Services. The prospect of further cooperation with the other agencies should be explained, together with an explanation of any working relationship you might have with the State, War, Navy, or other Departments or establishments.

All information contained in, or submitted with budget estimates is to be classified as "Secret" and will be handled accordingly.

There should be attached to your budget estimates the following types of charts: (1) Functional-organizational chart showing the functions of your various offices, divisions and/or sections. (2) A comparative personnel chart showing the number of positions by grades, salaries and titles for the 1942 and 1943 fiscal years. This comparative chart should be prepared in a manner similar to those which were furnished your office with the budget estimates previously submitted to the Bureau of the Budget for the fiscal year 1943. The 1942 personnel figures should be based on the personnel actually on duty as of June 30, 1942.

There should be attached to your budget estimates a complete list of your personnel on duty as of August 1, 1942, by divisions, sections or other organizational units, and also by position, grade and salary, and a separate schedule showing personnel actions pending. Before recording the net personal services on your summary of personnel requirements there should be deducted the estimated savings due to the delay in filling new positions. In view of the fact that the estimates will be based on the entire fiscal year requirements, it is recommended that the lapses constitute 25% of the excess of the 1943 estimates over the total annual salaries as of June 30, 1942.

(1567)

The estimated personnel requirements for the fiscal year 1943 should include the number of positions by grade, title and salary, grouped by organizational units within each division. The list of personnel requirements should reflect the total number of positions requested and the total of annual salaries involved. Funds necessary for temporary personnel, including consultants, should be shown as a separate item and included in the total amount requested for personal services, as reflected by your summary of personnel requirements. In the preparation of budget estimates consideration should be given to all the listed classes in order that the estimates will be complete and the possibility of overlooking any requirements may be eliminated.

Your estimates and justifications should be prepared in sextuplicate, the original and four clear carbon copies should be submitted to the Budget and Finance Division and the fifth copy should be retained for your files. Forms 11 (Revised) and 12 (Revised), which are to be used as original sheets only, can be secured from the Budget and Finance Division upon request. In order to conserve the forms and make the copies legible it is requested that all carbon copies be made on onion-skin paper.

Representatives of the Budget and Finance Division will be available on call to assist you in any way with the preparation of your estimates. It is requested that you utilize this service in order that someone within the Budget and Finance Division will be currently informed as to the status of your budget until its final submission.

It is most essential that your budget be submitted on or before the date requested in order that it may be analyzed and reviewed before the budget hearing within the Office of Strategic Services. After all hearings have been completed, the Budget and Finance Division is charged with the responsibility of consolidating all estimates, completing justifications, and preparing the budget in the form required for submission to the Bureau of the Budget.

(1567)

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THE JOINT CHIEFS OF STAFF
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

FROM: C. W. Barnes DATE: July 23, 1942

TO:

SUBJECT: Budget Estimates for Fiscal Year 1943.

We have been advised by the Bureau of the Budget that it will be necessary for us to submit budget estimates for the fiscal year ending June 30, 1943, with justifications, to the Bureau of the Budget on or before August 15, 1942 for consideration and subsequent submission to the Congress for appropriate legislation.

It is therefore requested that you submit to the Budget and Finance Division as soon as possible, but not later than August 5, 1942, detailed estimated budget requirements for the _____, with justifications, for the fiscal year 1943, without regard to the positions approved or the funds received for the first quarter of the 1943 fiscal year. Adjustments will be made at a future date with respect to the amounts expended during the first quarter of the current fiscal year. After your estimates and justifications have been received and examined by this Division, and prior to the final consolidation and submission to the Budget Bureau of all the estimates and requirements for the organization as a whole, a review of your budget will be conducted by the Budget Committee of the Office of Strategic Services, at which time you and members of your staff designated by you will be given the opportunity to explain further the various items included therein.

In the preparation of the budget, justification statements must be prepared supporting the estimates and outlining the broad objectives of the Branch, in addition to the specific duties and functions of each Division and Section.

