

**SECRET**

12 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

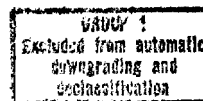
SUBJECT : Administrative Allowance Committee

REFERENCES (A) : Memorandum for Deputy Director for Plans and Deputy Director for Support, from SSA/DDS, dated 18 August 1964, and

(B) : Memorandum for Deputy Director for Support, from Chairman, Administrative Allowance Committee, same subject, dated 12 August 1968, and

(C) : Memorandum for Chairman, Administrative Allowance Committee, from DD/S, subject: Progress Report, dated 4 October 1968.

1. This is the third report of the Administrative Allowance Committee. The initial report covered the period from the Committee's inception on 19 January 1965 through 31 August 1965 during which time the Committee's major efforts were devoted to establishing procedures and working principles. The second report covered the period 19 January 1965 through 30 June 1968 and included criteria developed by the Committee for administering the program, various statistics relating to the cases handled by the Committee and certain problems encountered in establishing administrative allowances together with the solutions developed by the Committee. This report covers the period 1 July 1968 through 31 December 1969 and is the initial submission of a progress report which will be made each calendar year hereafter. This was a time during which the Committee experienced a significant increase in case load activity.

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Executive Secretariat conducts this briefing prior to the Agent's departure for his overseas post and personally debriefs him following his return to Headquarters upon completion of the tour.

5. To reduce the amount of time required to provide for tour extensions, the Committee authorized the Secretary to coordinate and effect a continuation of the second year rate for the duration of the extended tour unless correspondence has been received from the field which justified a review of the Allowance by the Committee. The Committee is advised of action taken at the next regularly scheduled meeting. Information regarding this procedure is included in the agent's personal briefing.

6. The Committee agreed that if requested, the employee may have his wife present at his briefing by a Committee member or the Secretary for orientation and information purposes only.

7. Records management schedules for Committee files have been established as follows:

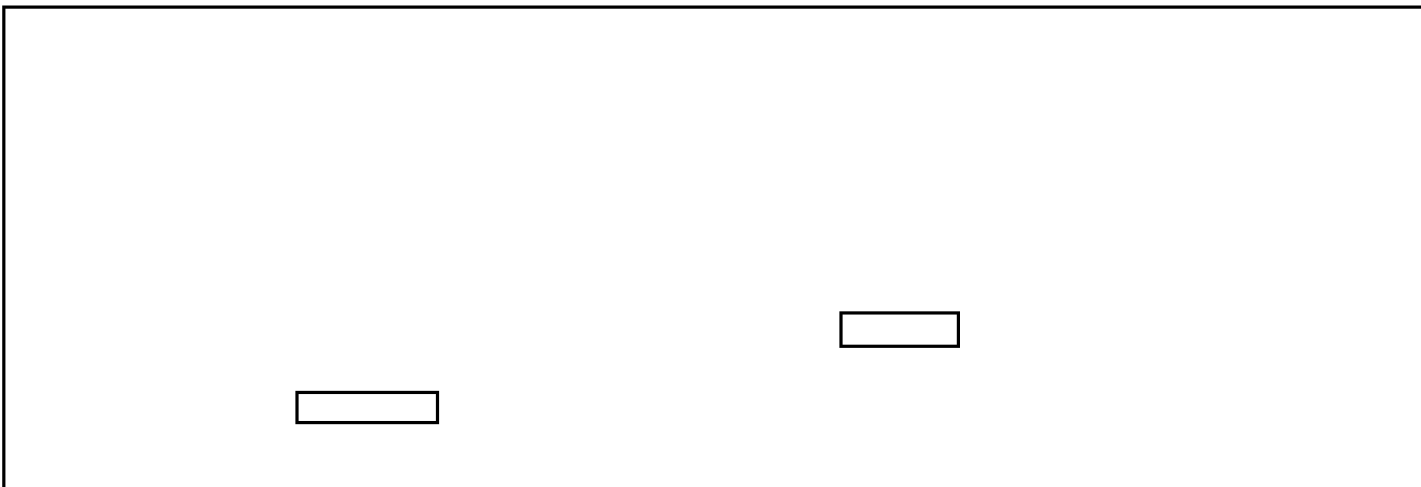
- Policy Papers - Retain as active
- Minutes of Meetings - Permanent record
- Case Files - Hold inactive 2 years, then destroy



25X1A

9. The most serious problem confronting the Committee continues to be access to timely, accurate information on overseas quarters costs.

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downgrading and  
declassification

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is left open until the employee's arrival at the post.   
station then provides assistance in obtaining suitable housing within Headquarters authorized cost criteria and cables the required information to Headquarters for Committee approval and inclusion within the Administrative Allowance.

- C. An overall approach which has been initiated is to obtain feedback from the individuals involved by instructing them to keep informal records or receipts for rent, utilities and maintenance and submit these to the Committee upon completion of their tour.

10. Assessing our four-year experience factors, the Committee feels its results have been reasonably successful. Basically, we are still attempting to construct an allowance which will meet the objective of minimizing administrative contact between the agent and the station, but which creates neither a windfall nor a hardship to the agent. The general feeling is that we may have tended toward liberality but that the individual attitudes and experience of Committee members have prevented excessive imbalance. We have not been able to standardize our approach to the extent originally hoped for, due primarily to the many variations, both cover and operational, that are not repeated often enough to establish precedents or patterns for future action. We will, however, continue to search for new approaches to standardization which will allow us to simplify our efforts without losing sight of the real individuality of each case.

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Chairman  
Administrative Allowance Committee

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**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM: Chairman, AAC  
5E69, Headquarters

EXTENSION  
7841

NO.  
DATE **12 MAR 1969**

TO: (Officer designation, room number, and building)

DATE  
RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support  
7D18, Headquarters

✓

2.

CWC

16 Mar 70

CWC

3.

Mr. Coffey

20 Mar

C

4.

Mr. Barneman

26 Mar

BB

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

2-394  
 On prior reports you have sent back a note to the Committee. If you wish to so acknowledge the 3rd report, do you wish us to provide draft?  
 Per Mr Coffey's request - draft response attached.