



SECRET

OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NUMBER 1-6

ORGANIZATION  
6 June 1969

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

1. Effective this date, the [ ] Division is established within the Deputy for Operations, Office of Special Activities. 25X1
2. Effective this date, [ ] is designated Chief, [ ] Division, Deputy for Operations. 25X1
3. Effective this date, [ ] is reassigned to the [ ] Division, Deputy for Operations. 25X1

[ ]  
Brigadier General, USAF  
Director of Special Activities

SECRET

DIRECTIVES

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 1-5



ORGANIZATION  
27 MAY 1969

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

Effective this date and until further notice, the Intelligence Division is assigned as a staff element under the Director of Special Activities.

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Brigadier General, USAF  
Director of Special Activities

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 1-5-4

ORGANIZATION  
25 JANUARY 1968

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

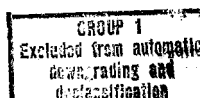
The Comptroller is the adviser to the Director of Special Activities in all matters involving resources, fiscal, and personnel policies and procedures. Accordingly, recommendations submitted to the Director of Special Activities for approval should be routed through the Comptroller for his coordination or comments when such recommendations involve resources or personnel policies or the expenditure of funds.

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JOHN PARANGOSKY  
Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 1-5-3

ORGANIZATION  
23 NOVEMBER 1966

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

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Brigadier General [redacted] (Air Force retired)  
is employed by OSA in a contract capacity. It will be  
the responsibility of [redacted] Chief, Personnel  
Division, OSA, to handle the details in the administration  
of the various aspects of his contract. In this respect  
any travel, advance of funds and the like for General  
[redacted] will be accomplished only after coordination  
with [redacted].

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[redacted]

JOHN PARANGOSKY  
Deputy Director of Special Activities

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GROUP 1  
Excluded from automatic  
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declassification

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OFFICE OF SPECIAL ACTIVITIES  
PROJECT HEADQUARTERS DIRECTIVE  
NO. 1-5-1

ORGANIZATION  
20 JULY 1966

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

1. A reorganization of the various Divisions and Components within the Office of Special Activities has been effected as of this date. This reorganization affects both Headquarters and Field Units and has been approved by the DD/S&T. Approval of the slots noted on the organization charts by name and the authorized grade for each slot is still being reviewed by DD/S&T, and we expect approval in the near future.

2. Copies of the new organization reflecting these changes and the overall structure of the Office of Special Activities are attached.

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JOHN PARANGOSKY  
Acting Director of Special Activities

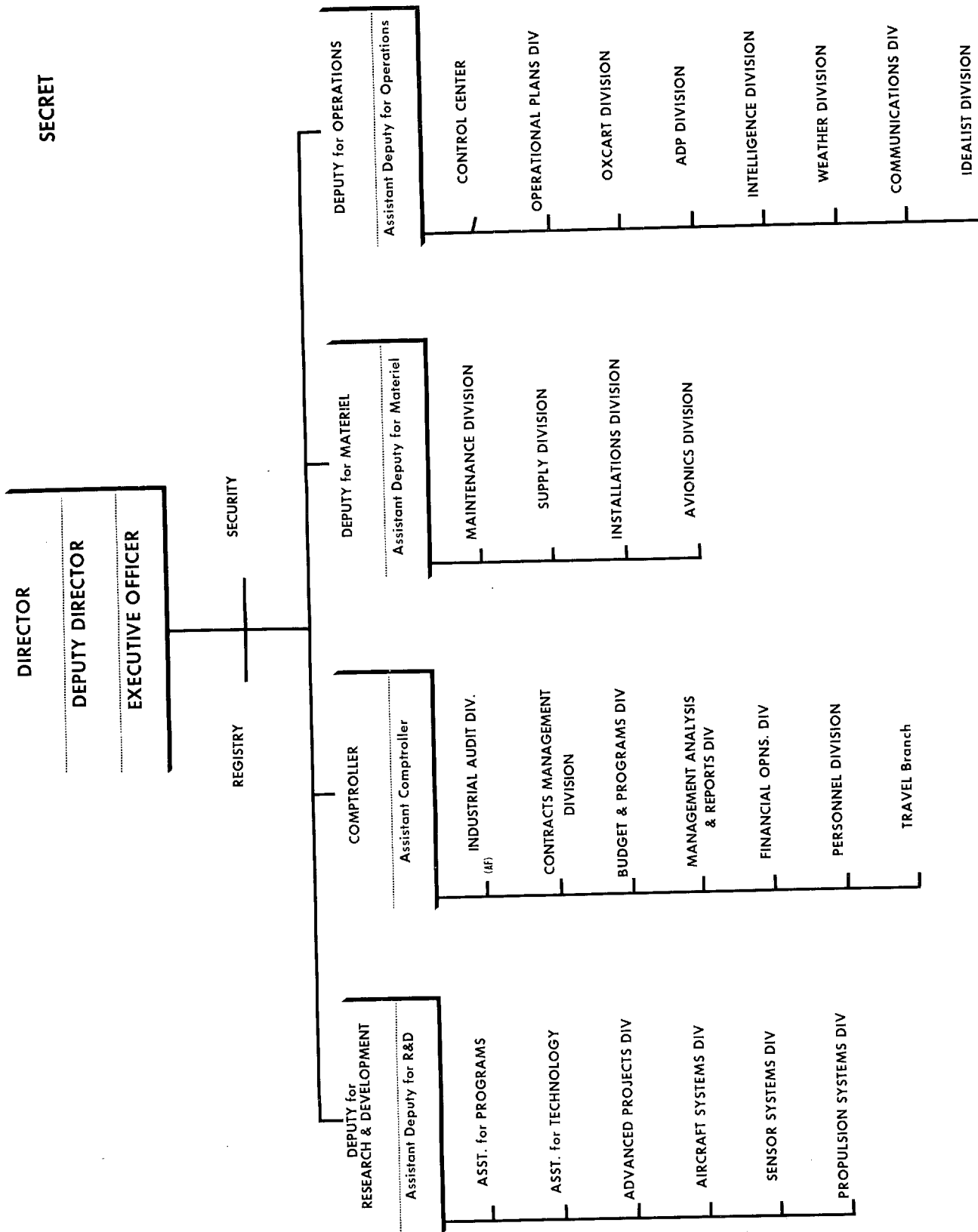
Attachments -  
As Stated

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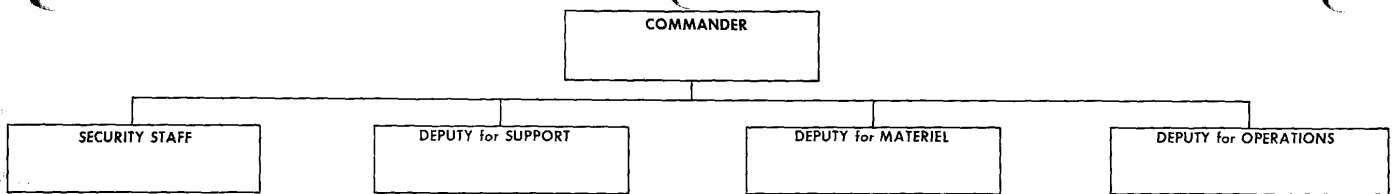
# HEADQUARTERS Office of Special Activities

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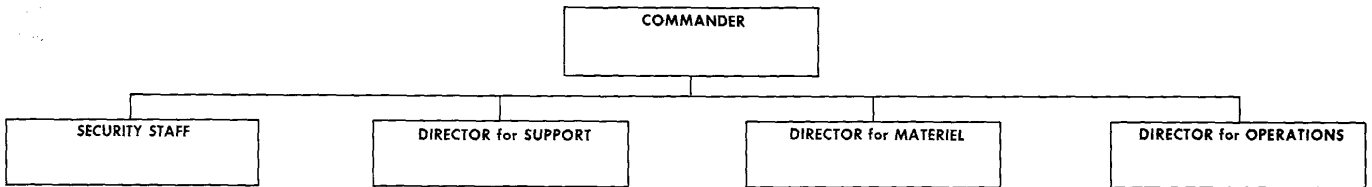