Personnel and other obligational requirements for all new activities or projects contemplated during the fiscal year 1943 should be completely outlined so that the Office of Strategic Services will be in a position to request funds to provide for the operation of such activities or projects. A comprehensive statement of necessity is required by the Budget Bureau for all proposed expansions above the 1942 base. A complete justification for all objects of expend[illegible] ture should be furnished. This justification should sho[illegible] for the various items the method used in [illegible]ining re[illegible] ments, with particular emphasis on (1) [illegible]owin[illegible] much detail as possible the total numb[illegible] t[illegible] and the total amount of money re[illegible]ci[illegible]

(1567)

projects, showing for each project (a) a brief description, (b) the purpose and method, and (c) what organizational unit or division will operate it.

In addition to the foregoing estimates and justifications there should be included a summary statement showing the accomplishments for your Branch during the Fiscal Year 1942. Specific items, such as the total number of maps compiled, the number of charts made, the number of transcriptions prepared, the number of contracts awarded, or the number of research activities completed, as of June 30, 1942, should be shown to provide some measure of the volume of work.

If the activities of your Branch include direct cooperation with any other governmental agencies, you should outline the type of such cooperation, listing the other agencies of the work done by the other agencies for the Office of Strategic Services. The prospect of further cooperation with the other agencies should be explained, together with an explanation of any working relationship you might have with the State, War, Navy, or other Departments or establishments.

All information contained in, or submitted with budget estimates is to be classified as "Secret" and will be handled accordingly.

There should be attached to your budget estimates the following types of charts: (1) Functional-organizational chart showing the functions of your various offices, divisions and/or sections. (2) A comparative personnel chart showing the number of positions by grades, salaries and titles for the 1942 and 1943 fiscal years. This comparative chart should be prepared in a manner similar to those which were furnished your office with the budget estimates previously submitted to the Bureau of the Budget for the fiscal year 1943. The 1942 personnel figures should be based on the personnel actually on duty as of June 30, 1942.

There should be attached to your budget estimates a complete list of your personnel on duty as of August 1, 1942, by divisions, sections or other organizational units, and also by position, grade and salary, and a separate schedule showing personnel actions pending. Before recording the net personal services on your summary of personnel requirements there should be deducted the estimated savings due to the delay in filling new positions. In view of the fact that the estimates will be based on the entire fiscal year requirements, it is recommended that the lapses constitute 25% of the excess of the 1943 estimates over the total annual salaries as of June 30, 1942.

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THE JOINT CHIEFS OF STAFF
WASHINGTON

August 3, 1942

Hon. William J. Donovan, Director
Office of Strategic Services
Washington, D. C.

Dear Colonel Donovan:

Your letter of July 29, 1942 to the Director Bureau of the Budget requesting additional funds for the first quarter of the fiscal year 1943 in the amount of two million four hundred ten thousand eighty nine dollars ($2,410,089) for operations of the Office of Strategic Services has been reviewed. The Joint Chiefs of Staff approve of the additional allotment in that amount and will be pleased to have you so inform the Bureau of the Budget.

Your proposed letter to the Director of the Bureau of the Budget is returned herewith.

For the U. S. Joint Chiefs of Staff:

William D. Leahy

Admiral, U.S. Navy,
Chief of Staff to the
Commander-in-Chief of the Army and Navy.

May [illegible]

[illegible]

[illegible] Strategic Services [illegible] first quarter [illegible]

[illegible]

[illegible]	[illegible] Services	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible] Services	[illegible]
[illegible]	[illegible] Services	16,07[illegible]
[illegible]	[illegible]	37,[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	26,31[illegible]
[illegible]	[illegible]	60,1[illegible]
[illegible]	[illegible]	5,07[illegible]
		[illegible]

[illegible] special activities [illegible]

[illegible] Strategic [illegible] quarter [illegible] which we shall [illegible] available to [illegible] as soon as possible.

[illegible] requested that the number of permanent [illegible] as follows:

[illegible] Special Activities – [illegible] additional
[illegible] – 250 additional
[illegible]

Very truly yours,

William J. Donovan

[illegible]

THE JOINT CHIEFS OF STAFF
OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

MEMORANDUM

FROM: Dr. G. A. Barnes DATE: July [illegible], 1[illegible]

TO: Major General W. J. Donovan

SUBJECT: Restrictions on Budget Bureau

[illegible] the Bureau of the Budget has been restrictive with funds for the Office of Strategic Services in that there has been a clear statement from the U. S. Joint Chiefs of Staff to the Budget Bureau [illegible] [illegible] in [illegible].

