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REPORT

3 APR 1955 X1A6a

File
FILE (return) - 26

25X1A6a

: Chief of Station, [REDACTED]

: Chief, WE

- LOGISTICS/REAL PROPERTY

- Foreign Real Property Reports

25X1A6c

RFF: [REDACTED] 037

ACTION REQUIRED: As Indicated Below

1. A review of the Foreign Real Property Reports submitted by reference reveals that rentals on Organization quarters covered by file numbers 16, 27, 33, 40, 60, 62, 91, 96, 109 and 110 exceed the standardized quarters allowances for rent, cost of utilities and incidental services by more than 25%. The Real Estate Officer who recently returned from temporary duty at your station informs us that these excesses and the item of \$33.60 for window washing services as shown on Foreign Real Property Report File No. 42, are being paid by the quarters occupants, confirmation of this information is requested. Also, it would be appreciated if future reports would indicate in the remarks portion of the form that excess rentals, if any, are being absorbed by the occupants.

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2. It was noted that the Foreign Real Property Reports covering quarters occupied by [REDACTED] were both assigned file number 56. This discrepancy was called to the attention of the aforementioned Real Estate Officer who advised that the [REDACTED] report was in error and should be corrected to read number 59. It is requested that station records be corrected accordingly.

3. Foreign Real Property Reports were not submitted to cover file numbers 18, 49, 58, 70, 77, 86, 88 and 105, please advise if leases covering these quarters have been terminated.

WE/6 MBU 3 5 00 [REDACTED]

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1 April 1958

Coord. on draft w/w. [REDACTED]

WE/LO: [REDACTED] mh

C/WE-SUPPORT

OL/REAC

WE/LO

Distribution:

1 - OL/REAC 1 - WE/LO

1 - WE/P

Approved For Release 1999/08/30 : CIA-RDP78-05201A000400190012-8

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RECORDED

E X T R A C T (RE&CD)

22 December 1958

MEMORANDUM FOR: Chief, [REDACTED] Station

25X1A6a

FROM: Chief, Audit Staff Branch Office, [REDACTED]

25X1A6a

SUBJECT: Audit of [REDACTED] Station as of 30 November 1958

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Housing

25X1A6c 15. From 1 December 1957 until November 1958 the housing policy in effect at the Station was based on the authority given the Station in [REDACTED]-14038 to grant supplemental allowances not to exceed by more than 25 percent the standardized quarters allowance for rent, cost of utilities and incidental services. Any cases requiring payments in excess of this limitation required Headquarters approval. During the audit period there were only three cases where Organization payments were authorized in excess of the 125 per cent limitation and each case had Headquarters's approval. However, there were quite a few cases where the costs exceeded the limitation and the excess amounts were paid by the employees.

25X1A6c 16. After a Station survey disclosed that a high percentage of leases entered into in 1958 exceeded the 125 per cent limitation, the Station requested and Headquarters approved the removal of this limitation (see [REDACTED]-745, 10 October 1958, and [REDACTED]-1050, 8 November 1958). The Chief, Support, WE Division, on his visit to the Station in November established the new policy as reflected in the following excerpt from [REDACTED]-826, 13 November 1958:

"2. . . . The Station's authority will no longer be limited to 125 percent of quarters allowance. The following procedure will be established to insure proper control of housing:

25X1A2d1 a. A housing board (senior Station officers of [REDACTED] 25X1A2d1 [REDACTED] will review each new quarters located and will ascertain that such quarters are acceptable as [REDACTED] 25X1A2d1 quarters, fairly priced, not luxurious nor ostentatious and are of a standard comparable to other [REDACTED] employees of similar 25X1A2d1 grade status.

25X1A2d1 b. Any quarters costing more than 125 per cent of the initial occupant's quarters allowance will be personally inspected by the Chief of Station or the Deputy Chief of Station and a signed memorandum for the record will be filed attesting to the suitability of the quarters for [REDACTED] acquisition."

25X1A6c 17. Although no mention is made in [REDACTED]-826 as to making the new policy retroactive, the Station informed the auditor that the Chief Support, WE Division verbally authorized it to be retroactive to 1 December 1957. The Station plans to make refunds to all employees who have paid excess costs since that date. The auditor recommends that Headquarters confirm this retroactive provision in writing.

RE&CD - (2)

18. The auditor was also informed that the Chief, Support, WE Division, stated that properties occupied before 13 November 1958 which exceed the 125 per cent limitation need not be inspected by the Chief of Station or Deputy Chief of Station unless there is doubt as to their suitability. This exception to the authorized policy also should be confirmed in writing.

19. The review of housing records disclosed some cases where declarations of trusts had not been obtained. A list of these cases was given to the Administrative Officer for action.

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