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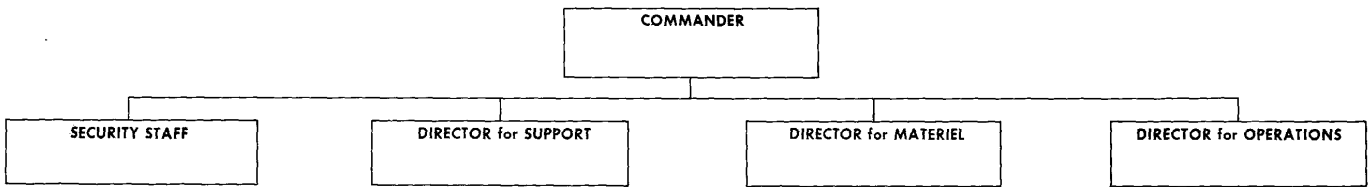




**EDWARDS**



**STATION H**



**U.S. FIELD**

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**FOREIGN FIELD**



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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 1-94

ORGANIZATION  
1 OCTOBER 1965

ESTABLISHMENT OF THE IDEALIST CONFIGURATION EVALUATION BOARD

1. The purpose of the IDEALIST Configuration Evaluation Board is to maintain the common interest in, and find solutions to, problems related to the configuration and associated systems employed by the IDEALIST U-2's, to insure maximum effectiveness of the program. To this end, the responsibilities of the IDEALIST Configuration Evaluation Board include the following:

a. Provide a mechanism for the fullest participation in project systems by all authorized parties.

b. Become thoroughly acquainted with existing configuration and systems on board, or available systems capable of being employed.

c. Constantly review the configuration and systems in design, proposed, or planning stage, and monitor the test results to insure that original specifications are adhered to, or that when modifications are effected, such modifications are in the best interest of the program and requirement.

d. Determine the deficiencies in existing configuration and systems, if any, and make recommendations to correct the deficiencies where possible.

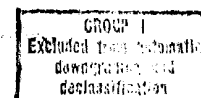
e. Provide general specifications for new configurations, and new defensive and collection electronic equipment, which would enhance the over all capability and survivability of the collection platform.

f. Monitor the results of both the collection and defensive equipment, noting any deficiencies and recommend procedures for correction when the equipment malfunctions or appears to be inadequate for any reason.

g. Free and full interchange among all departments authorized to participate in information, which has utility for collection and defensive equipment relating to the IDEALIST Program is essential. This includes

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OSA HQS. NOTICE NO. 1-94

Page 2

intelligence information, and information on internal and external collection research, and defensive systems research programs.

2. PARTICIPATION: [redacted] is designated as Chairman and [redacted] as his alternate. 25X1  
Appropriate members will be nominated from the following Divisions and Branches as permanent members or consultants:

IDEALIST Division, OSA  
Communications & Field Electronics Division, OSA  
Intelligence Division, OSA  
Materiel Division, OSA  
Plans Division, FA/OSA  
Programs Staff, OSA (Consultant)  
Photographic Specialist, D/TECH, OSA (Consultant)  
Analysis Division, OEL (Consultant)  
Air Systems Division, OEL (Consultant)  
Defensive Systems Division, OSI (Consultant)  
Security Staff, OSA (Consultant)

Additional participation by others within CIA and occasional consultants from other agencies may be advisable and may be invited by any member, subject to the approval of OSA Security member and notice to the Chairman.

3. REPORTS: The Chairman of the Configuration Evaluation Board will designate a secretariat for the purpose of preparing reports. The results of each meeting will be prepared in writing and will encompass the nature of the meeting, record of attendance by each permanent member and a review of the findings of the Board for the enlightenment of the Director of Special Activities and the Deputy for Field Activities, OSA. Each member shall receive a copy of the Board's report for his record, reference and possible action.

[redacted] 25X1

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[redacted] JACK C. LEDFORD  
Brigadier General, USAF  
Director of Special Activities

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**S E C R E T**

DEVELOPMENT PROJECTS DIVISION  
DPD HQS NOTICE NO. 1-13

ORGANIZATION  
16 April 1962

**DELEGATION OF AUTHORITY**

1. The Director of Central Intelligence has delegated to the Deputy Director of Central Intelligence all authorities vested in the Director by law or by virtue of his position as Director of Central Intelligence and head of the Central Intelligence Agency, including, but not limited to, the certification authority set forth in section 8(b) of the Central Intelligence Agency Act of 1949, as amended, except for any authorities the delegation of which is prohibited by law.

2. All other delegations of authority currently in force remain valid to the extent they are not inconsistent with this delegation.

3. For your information all correspondence prepared for the signature of the Deputy Director of Central Intelligence shall be as follows:

A. Approvals and/or Concurrences within the Agency:

Deputy Director of Central Intelligence

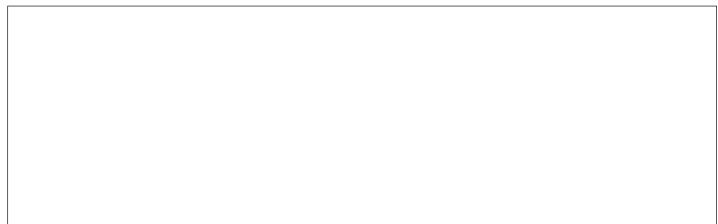
B. Memoranda within the Agency:

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director of Central Intelligence

C. Correspondence going outside the Agency:  
(Must be typed on his official letterhead paper)

Marshall S. Carter  
Lieutenant General, USA

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 5-5-5

PUBLICATIONS

RESCISSION: OSA HQS NOTICE 5-5-3 dated 5 December 1969

PUBLICATION PROCUREMENT

1. The Agency's expenditures for publications, books, magazines and other periodical subscriptions have been increasing steadily during recent years. The Executive Director-Comptroller, CIA, directed that offices curb this steady increase and establish new procurement procedures.

2. POLICY

Only those publications may be purchased which are absolutely essential in support of OSA operations.

3. PROCEDURE

a. A separate form 1395 is required for each publication being procured.

b. A brief statement should be placed on the face of form 1395 explaining the requirement for the publication and forwarded to Registry Branch for final processing. The signature of the Chief or in his absence the Deputy Chief of each major component within OSA will be required for validation of purchase orders for publications.

c. Registry Branch will retain the pink copy as chrono reference file.

4. AUTHORITY

The Director of Special Activities, or the Executive Officer, OSA, is delegated authority to approve purchase requests for publications.

5. REGULATORY PROCEDURES

An annual review and revalidation of all publications by the D/SA will be conducted prior to renewal of publications through CRS/ADD/DDI.

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 5-5-5

PUBLICATIONS  
Page 2

RESCISSION: OSA HQS NOTICE 5-5-3 dated 5 December 1969

6. Attached for ready reference is a list of publications presently authorized and distributed to components within OSA. Recipients of such material should establish a central reference point within their offices and make available items which may be desired by other components within OSA. This arrangement will preclude the necessity of duplicating items currently being received.