In regard to situation, [illegible] I have a draft in hand to the effect that Colonel Hunton, be dispatched from the U. S. Joint Chiefs of Staff to see Bureau of the Budget, after which we must contact the Budget Bureau relative to our needs.

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ESTIMATED OBLIGATIONS TO BE INCURRED
DURING THE FISCAL YEAR ENDING JUNE 30, 1943

Special Activities - Bruce
Office or Division

OBJECT	ESTIMATE 1943	REMARKS
01 Personal Services - Net	$ [illegible]	
OTHER OBLIGATIONS		
02 Travel	175,000	
03 Transportation of Things	45,000	
04 Communication Services	450,000	
05 Rents and Utility Services	280,000	
06 Printing and Binding	[illegible],000	
07 Other Contractual Services	[illegible]	
08 Supplies and Materials	[illegible],000	
09 Equipment	[illegible],000	
Total Other Obligations (02 through 09)	$ [illegible]	
Grand Total Obligations	$ [illegible]	

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[illegible] 1943

[illegible]

Object of Expenditure	Vouchered	Unvouchered
[illegible] Personal Service (net)	$1,[illegible],300	$ 2,500,000
02- Travel	100,000	275,000
03- Transp. of Things	15,000	30,000
04- Communications	400,000	50,000
05- Rent and Utilities	150,000	30,000
06- Printing & Binding	20,000	60,000
07- Other Contractual Serv.	1,000,000	9,977,300
08- Supplies and Materials	11[illegible]	[illegible],000
09- Equipment	500,000	[illegible],000
TOTALS	[illegible],309,300	$14,797,300

Commissioner of Internal Revenue
Form 11 (Revised)

ESTIMATED OBLIGATIONS TO BE INCURRED
DURING THE FISCAL YEAR ENDING JUNE 30, 1943

Special Activities - Bruce
Office or Division

OBJECT	ESTIMATE 1943	REMARKS
01 Personal services (Net)	$ 3,505,300	
(OTHER OBLIGATIONS)		
02 Travel	375,000	
03 Transportation of Things	45,000	
04 Communication Services	450,000	
05 Rents and Utility Services	180,000	
06 Printing and Binding	80,000	
07 Other Contractual Services	10,327,300	
08 Supplies and Materials	140,000	
09 Equipment	3,000,000	
Total Other Obligations (02 through 09)	$ 14,597,300	
Grand Total Obligations	$ 18,102,600	

Coordinator of Information
Form 11 (Revised)

Page____of____Pages

ESTIMATED REQUIREMENTS FOR PERSONAL SERVICES

FOR THE FISCAL YEAR ENDING JUNE 30, 194__

Special Activities (Office or Division) W.I. (Section or Unit)

Title of Position (Civil Service)	Grade	No. of Positions	Average Salary	Total	Remarks
01.1 Permanent Employees					
Director, Secret Intelligence Service	CAF-8	1	$8,000	$ 8,000	
Assistant Director, Secret Intelligence Service	CAF-7	2	6,500	13,000	
Division Chief	CAF-7	6	6,500	39,000	
Pr. Research Technician	CAF-6	6	5,600	33,600	
Sr. Research Technician	CAF-5	12	4,600	55,200	
Assoc. Research Technician	CAF-3	15	3,200	48,000	
Asst. Research Technician	CAF-2	20	2,600	52,000	
Jr. Research Technician	CAF-1	10	2,000	20,000	
Pr. Administrative Officer	CAF-13	6	5,600	33,600	
Sr. Administrative Officer	CAF-12	8	4,600	36,800	
Administrative Officer	CAF-11	8	3,800	30,400	
Sub-total	XXXX		XXXX	369,600	
Adm. Promotions under Pub. 200	XXXX	XXXX	XXXX		
Total Permanent Employees	XXXX		XXXX		
01.2 Temporary Employees	XXXX		XXXX		
01		Personal Services (NET)			

