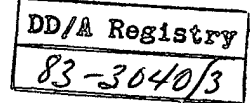


ADMINISTRATIVE - INTERNAL USE ONLY



7 DEC 1983

MEMORANDUM FOR: Director of Finance

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Federal Managers' Integrity Act of 1982

1. In compliance with the subject Act, the Director must submit a report to the President no later than 31 December 1983, on the effectiveness of the systems of internal accounting and administrative controls for the Agency.

2. It is contemplated that the annual reports to the President will be supported by equivalent statements from the head of each major organizational component. To that end the Director on 29 November 1983, approved publication of a Headquarters Notice (copy attached--publication as [] is in process) which prescribes the policies, procedures and responsibilities for compliance with the Act. That notice in paragraph [] describes the requirements for a statement, to be signed by you, concerning the accounting for and certification and recordation of revenues and expenditures applicable to operations during the fiscal year.

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3. In future years such statements are to be submitted to the Executive Director through the Inspector General no later than 30 November. I regret the short notice to you of the requirement, but this year it is requested that your statement be submitted no later than 16 December 1983, in order to provide an equally short interval of time for review and preparation of the Director's composite report to the President.

4. I will be glad to consult with you should you have any question about this requirement.

Harry E. Fitzwater

Harry E. Fitzwater

Attachment As Stated

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SUBJECT: Federal Managers' Integrity Act of 1982

Distribution:

Orig - D/OF (w/att)
1 - DDA Subj (w/att)
1 - DDA Chrono (w/att)
1 - IG (w/att)

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. EO/DDA	R	7 Dec
2. ADDA	R	
3. DDA	R	1983
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

9 memos attached for signature. IG has already signed and forwarded their memo to ICS and NIESO. (cys att at red clip).

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

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