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Director of Special Activities

Attachment:  
As stated

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TITLE	NBR OF CYS REC'D	OFFICE
ADMINISTRATIVE MGT	1	RMO
AEROSPACE DAILY	1	DSA
AIR ALMANAC	2	IDEA
A. F. MAGAZINE	2	D/OPS; DET "H"
A. F. REGISTER VOL I	1	DSA
A. F. REGISTER VOL II	1	DSA
AIRLINE MGT & MARKETING	1	DET "H"
AIRMAN'S INFO MANUAL	1	CC
ARMED SERVICES PROCUREMENT REG	1	CMD
AVERAGE MONTHLY WEATHER OUTLOOK	1	WEA. DIV
AVIATION WEEK & SPACE TECH.	3	DD SA; D/OPS; DET "H"
BRIEFING PAPERS	1	CMD
CHINA PICTORIAL	1	INTEL
CHINA RECONSTRUCTS	1	INTEL
CIVIL SERVICE JOURNAL	1	PD
CQ	1	COMMO
DATA SEMICONDUCTOR DIODE & SCR DATA	1	COMMO
DATA TRANSISTOR DATA BOOK	1	COMMO
DECISIONS OF THE COMP GEN OF THE U.S.	1	BFD
DEP. OF DEF TELEPHONE DIRECTORY	17	RB One for Div.
EEE ELECTRONIC EQUIP ENGINEERING	1	DET "H"
ELECTRONIC NEWS	1	DET "H"
ELECTRONICS	1	COMMO
FED. COMMUNICATIONS COMMISSION RULES & REGS (VOLUME 4)	1	COMMO
FLYING	1	D/OPS
GAO MANUAL FOR GUIDANCE	1	BFD



GOV. CONTRACTOR	1	CMD
GOV. CONTRACTS REPORTS	2	IAD; CMD
GOV. CONTRACTS-LAW ADMIN & PROCEDURES	1	CMD
GRAZIANO'S TARIFF	1	"H"
HOTEL & MOTEL REDBOOK	1	TB
IEEE SPECTRUM	1	COMMO
IEEE TRANSACTIONS-COMMO TECH	1	COMMO
INSTRUMENT & APPARATUS NEWS	1	COMMO
JANE'S FIGHTING SHIP	1	INTEL
JANE'S ALL WORLDS AIRCRAFT	1	INTEL
LOCATION IDENTIFIERS	1	CC
NEW YORK TIMES DAILY	2	INTEL; DSA
NEW YORK TIMES SUNDAY	1	INTEL
NEWSWEEK	1	INTEL
OFF AIRLINE GUIDE-AIR CARGO	1	TB
OFF AIRLINE GUIDE-INTERNATIONAL QRE	4	1-BFD; 3-TB
OFF AIRLINE GUIDE N. AMERICAN QRE	4	1-BFD; 3-TB
OFF GUIDE OF THE RAILWAYS	1	TB
PEKING REVIEW	1	INTEL
QST	4	COMMO; FIELD STATIONS
RADIO ELECTRONIC MASTER	1	COMMO
RAND McNALLY ROAD ATLAS	1	TB
TECHNOLOGY REVIEW	1	AAPS
TELECOMMUNICATIONS	1	COMMO
TIME	1	INTEL
J.S. GOV. ORGANIZATION MANUAL	1	INTEL

S. NEWS & WORLD REPORT	2	INTEL; DET "H"
ALL STREET JOURNAL	3	CMD;IAD; DSA
ASHINGTON POST DAILY	1	INTEL

DEPARTMENT OF DEFENSE TELEPHONE DIRECTORY DISTRIBUTION:

ONE COPY TO THE FOLLOWING:

---

DSA - GEN BEVAN

DSA - FLO

D OPS

INTEL

CC

IDEA

RB

SS

COMMO

CMD

BFD

SAS

WX

IAD

AMS

AAPS

DM

PD MIL PERS IS ON MMPD'S LIST

OFFICE OF SPECIAL ACTIVITIES  
PROJECT HQS DIRECTIVE NO 5-5-5

PUBLICATIONS  
28 May 1971

RECISION: OSA Hqs. Directive 5-5-1 dated 3 February 1966

1. Effective with Directive 5-5-4, the Registry Branch, OSA, will maintain a register, and will be responsible for assigning numbers to Headquarters OSA Directives and Notices. These numbers will be in agreement with and follow the basic category numbers and subjects assigned to Agency Regulatory Issuances as follows:

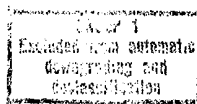
<u>Category Number</u>	<u>Subject</u>	<u>Category Number</u>	<u>Subject</u>
1	Organization	45	Logistics
5	Publications	50	Operations-General
7	Management	60	Liaison
10	Security	70	Records and
15	Medical		Correspondence
18	Training	90	Communications
20	Personnel	110	Dispatches
22	Travel	230	Plans, Programs,
23	Differentials and		and Projects
	Allowances	240	Cover
30	Financial	300	Administrative
31	Audit		Memorandums

2. The basic category or series number will be followed by another number which will reflect the project or program to which the Directive or Notice applies and a number given to each chronologically as published as listed below:

- 5 Applies as general information for all projects.
- 10 Applies to IDEALIST activities.
- 20 Applies to OXCART activities.
- 30 Applies to ISINGLASS. (retired)
- 40 Applies to

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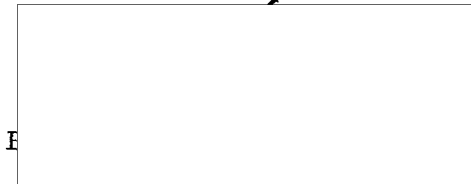
RECISION: OSA Hqs. Directive 5-5-1 dated 3 February 1966

Example:

OSA Project Hqs. Directive No. 50-10-1  
(50 - Operations) - (10 - IDEALIST) - (1 - Numerical Sequence)

OSA Notice No. 20-5-1  
(20 - Personnel) - (5 - All Programs and Personnel) - (1 -  
Numerical Sequence)

3. All existing Directives and Notices will remain in effect with present numbering until they can be reviewed.



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OSA

PHD No 5-5-2

AQUI-0133-70

Copy 1 of 8

14 October 1970

MEMORANDUM FOR: See Distribution

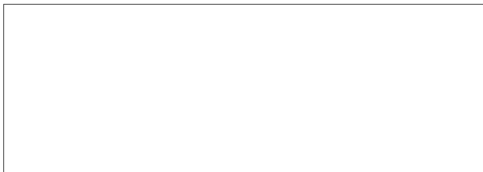
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SUBJECT: Project [ ] Directives

For your information and effective immediately, all Project Headquarters Directives pertaining to the operation of Project [ ] will be designated with the following series of numbers:

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OSA PROJECT HEADQUARTERS DIRECTIVE 50-40



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AQUI/O/OSA/[ ]:js (14 Oct 1970)

Distribution:

- 1 - COMPT/OSA
- 2 - AQUI/O/OSA
- 3 - D/O/OSA
- 4 - D/SA
- 5 - SS/OSA
- 6 - D/M/OSA
- 7 - D/R&D/OSA
- 8 - RB/OSA

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 7-5-2

MANAGEMENT  
2 JUNE 1971

RECESSION: OSA HQS NOTICE 7-1-69 Dated 16 April 1969

MODEL 3600 III XEROX OPERATING INSTRUCTIONS

1. On normal workdays the Xerox machine will be set up prior to 0800 hours and shut down at 1630 hours. After normal duty hours and on weekends and holidays, the key to the machine may be obtained from the GSA guard. Individuals are required to sign for the key upon receipt and to return the key to the guard when finished. NOTE: Personnel who intend to operate the Model 3600 III on such occasions should attend instruction classes presented by OSA, SPS or OEL Key Operators upon request.

2. The following setting-up procedures apply:

a. Unlock and raise the top cover located on the right side of the machine.

b. Press the MAIN POWER ON button, then lower and secure the top cover.

c. Press the POWER ON button on the front panel. The Model 3600 III will begin its warm-up period.


d. The warm-up period takes up to five minutes, during which period the NOT READY light is on.

e. After the warm-up period, the NOT READY indicator will go out and the READY indicator will light up. Now the Model 3600 III is ready to reproduce copies.

