

DATE

TRANSMITT SLIP

4 Mar 63

TO:

D/NPDC

ROOM NO.

64212

BUILDING

212

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ACK
FILE

STAT

We probably would
never use this set up.
However, would like
guidance from Admin.
on what we should
do here in cases where
ack as you entertain
a visitor for lunch.
Reimbursement, etc?

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FROM:

DDI-

STAT

ROOM NO.

BUILDING

FORM NO. 241

REPLACES FORM 36-8
WHICH MAY BE USED

GPO : 1957-O-439445

(47)

SECRET

319

28 February 1963

MEMORANDUM FOR: Administrative Assistant to the Deputy Director
(Intelligence)

SUBJECT: Official Entertainment in the Director's Mess

1. For your guidance and future reference the Executive Director has approved the following policy for official entertainment functions held in the Director's Dining Room.

a. Policy on luncheon functions hosted by Deputy Directors and other members of the Director's Mess:

1. Agency employees in attendance pay a flat charge of \$1.50 for food and drink, regardless of employment status of guests. Actual pro rata costs of food and drinks over and above the flat rate will be absorbed by the Mess fund (as a contribution to general overhead).

2. If the function involves entertainment of U. S. Govt employees exclusively, charges for non-Agency guests will be absorbed by the Mess fund upon the specific approval of the Dir. If not approved by the Dir, the host will be billed for guests and consider it an item of personal expense.

3. If the function involves entertainment of non-U. S. Govt employees or a combination of non-U. S. Govt and U. S. Govt employees, costs of meals and drinks for all non-Agency guests will be absorbed by the Mess fund (as a contribution to overhead).

b. Policy on special dinner functions (evening entertainment similar to Chet Cooper's requests) hosted by the Deputy Directors or other members of the Director's Mess:

1. Agency employees in attendance will pay a flat charge of \$2.50 for food and drink regardless of employment status of guests.

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2. The host will be billed (with the understanding that he can claim subsequent reimbursement, charging the appropriate allotment, from Agency funds) for the cost of food and drink for the entire function (less the amount billed Agency employees attending). Since overtime expenses for these functions will be in fact an Agency expense incident to official entertainment, the host will not be billed for overtime; these costs will be absorbed in the salary allotment for the Director's office. Records will be kept on the amount involved and if it appears that the volume of such functions is unduly distorting the overtime costs for the office of the Director, subsequent accounting adjustments could be made transferring these costs to an allotment of the Deputy Director concerned.

3. If the function involves the entertainment of U. S. Govt employees exclusively, the host must obtain specific approval of the ExDir to claim reimbursement cited in paragraph b2 above. If the function involves entertainment of non-U. S. Govt employees or a combination of non-U. S. Govt employees and U. S. Govt employees, the host can claim reimbursement for the function as outlined in paragraph b2 above.

[REDACTED]
Assistant to the Director

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