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15 March 1963

MEMORANDUM FOR: Special Support Assistant to the
Deputy Director (Support)
25X1

ATTENTION : [REDACTED]

SUBJECT : Issuance of Representational Furniture
and Equipment

1. Pursuant to our conversation, following are comments
from our FE [REDACTED] regarding subject:

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"Letters of Authorization for Representational expense usually indicate the Chiefs of Station will be housed under [REDACTED]. These regulations have tables of allowances that describe and limit the number and type of furnishings that are authorized for living quarters. In the past, except for issues of pianos and air conditioners, we have not seriously questioned issues of furniture to representational housing as it seemed reasonable that representational housing should be furnished with representational furniture. Now, there seems to be a growing trend to provide more and more items not included in the table of allowances such as sterling silver, crystal, china, etc. Please advise us if the table of allowances is to be strictly followed for Chiefs of Station and other senior officials and if not, give us some guide lines as to what items are allowable and what approvals are required."

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2. Although [REDACTED] specifically require that Chiefs of Stations obtain Headquarters approval for the payment of representational or prestige housing, regulations do not deal with the purchase or issuance of representational furniture

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1 and equipment. In the absence of specific criteria or provisions in regulations as to special furnishings allowances to be applied in the case of prestige or representational housing, it is our view that Headquarters approval should be obtained for issuances in excess of those set forth in the Table of Allowances [redacted] even though it is recognized that normally such additional allowances will be justified.

3. We will appreciate your obtaining and furnishing us with a statement of policy in this matter.

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[redacted]

Chief, Audit Staff

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