3. DO NOT ADJUST ANY SWITCHES, BUTTONS or DIALS under the top cover. They are adjusted ONLY BY AUTHORIZED XEROX PERSONNEL. Only the MAIN POWER ON button is to be touched by the operator. Unnecessary or unauthorized adjustments may cause poor quality of copies and may possibly put the machine out of commission.

4. Upon completion, turn the MAIN POWER button to OFF and secure the top cover and return the key to the guard. The operator is responsible for the security of the Xerox room before departing.

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Executive Officer Comptroller  
Office of Special Activities



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IDEALIST/

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PROJECT HEADQUARTERS  
DIRECTIVE NO. 7-10-1

RESEARCH AND DEVELOPMENT  
(MANAGEMENT)  
12 SEPTEMBER 1966

MANAGEMENT OF U-2R PROGRAM DURING DEVELOPMENT STAGES

1. PURPOSE:

- a. To establish procedures for control and management of the U-2R program during development and flight test.
- b. To establish the procedures necessary to configure the U-2R aircraft to insure maximum effectiveness.
- c. To establish coordination and control necessary for flight test.
- d. To establish a security system within the current IDEALIST security system to apply during development and flight test phase of the U-2R program.
- e. To establish procedures for the gradual inclusion of U-2R assets into operational configuration.

2. SCOPE: These procedures apply to:

- a. Development of basic U-2R airframe, propulsion, and ancillary systems.
- b. Flight test of the U-2R aircraft.
- c. Configuration of basic airframe and systems to be employed therein.

3. RESPONSIBILITIES: Responsibility for the U-2R Development Program rests in the U-2R Executive Committee for Development, chaired by the D/R&D/OSA (Project Manager) and comprised of a member from D/M/OSA, and D/OPS/OSA. (COMPT/OSA, and SS/OSA will act as advisors to this Committee.) The responsibilities of the U-2R Executive Committee for Development include, but are not limited to the following:

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IDEALIST [REDACTED]

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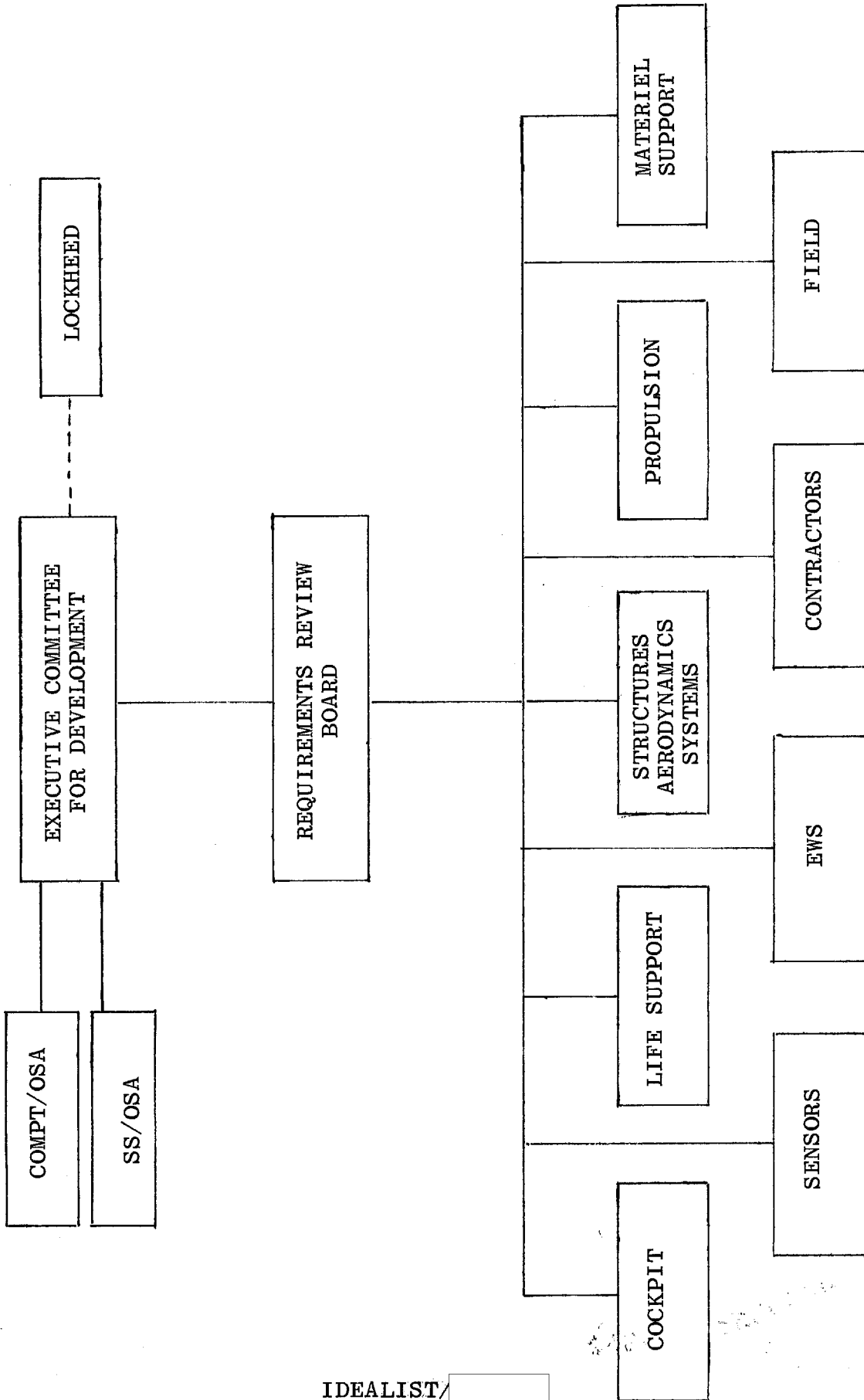
- a. To provide a mechanism by which an effective control and management can be maintained in the U-2R Development Program.
  - b. Provide a mechanism for participation in the U-2R Program Development by all authorized parties.
  - c. To provide appropriate points of interface with the USAF/AFRDR in matters of U-2R development.
4. PROCEDURES: The U-2R Executive Committee for Development will:
- a. Establish a U-2R Requirements Review Board to review configuration, systems, equipments and modification proposals submitted during development and test phases of the U-2R program. This Board will be chaired by D/M/OSA and be comprised of member(s) from D/R&D/OSA, D/OPS, LAC, COMPT/OSA, SS/OSA and other components within the Agency such as OEL, ORD, OSI, etc., as required. The Board will possess authority to approve (or disapprove) configuration requirements which would not violate the integrity of the basic U-2R airframe, propulsion system and vehicle performance. The U-2R Executive Committee for Development will be kept advised of such decisions on a current basis. In instances where major configurations or changes affecting vehicle performance become involved and are considered essential by its chairman, the Requirements Review Board will refer approval to the U-2R Executive Committee for Development.
  - b. To establish working groups to review in a more narrow scope configurations, systems, equipments, etc., as they may apply to a particular working groups' specialized area, e.g., electronics, cockpits, fuselage, etc. The working groups would examine configuration proposals very closely and make recommendations to the Requirements Review Board for decision. A typical example of a working groups' composition is that established for the cockpit, chaired by SAS/D/OPS/OSA with members being