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REQUESTED FUNDS FOR 1943

R and L

Object of Expenditure	Vouchered	Unvouchered
01- Personal Service (net)	$1,000,300	$ 2,500,000
02- Travel	100,000	275,000
03- Transp. of Things	15,000	30,000
04- Communications	400,000	50,000
05- Rents and Utilities	150,000	30,000
06- Printing & Binding	20,000	50,000
07- Other Contractual Serv.	1,000,000	9,327,300
08- Supplies and Materials	115,000	25,000
09- Equipment	500,000	2,500,000
TOTALS	$3,300,300	$14,797,300

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REQUESTED FUNDS FOR 1943

K and L

Object of Expenditure	Vouchered	Unvouchered
01- Personal Service (net)	$1,005,300	$ 2,500,000
02- Travel	100,000	275,000
03- Transp. of Things	15,000	30,000
04- Communications	400,000	50,000
05- Rents and Utilities	150,000	30,000
06- Printing & Binding	20,000	80,000
07- Other Contractual Serv.	1,000,000	9,327,300
08- Supplies and Materials	115,000	25,000
09- Equipment	500,000	2,500,000
TOTALS	$3,305,300	$14,797,300

ESTIMATED CLEARANCE TO BE INSCRIBED
BELOW BY FISCAL YEAR ENDING JUNE 30, 1953

[illegible]
OFFICE OF DIRECTOR

ESTIMATE
FOR 2

COMMENTS

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OFFICE OF STRATEGIC SERVICES

SUMMARY OF BUDGET [illegible]

QUARTER - FISCAL YEAR [illegible]

	No. of Pers[illegible]	01 Personal Services	02 Travel	[illegible]	[illegible] Operation [illegible]	05 Rents & Utilities Services
Director's Office	[illegible]	[illegible]	[illegible]		-	-
Research and Analysis [illegible]						
Research of Analysis	[illegible]	[illegible]	[illegible]		-	-
Economics Division	[illegible]	[illegible]	[illegible]		-	-
Geographic Division	[illegible]	[illegible]			-	-
Foreign Area Division	[illegible]	[illegible]			-	-
Central Information Division	[illegible]	[illegible]			$519	-
Special Information Division	[illegible]	[illegible]			400	-
Visual Information Division	[illegible]	[illegible]			919	
Sub-Total	[illegible]	[illegible]				
[illegible]	[illegible]	[illegible]		[illegible]	750	
[illegible]	71	[illegible]		-	75	-
[illegible]	26	[illegible]	[illegible]	5,000	2,500	[illegible]
[illegible]	37	[illegible]	[illegible]	3,000	2,500	[illegible]
Administrative Services						
Executive Officer	11	[illegible]	-	-		-
[illegible] Finance	195	70,935	[illegible]	[illegible]		-
Personnel Division	60	[illegible]	500	-		-
Registry Division	70	27,675	3,310	-		-
Sub-Total	339	133,870	3,810	[illegible]		
Foreign Offices	72	85,996	57,433	5,150	17,040	[illegible],825
Liaison Office	16	[illegible]	500			-
Security Office	40	16,408	2,500	-	1,500	-
Open Information	16	[illegible]	-		-	2,125
[illegible] Activities						
[illegible]	[illegible]	-	-	-	-	-
SA/O	114	-	-	-	-	-
SA/NY - CAS	36	15,025	300	300	3,000	[illegible]
Sub-Total	450	[illegible]	300	300	3,000	[illegible]

[illegible]							-
[illegible]							-
[illegible]					[illegible]		-
[illegible]					[illegible]	34,500	200
[illegible]					2,500	6,500	1,000
[illegible]		[illegible]	20,000	3,000			
[illegible]						-	-
[illegible]		[illegible],245		[illegible]000		-	2,000
[illegible]		76,935				-	250
[illegible]		28,025				-	-
[illegible]		27,675				-	[illegible]
[illegible]	339	138,[illegible]				6,325	1,800
Sub-Total							
Foreign Officer	78					-	-
Liaison Office	16					-	-
Security Office	40	1[illegible]				2,125	-
Oral Information	16	9,6[illegible]					
Special Activities						-	-
SA A	500	-				-	-
SA B	114	-				12,750	250
SA IV - CAS	36	15,[illegible]5				12,750	250
Sub-Total I	450	15,[illegible]5	30			-	
[illegible]	-	55,000				[illegible]2,700	$30,40
Sub-Total (Vouchered)	$1,079	$790,143	$16[illegible]				
Unvouchered							
Director's Office							
Foreign Nationalities							
Foreign Officer (London)							
SA B							
SA G							
Sub-Total (Unvouchered)							
GRAND TOTAL							