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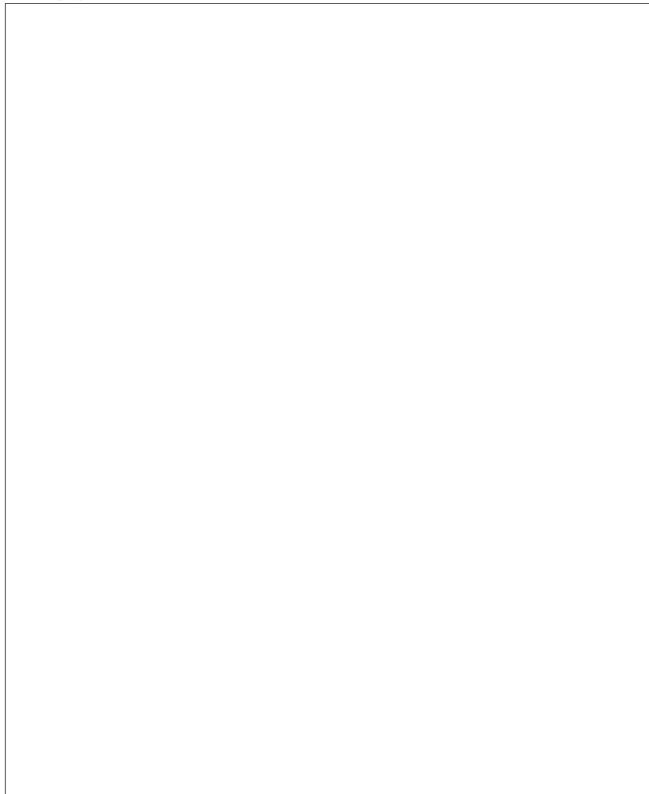
U-2R PROGRAM MANAGEMENT  
UNDER DIRECTOR OF SPECIAL ACTIVITIES



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CONCUR:



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IDEALIST/[ ] 25X1

Agency pilots, LAC representatives, and D/R&D Life Support, with representatives AFRDR may nominate.

- c. All proposals, modifications, procedures, etc., recommended by the Board will be submitted to the Director of Special Activities for approval.
- d. The U-2R Executive Committee for Development will establish and maintain a standard configuration control chart for the U-2R.
- e. The U-2R Executive Committee for Development chairman will keep the D/SA and DD/SA advised, on a current basis, on progress during U-2R Development and Flight test.

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Colonel USAF  
Director of Special Activities

Distribution:

- 1 - D/OSA
- 1 - DD/OSA
- 1 - D/R&D/OSA
- 1 - D/O/OSA
- 1 - D/MD/OSA
- 1 - Compt/OSA
- 1 - Asst Compt/OSA
- 1 - SS/OSA
- 1 - Contracts/OSA
- 1 - OEL 10-10-66
- 1 - D/ORD
- 1 - D/OSI
- 1 - DD/S&T
- 1 - D/RECON, CIA

IDEALIST/[ ] 25X1  
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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 7-5-1

MANAGEMENT  
8 NOVEMBER 1966

PROCEDURE FOR COLLECTING & SUPPLYING  
CONTRACTUAL DATA FOR THE MANAGEMENT  
INFORMATION SYSTEM (MIS)

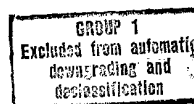
1. GENERAL

- a. In response to a requirement levied upon OSA by DD/S&T to supply it with contractual information on a regular recurring basis, the following program was instituted and implemented.
- b. The OSA/MIS program will be a combination of that information requested by DD/S&T and financial milestones established by CMD & MD for contractor reporting. As a result of this financial data being fed into the system on a monthly basis, Budget & Finance will be able to obtain suitable reports on financial status which are presently manually generated.
- c. It is the intent to establish with this directive the internal procedures for routing contractor reports to insure that this data is routed to OCS from one focal point within OSA.

2. RESPONSIBILITIES

- a. The focal point or responsible section for supplying contractual input data to OCS via the MIS officer, DD/S&T, will be CMD/OSA. Any changes to the contract data base will be submitted to this Division for preparation and transmittal to OCS.
- b. It will be the responsibility of each Contract Monitor and/or Budget Programs Officer to see that Contractor Reports and/or funding change documents are submitted to Price-Cost Analysis, CMD/OSA, not later than two days after receipt.
- c. Contract data output will be distributed within OSA by Price-Cost Analysis Branch, CMD. Budget and finance printouts will be distributed by the Budget & Finance Division/Compt/OSA.

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- d. It will be the responsibility of each functional element to continue to generate the reports presently in use as the data runs will be made in parallel until such time as the system is completely debugged.
- e. MARD/COMPT/OSA is designated as the OSA focal point for the Management Information System. It will be the responsibility of that office to determine output distribution.

3. CONTRACTOR REPORTING PROCEDURE

- a. The Hardware and Service Contractors will submit their financial reports by the fifteenth of each month following the month being reported upon.
- b. Those contractors who have Commo facilities will report by this medium with the balance reporting by letter. All financial reports received at Headquarters will be distributed as follows:

Action Copy or Original - Price-Cost Analysis, CMD

Copy - Contract Monitor

Copy - Technical Monitor

- c. CMD will account for all Contractor reports and program any contract changes received during the previous month from B & F as well as those noted by the Monitors. The MIS input package will be sent to OCS three working days after the Contractor reporting deadline.

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[Redacted Signature]

JOHN PARANGOSKY

Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HDQS DIRECTIVE 10-5-15


SECURITY  
8 DECEMBER 1971

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material. Special attention should also be given to assuring that no room is left unoccupied when classified material is left out on the desk or the safes left unlocked.

2. The trend in the past has been an increase in the number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.

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Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HDQS DIRECTIVE 10-5-14

SECURITY  
18 DECEMBER 1969

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material.

2. There has been a tendency in the past to experience an increased number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.



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Director of Special Activities

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S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HDQS DIRECTIVE 10-5-13

SECURITY  
16 OCTOBER 1969

DESTRUCTION OF CLASSIFIED MATERIAL

REFERENCE: A. DDS Bulletin HN 10-72 dated 13 August 1969  
B. OSA Hdqs Directive 10-5-7 dated 18 January 1968

1. The established procedures for the collection of classified waste in the [redacted] were set forth per Reference B. As indicated in Reference A., effective immediately, all classified waste will be divided into two categories, PULP and BURN. The PULP category should include paper and other soluble material. The BURN category should include only photographs, film (except explosive nitrates), photostats, magnetic tapes, multilith mats and typewriter ribbons. 25X1

2. All material, including Top Secret and Codeword materials, should be placed in bags marked TOP SECRET BURN or TOP SECRET PULP. Top Secret and Codeword materials no longer require separate handling for destruction, but must be torn or shredded before being placed in disposal bags. Until such time as OSA is supplied with bags marked TOP SECRET BURN and TOP SECRET PULP, each office should mark BURN or PULP in large block letters on each bag.

25X1 3. Should any questions arise regarding the disposal of bulky items, hazardous items such as nitrate film, or other material not fitting in either the PULP or BURN categories, please contact [redacted] OSA Security Staff, Room 1A08 [redacted] extension [redacted] 25X1

4. There has been no change made in the established time for collecting classified waste in the [redacted] despite the change in working hours. The classified waste vault is open daily from 1600-1615 hours. 25X1

[redacted] 25X1  
Brigadier General, USAF  
Director of Special Activities

S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE 10-5-12

SECURITY  
13 DECEMBER 1968

SECURITY DURING HOLIDAYS

1. During the oncoming holiday season many of our employees will be taking annual leave. Therefore, it becomes incumbent upon those who remain on the job to be extra careful at all times in order to adequately protect all classified material.

2. There has been a tendency in the past to experience an increased number of security violations near the end of the calendar year. All supervisors are urged to remind their employees of their security responsibilities, with particular emphasis on the after-hours security check in their respective areas.



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Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. DIRECTIVE 10-5-11

SECURITY  
6 NOVEMBER 1968

VISITORS TO OSA AREA

1. All OSA personnel presently assigned to the [ ] [ ] have a "K" on their building badge. The current policy concerning official visitors to the [ ] including staff employees from other areas, requires an escort at all times while in the area. However, there is an exception made whereby staff employees whose official duties require a certain amount of work time be spent each week in this building can be issued a temporary "No Escort Required" badge, if they possess the appropriate clearances.

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2. In the case of contractor's representatives who are required to visit the [ ] the staff employee being visited should adhere to the following guidelines:

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(a) Make certain that the visitor, prior to his arrival, has been issued the appropriate approvals to permit his access to sensitive project information.

(b) When business discussions will be held with the contractor's representatives in the employee's office, it is imperative upon the latter to notify all the personnel in the adjoining offices prior to his arrival.

(c) The visitor should be made privy only to information or projects for which he has a "need to know."

(d) The visitor must be escorted at all times while he is in the [ ] There will be no exception made.

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(e) The visitor is permitted only in areas where access is needed and he should be controlled so that he is not in a position to overhear classified conversations of other Agency employees.

S E C R E T


OSA HQS. DIRECTIVE 10-5-11

Page 2

(f) All business meetings with these representatives be conducted, whenever possible, in the OSA conference room, particularly where the representative has more than one Agency employee with whom to confer.

3. It is also incumbent upon all staff employees who are in the area to take all precautionary measures necessary to prevent a visiting contractor's representative from overhearing or seeing any information about projects other than the ones about which he has been briefed. Discussion of any Agency business, policy, organization, etc. should be avoided and extreme caution should be exercised at all times to prevent the disclosure of sensitive intelligence knowledge to unauthorized persons.

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Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. DIRECTIVE 10-5-10

SECURITY  
4 NOVEMBER 1968

TELEPHONE SECURITY

1. This directive reemphasizes the importance of maintaining good security during the conduct of telephone conversations at the [redacted]. This matter was previously discussed in OSA Headquarters Directive 10-5-8, dated 19 January 1968.

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2. Every employee, upon answering the telephone in his office, should limit his opening remarks to furnishing only the telephone extension. He should not give out the office designation. In the event an individual requests information over the telephone which would require divulging sensitive information about a particular project or the identity of an employee with OSA, without knowing the identity of the caller or his need for the desired information, the employee shall simply ask the caller for his name and telephone number and offer to return his call.

3. All OSA employees should bear in mind that the black line telephones and project sterile telephone lines are not secure and that it is entirely possible for unauthorized persons to have access to any conversations conducted over them. A good, sound security practice is never to discuss classified or controlled information over these types of communications. When using unlisted telephones, employees should remember that this does not mean that the equipment is any more secure than a regular telephone line through the switchboard.

4. The 3-digit red line telephone system is strictly for internal use within the [redacted] and permits discussing classified subjects through Secret only.

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5. The [redacted] telephone system, otherwise known as the gray/green interface telephone system, can be used for discussing Top Secret information or codeword discussions within the [redacted] or between employees in OSA Headquarters [redacted] and other Government agencies.

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OSA HQS. DIRECTIVE 10-5-10

Page 2

The use of the [ ] system requires an SI clearance. Additional instructions concerning security and the use of the [ ] system are available in the directories circulated with each gray/green line.

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6. Any problems encountered in the use of any telephone system in the [ ] should be reported promptly to the Telephone Service Branch, extension [ ] and to the OSA Security Staff, Room 1A06, attention [ ]

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Brigadier General, USAF  
Director of Special Activities

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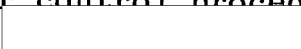
OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. DIRECTIVE 10-5-9

SECURITY  
19 January 1968

VISITOR CONTROL AND ACCESS PROCEDURES



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1. This Directive serves as reminder of existing Agency visitor control procedures which will continue in effect at the  as follows:

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a. Official visitors will be processed through the guard and receptionist under routine Agency procedures, appropriately badged and escorted, if required;

b. Agency visitors without OSA project clearances or with limited clearances will be processed through the guard and receptionist and escorted within the building;

c. Official visitors with complete project access will be issued a temporary badge (no escort required);

d. VIP visitors will receive access treatment in accordance with existing procedures;

e. The "K" and "I" badge indicators remain unchanged;

f. Additional "K" and "I" indicators and "no escort required" badges must be requested through the Security Staff, OSA, in accordance with current procedures. However, the criteria for issuance is determined by frequency of visits and complete clearance approval.

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OSA HQS. DIRECTIVE 10-5-9

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2. Please bear in mind that a badge is not a clearance certification but only signifies the type access to OSA.



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Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. DIRECTIVE 10-5-7

SECURITY  
18 January 1968

RESCISSION: OSA Directive 10-5-5 Dated 31 Jan 67  
OSA Directive 10-5-3 Dated 25 Nov 66

BYEMAN OR OTHER CODEWORD WASTE DESTRUCTION

1. The small vault (Room 1C21), on the ground floor of the [redacted] has been designated as the repository for all classified waste, including codeword, cryptographic and Restricted Data trash. Office of Logistics personnel who collect this trash possess the appropriate clearances and instructions for handling and disposing of OSA classified trash.

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2. Large and small bags must be marked legibly with proper instructions for disposal, as follows:

a. Bags containing codeword material are to be marked with the letter "C."

b. Bags containing codeword material that must be burned (SI, T-KH and Cryptographic) are to be marked with the letter "C" in addition to the word "burn."

c. Bags containing non-water solubles, such as typewriter ribbons, plastic or heavy cardboard, and bags containing bulky material, such as IBM print-outs (which do not have to be reduced in size first) are to be marked with the word "burn." If non-water solubles and bulky material reflect codeword information, the bags are to be marked with the letter "C" and the word "burn."

3. The classified waste vault will be opened for trash deposits Monday through Friday between 4:00 p.m. and 4:15 p.m.

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S E C R E T

OSA HQS. DIRECTIVE 10-5-7

Page 2

If these deposit times are missed, classified trash must be secured in vaulted areas or safes by the individual.



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Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
PROJECT HEADQUARTERS DIRECTIVE  
NO. 10-5-2

SECURITY  
18 AUGUST 1966

RECISION: DPD Hqs Notice 10-4  
dated 5 April 1962

SAFE CUSTODIANS

1. PURPOSE

Agency Regulation  assigns to supervisory personnel the responsibility for designating those individuals under their direct control who must have knowledge of specific safe or vault combinations. The name, home address, and home telephone number of each person having access to a safe or safe-cabinet shall be posted on the side of each drawer. Vaults shall list the above information on the inside of the door. This requirement applies as well to the safe drawers in unitized desks.

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It has been brought to the attention of this Division that the above cited regulation is not receiving compliance. In many instances the information is not posted, and in others the posted information is obsolete.

2. RESPONSIBILITIES

Effective upon receipt of this directive, it shall be the responsibility of each unit supervisor to:

- a. Designate an individual or individuals who will have responsibility for each safe, safe-cabinet, or vault under the cognizance of the unit supervisor.
- b. Ensure that each safe drawer or vault door is posted with the names and home addresses and telephone numbers of the custodians of the safe or vault area.

3. METHOD

The accepted method of posting is a 3x5 or 5x8 inch card taped to the side of each drawer above the sliding track. Each card should bear the required information on the custodian and an alternate.

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Colonel, USAF  
Director of Special Activities

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S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
PROJECT HEADQUARTERS  
DIRECTIVE NO. 10-5-1


SECURITY  
7 FEBRUARY 1966

1. Please be reminded that reproduction of TALENT and BYEMAN controlled material, in whole or in part, is prohibited unless permission to do so has been obtained from the TALENT and BYEMAN Control Officer, OSA,

25X1

2. Whenever such permission is obtained, copies will be controlled under the originator's assigned TALENT or BYEMAN control number and will be further identified as "Series B". Each copy will be numbered in sequence beginning again with one (1) and each copy will also show the total number of "Series B" copies prepared.