OF STRATEGIC SERVICES

MARY OF BUDGET ESTIMATES

[illegible] FISCAL YEAR 194[illegible]

	05 Rents & Ut. Services	06 Printing & Binding	07 Other Contr. Services	08 Supplies & Materials	09 Equipment	[illegible]	02 - 09 Sub-Total	Grand Total
	—	—	—	—	—	—	$7,27[illegible]	$50,216
	—	$600	—	$1[illegible]	$[illegible]	—	2,735	46,198
	—	—	—	75[illegible]	1,000	—	1,270	47,775
	—	—	—	60	—	—	1,950	49,249
	—	—	—	100	—	—	450	12,575
	—	1,000	—	2,075	275	—	1,10[illegible]	[illegible]
	—	17[illegible]	$1,100	7,000	10,0[illegible]	—	2,274	[illegible]
	—	25,3[illegible]	14,[illegible]	10,275	15,775	—	64,650	[illegible]7
	—	26,9[illegible]	16,750				15,7[illegible]	[illegible]
	—						43,625	50,840
[illegible]	—	—	21,0[illegible]	15,375	3,0[illegible]	—	2,350	[illegible],500
[illegible]	—	—	—	375	—	—	7[illegible]	[illegible]
[illegible]	—	[illegible]	60,[illegible]	100,000	71,475	—	10[illegible]	[illegible]
500	$4,500			5,[illegible]	5,[illegible]			
500	6,50[illegible]	[illegible]	60,[illegible]					[illegible]
					—	—	55,327	13[illegible],262
		—		14,55[illegible]	10,000	—	1,750	59,775
500		[illegible]	5,775	—	1,000	—	13,310	40,985
	—		—	—	—	—	70,687	209,567
[illegible]	—	[illegible]	5,775	[illegible],510	11,000			
,040	[illegible]825	1,300	13,050	10,060	49,550	$6,075	167,583	253,579
						—	500	12,325
—	—	—	—	—	—	—	31,600	48,008
—	—	—	27,[illegible]	400	—	—	3,030	12,660
,500	—	—	[illegible]	3[illegible]0	—			
[illegible]	2,125	—	[illegible]	[illegible]	—	1[illegible],[illegible]	[illegible]	[illegible],000
—	—			1,[illegible]	2,970	[illegible]	[illegible]	[illegible]71,770
3,000	12,750	[illegible]	[illegible]	1,[illegible]	2,970			15,000
3,000	12,750	[illegible]	[illegible]	$161,[illegible]	$162,170	[illegible],541,67[illegible]	$1,[illegible]	$[illegible]

							[illegible]	[illegible]
							[illegible]	[illegible]
							[illegible]	[illegible]
							[illegible]	141,[illegible]
							[illegible]	5,545
							[illegible]	[illegible]
							[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			[illegible]	[illegible]
[illegible]	3,825	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	209,567
							167,[illegible]	253,579
3,500							[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	[illegible]			31,[illegible]	[illegible]
			[illegible]	[illegible]			2,030	12,660
[illegible]	16,755					135,500	[illegible]	135,500
[illegible]	16,755				[illegible]	[illegible]	900,000	900,000
					[illegible]		21,245	36,270
					[illegible]	1,035,5[illegible]	1,056,745	1,071,770
	[illegible]							75,000
			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
								15,000
								15,000
								775,000
								359,087
								1,650,000
								$2,914,087
								[illegible],595,059

Budget and Finance Division
July [illegible], 1948

OFFICE OF [illegible] SERVICES

SERVICE [illegible] OF BUDGET ESTIMATES

FIRST QUARTER - FISCAL YEAR [illegible]