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Brigadier General, USAF  
Director of Special Activities

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FIELD DIRECTIVE NO. 18-5-1

Page 24

G. Security Instruction: Headquarters will prepare and forward at a later date special security instructions for SERE Training.

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Attachment - 1  
Form No. TEB-4

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INTEL/O/OSA [redacted]:nlm (27 March 67)

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OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NO. 20-5-1

PERSONNEL  
8 NOVEMBER 1967

SUBJECT: Agency Overtime Compensation Policy

REFERENCE: (A) Memorandum for Deputy Directors and Heads  
of Independent Offices from Executive  
Director-Comptroller, dated 5 October  
1967, Same Subject (ER 67-4710)


(B) Memorandum for Director of Special Activities  
from Acting Executive Officer/DDS&T, dated  
12 October 1967, Same Subject (DDS&T-4067-67)

1. References indicated above pertain to minimizing the use of overtime throughout the Agency and requests that each component program their overtime requirements during the fiscal year to assure that overtime funds budgeted for will not be exceeded.

2. At the present rate overtime is being utilized within OSA, we will be rapidly approaching the point where our budgeted overtime could be exceeded. Although we could make a strong case in justifying our present rate of consumption of overtime, I prefer that all of us endeavor to reduce the need insofar as possible.

3. Attached for general information is a copy of a recent overtime policy which was forwarded to Detachment Commanders, both U.S. and Field Bases. In essence, the guidelines contained therein should be used when appropriate in minimizing overtime at the Headquarters' level.

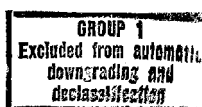
4. Your concerted effort, consistent with maintaining our present high level of operational effectiveness, is requested.

  
Brigadier General, USAF  
Director of Special Activities

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Attachment  
As stated above

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Approved For Release 2007/09/24 : CIA-RDP33-02415A000700020001-9

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30 OCTOBER 1967

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~~ADMINISTRATIVE~~ ADMIN

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RECI 25X1; [ ] 3213 DATED 20 JUNE 1967

FROM [ ] TO DETACHMENT COMMANDERS

1. PROJECT HEADQUARTERS IS IN RECEIPT OF AN AGENCY DIRECTIVE WITH RESPECT TO MINIMIZING USE OF OVERTIME. THIS WAS BROUGHT ABOUT BY THE TIGHT MONEY SITUATION WHICH CUTS ACROSS THE BOARD AT ALL DEPARTMENTAL LEVELS OF THE AGENCY AND THE GOVERNMENT AS A WHOLE. IN ORDER TO PROVIDE DETACHMENT COMMANDERS WITH A MEANS OF ACCOMPLISHING THIS OBJECTIVE, THE POLICY GUIDELINES SPECIFIED IN THE ENSUING PARAGRAPHS (WHICH ARE IN ACCORD WITH PROVISIONS OF FR 20-13) WILL APPLY.

2. DETACHMENT COMMANDERS WILL SCHEDULE WORK WEEKS FOR STAFF AND CONTRACT EMPLOYEES WHEN THIS WILL BEST ACCOMPLISH PROJECT REQUIREMENTS AND ELIMINATE OR REDUCE OVERTIME OR COMPENSATORY NEEDS.

3. IF SCHEDULES OR REGULAR WORK WEEKS HAVE BEEN ESTABLISHED AND IT IS FOUND THAT OVERTIME IS REQUIRED AND IS SO DIRECTED BY THE

COORDINATING OFFICERS

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PAGE TWO

INFO

CITE

DETACHMENT COMMANDER, COMPENSATORY TIME OFF WILL BE GRANTED TO THE MAXIMUM EXTENT FEASIBLE AND SHOULD BE TAKEN WITHIN A PERIOD OF SIXTY DAYS. ONLY IN THOSE CASES WHERE IT IS NOT PRACTICAL TO GRANT COMPENSATORY TIME OFF WILL OVERTIME BE PAYABLE. HOWEVER, IN THE EVENT OVERTIME IN LIEU OF COMPENSATORY TIME IS GRANTED FOR PERSONNEL GRADE GS-11 AND ABOVE, IT IS REQUESTED THAT THE DETACHMENT COMMANDER REVIEW, APPROVE, AND SIGN THE TIME AND ATTENDANCE REPORT CONCERNED. THE PROVISIONS OF AGENCY REGULATIONS WILL GOVERN IN EITHER CASE OF COMPENSATORY OR OVERTIME BEING GRANTED THE EMPLOYEE.

4. COMPENSATION FOR CONTRACT GUARDS AT DOMESTIC AND FOREIGN FIELD STATIONS WILL CONTINUE IN FORCE. HOWEVER, CONSOLIDATION OR MODIFICATION OF CURRENT SHIFTS/POSTS SHOULD BE AGAIN REVIEWED AND RECOMMENDATIONS SUBMITTED TO DETERMINE THAT OVERTIME IS MAINTAINED AT A MINIMAL LEVEL.

COORDINATING OFFICERS

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INFO

CITE

5. EMPLOYEES DESIGNATED BY ~~MEMORANDUM~~ ~~COMMITTEES~~ AS COURIERS AND PERFORMING COURIER DUTIES MAY BE AUTHORIZED OVERTIME COMPENSATION FOR ACTUAL OVERTIME HOURS WORKED NOT TO EXCEED SIX HOURS IN A TWENTY-FOUR (24) HOUR PERIOD. PERSONNEL WHO VOLUNTEER THEIR SERVICES TO FALL IN AS COURIERS ARE NOT AUTHORIZED OVERTIME COMPENSATION.

6. APPLICATION OF OVERTIME IS SCRUTINIZED AT TOP LEVELS WITHIN THE AGENCY AND IT IS SUGGESTED THAT DETACHMENT COMMANDERS GIVE CAREFUL CONSIDERATION IN ALL CASES WHEN OVERTIME IS GRANTED (IN LIEU OF COMPENSATORY TIME OR ESTABLISHMENT OF SCHEDULED SPECIAL WORK WEEKS). YOUR FULL EFFORT IN THIS CONNECTION WITHOUT DISRUPTION OF EFFICIENCY OR JEOPARDIZING OPERATIONAL EFFECTIVENESS IS DESIRED.

END OF MESSAGE

25X1



OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NO. 22-5

TRAVEL  
8 JUNE 1970

References: A.  
B.



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RECISION: OSA Hqs. Directive 22-5-1  
dated 30 September 1966

### HIRE OF RENTAL VEHICLES

1. For periods of temporary duty the use of a rental vehicle is frequently more economical to the Government than is the use of a taxi or other special conveyance. Accordingly, it will be the policy of OSA to authorize or approve the use of rental vehicles wherever such rental is determined by the travel authorizing or approving officer to be more advantageous to the Government, subject to the provisions of paragraph 2 below. Any change from these provisions must be stipulated in the travel order or be specifically approved after the travel upon submission of detailed justification by the traveler.

#### 2. Special Provisions:

a. Authorization for the use of a rental vehicle should be included in the travel order when needed. Where not authorized in advance, use of a rental vehicle may be subsequently approved on the travel voucher by a travel authorizing officer where it appears the use of a rental vehicle was more advantageous to the Government either for reasons of economy or security. When two or more travelers are traveling together, only one rental vehicle may be authorized or approved.

#### b. Temporary duty and consultation at Headquarters

Due to the relative inaccessibility of the OSA Headquarters building, a rental car normally will be authorized for all temporary duty of more than six (6) hours. Reimbursement for travel to and from work and to and from meals will be allowed at not to exceed 30 miles per day



Page 2

SUBJECT: Hire of Rental Vehicles

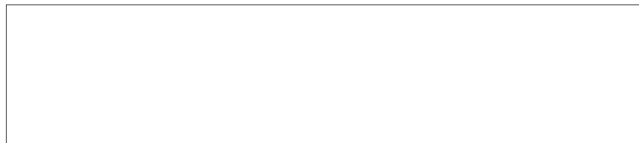
unless the traveler provides a detailed itemization of additional mileage. Official mileage to and from Headquarters or other locations will be allowed upon itemization by the traveler. Any mileage other than mileage to and from work as provided above, to and from other locations where official duty is performed and to and from the airport or other terminal will be considered as personal mileage to be paid for by the traveler.

c. Other Locations

Pending establishment of guidelines, mileage to and from TDY points, terminals, lodgings and eating facilities must be recorded. Mileage not identified will be treated as personal. Excessive mileages to or from lodgings or eating facilities must be justified.

d. Rental for personal convenience

Where a rental vehicle is hired by an individual primarily for his personal convenience, or is hired in advance of official need or retained after the termination of the official need primarily for personal convenience, the individual may be reimbursed mileage costs for any official driving during the period but the daily or hourly costs will be borne by the individual.



25X1

Brigadier General, USAF  
Director of Special Activities

Distribution:  
All offices

S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NO. 22-5-4  
RESCISSION: OSA Notice No. 22-7  
dated 9 April 1963

TRAVEL  
29 JUNE 1967

PCS AND TDY OVERSEAS TRAVEL

1. All PCS travel, whether originating from Headquarters or from OSA field areas, will be the action responsibility of OSA Personnel Division. All incoming dispatches and cables concerning PCS of all OSA personnel will be forwarded to the Personnel Division for action.

2. All TDY overseas travel originating in Headquarters will be the action responsibility of OSA Personnel Division. All outgoing dispatches or cables concerning TDY overseas travel will be forwarded to the Personnel Division for coordination.

3. Responsibility of the Personnel Division for PCS travel will include, but will not be limited to, preparation of the Request for Travel Form and a determination of PCS travel entitlements to include dependents' travel, shipment and storage of household effects, baggage, automobile, etc. Responsibility for TDY overseas travel will include determination of medical clearance and that all necessary processing is completed before Travel Branch issues tickets, passports, etc. Preparation of request for travel form is the responsibility of the Staff or Division sponsoring TDY travel.

4. The above in no way affects the assigned responsibilities of the OSA Travel Branch.

[Redacted Signature]

JOHN PARANGOSKY  
Acting Director of Special Activities

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S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 22-5-3

TRAVEL  
30 SEPTEMBER 1966

RECISION: OSA Hqs Notice No. 22-14  
dated 17 June 1964

FIRST CLASS AIR TRAVEL

1. Following is an excerpt from Headquarters Regulation HR 22-12 revised 9 September 1965. It applies to any authorized traveler on official government business.

b. AIRPLANES. Each authorized traveler regardless of age is allowed a seat on an airplane.

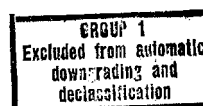
(1) USE OF ACCOMMODATIONS COSTING LESS THAN FIRST CLASS. Except as provided in subparagraph (2) immediately below, accommodations costing less than first class shall be used for travel.

(2) USE OF FIRST-CLASS ACCOMMODATIONS. First-Class accommodations may be authorized or approved in the following circumstances:

(a) There is no space available in less than first-class accommodations in time to carry out the purpose of travel in which case the authorizing official shall specifically authorize the use of first-class accommodations in the travel authorization or by specific approval on the travel voucher.

(b) A Deputy Director determines (1) that less than first-class accommodations on flights abroad do not provide adequate standards of sanitation, health, or comfort; or, (2) that the mission to be performed or the physical condition of the traveler requires the use of first-class accommodations. Deputy Directors may not delegate this authority except to a single senior subordinate.

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- (c) There is no scheduled less-than-first-class service available between points of authorized travel. A statement by the traveler to this effect shall be prima facie evidence for audit purposes.
- (d) If first-class service must be used because of schedule changes, grounding of planes, or other circumstances beyond the control of the traveler while en route, certification by the traveler concerning the circumstances will be sufficient.

2. The above is being brought to your attention because it is essential that it apply to all persons traveling on behalf of the DD/S&T, including consultants. Any exceptions to the stated provisions concerning first-class accommodations will be authorized only by the Deputy Director for Science and Technology or his single senior subordinate, the Executive Officer, DD/S&T.



JOHN PARANGOSKY  
Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 22-5-2

TRAVEL  
30 SEPTEMBER 1966

RECISION: OSA Directive No. 22-9  
dated 11 July 1963

TRAVEL

1. All travel which is performed by non-CIA personnel but which is arranged and paid for by the Office of Special Activities will require the written approval of the Director, OSA, or the Deputy Director, OSA. Such approval will be obtained prior to the actual commencement of the travel.

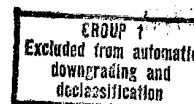
2. It is recommended that the regular OSA Request for Travel form be used as the means for obtaining the necessary approval in these cases. In preparing the Request for Travel, the originator should include a brief but meaningful explanation of the purpose for the travel.

[Redacted Signature]

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JOHN PARANGOSKY  
Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 22-5-1

TRAVEL  
30 SEPTEMBER 1966

RECISION: OSA Hqs Notice No. 22-6  
dated 8 April 1963

RENTAL OF AUTOMOBILE

1. OSA approving officers for official travel will not approve rental of automobile unless sufficient justification for such rental is included on the Request for Travel form. A vague statement such as "necessary to meet operational requirements" will not suffice.

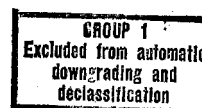
2. Normally, rental of automobile is restricted to those instances where security so dictates or where it is readily apparent that automobile rental would be cheaper to the U. S. Government than the use of taxi or other public transportation. In those cases where two or more travelers are traveling together and when automobile rental can be justified, only one traveler in the group will be granted such authorization.



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JOHN PARANGOSKY  
Deputy Director of Special Activities

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SECRET

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 30-5-4

FINANCIAL  
24 JANUARY 1967

REFERENCE: DD/S&T General Notice No. 50  
dated 20 December 1966

RECISION: OSA HQS Directive No. 30-5-4  
dated 25 October 1966

PRIOR APPROVAL OF NON-ROUTINE OPERATIONAL ENTERTAINMENT

DD/S&T General Notice No. 54 dated 20 December 1966 is quoted for information and compliance:

"1. This Notice supersedes General Notice No. 50.

"2. There are occasional situations in which offices have a need to incur entertainment expenses for official business purposes. In most instances such entertainment is fairly routine and nominal in amount.

"3. In any case where anticipated entertainment by an Office Director or by a member of the immediate office staff will involve reimbursable expenditures in excess of \$25.00, or in any case where existing regulations must be waived (e.g., entertainment of U.S. Government employees, exclusively), the DDS&T, the Assistant DDS&T, or the EO/DDS&T should have advance knowledge of the proposed entertainment. It is requested therefore that in such cases, approval of the DDS&T approving officer be obtained in advance. If time permits, such approval should be requested by memo, indicating the purpose, time, and place of the entertainment; the memo should also include the names and positions of the prospective guests, and an estimate of the total cost of the proposed entertainment."

27 October 1966

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Per

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This is per line item -

\$25.00 - lunch

\$25.00 - dinner

Does not require approval of DD/S&T

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DIRECTORATE OF SCIENCE AND TECHNOLOGY

GENERAL NOTICE NO. 54

20 December 1966

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Executive Officer  
Directorate of  
Science and Technology

DISTRIBUTION: AB

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GROUP I - EXCLUDED FROM  
AUTOMATIC DOWNGRADING AND  
DECLASSIFICATION