04 Communication Services	05 [illegible] & Util. Services	06 Printing & Binding	07 Other Cont. Services	08 Supplies & Materials	09 Equipment	00	08 - 09 Sub-Total	Grand Total
-	-	-	-	-	-	-	37,275	856,216
-	-	3,000	-	3100				69,188
-	-	-	-	-				[illegible]
-	-	-	-	750		-		[illegible]
-	-	-	-	50				[illegible]
-	-	1,000	-	100				[illegible]
[illegible]	-	185	30,195	9,075				[illegible]
[illegible]	-	[illegible]	14,[illegible]	7,300				[illegible]
[illegible]	-	26,800	16,750	10,075				[illegible]
[illegible]		-	21,250	15,775				
[illegible]		-	-	[illegible]				[illegible]
[illegible]	34,[illegible]	200	68,000	[illegible]				[illegible]
[illegible]	[illegible]	1,000	60,000	[illegible]				[illegible]
[illegible]		-	-	-				[illegible]
[illegible]	-	2,000	5,775	15,5[illegible]				[illegible]
-	-	250	-	-				[illegible]
5,[illegible]	-	-	-	-		-	[illegible]	40,985
21,500	-	[illegible]	5,775	[illegible]	[illegible]	-	70,057	209,567
17,040	5,325	1,300	13,050	10,060	49,550	36,075	167,583	253,579
-	-	-	-	-	-	-	500	12,325
1,[illegible]	-	-	27,200	400	-	-	31,600	48,008
130	2,125	-	125	300	-	-	3,030	12,660
-	-	-	-	-	-	135,500	135,500	135,500

	[illegible]	36,668
	[illegible]	147,194
	[illegible]	[illegible],057
	[illegible]	[illegible],566
	[illegible]	56,246
	[illegible]	26,520
	[illegible]	315,625
	[illegible]	141,320
	[illegible]	6,54[illegible]
-	55,327	[illegible]
-	[illegible]	
-		
-		
-		
36,375		
-		
-		
-		
[illegible]35,500		
[illegible],000		
-		
[illegible],035,500	1,0[illegible]	
-		
[illegible],041,575	[illegible]	

[illegible]nd Finance Division
[illegible], 1942

	Personnel	Services	Supplies	Equipment	Travel	Other	Total
Director's Office	[illegible]	$[illegible],341	$7,27[illegible]		-	-	
Research and Analysis Branch							
Board of Analysis	54	63,403	2,299		-	-	$49[illegible]
Economics Division	60	46,306	1,979	-	-	-	
Geography Division	36	47,299	299	-	-	-	
Psychology Division	14	12,035	400	-	-	-	
Central Information Division	56	25,557	-		-	-	1,00[illegible]
Special Information Division	202	137,520	3,156	-	$519	-	1[illegible]
Visual Presentation Division	51	42,547	5,000	$200	400	-	25,3[illegible]
Sub-Total	629	356,717	11,379	200	919	-	26,90[illegible]
Interdepartmental Committee	13	7,221	2,000	1,200	750	-	
Foreign Nationalities	31	23,570	2,[illegible]	-	75		
Field Photographic	28	13,010	50,[illegible]	[illegible]	[illegible]00	34,[illegible]	20[illegible]
Pictorial Records	87	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1,00[illegible]
Administrative Services							
Executive Officer	11	[illegible]	[illegible]		-		[illegible]
[illegible] and Finance	198	70,331	[illegible]				[illegible]
Personnel Division	60	[illegible]	[illegible]			-	[illegible]
Registry Division	70	27,675	2,312			-	[illegible]
Sub-Total	339	133,8[illegible]	9,610	2,[illegible]	[illegible]	-	[illegible]
Foreign Offices	78	85,990	57,433	5,150	17,040	6,325	1,8[illegible]
Liaison Office	16	12,325	500	-		-	
Security Office	40	16,403	2,500	-	1,500	-	
[illegible]	16	9,630	300	-	[illegible]	[illegible]	
Special Activities							
SA/B	300	-	-			-	
SA/G	114	-	-				
SA/NY - CAS	30	15,[illegible]				2,[illegible]	2[illegible]
Sub-Total	450	15,[illegible]	3			12,[illegible]	2[illegible]
Temporaries	-	35,000	-				
Sub-Total (Vouchered)	$1,679	$790,143	$10[illegible]	[illegible]	[illegible]	$32,[illegible]	$32,4[illegible]
Unvouchered							
Director's Office							
Foreign Nationalities							
Foreign Offices (London)							
SA/B							
SA/G							
Sub-Total (Unvouchered)							
GRAND TOTAL							