

ROUTING AND TRANSMITTAL SLIP

Date

23 Sep 83

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OC/BCS/SSA/ [redacted]	[Signature]	9/26
2. O/EO/DDA 7D 18 Hqs	[Signature]	
3.		
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

1 - Pls see attached memo re travel authorizing officials for OC. FYI, I did not have [redacted] on the previous list as having travel authorizing authority--is it a particular kind that would not be encompassed in Mr. Donnelly's memo? Appreciate your help. [redacted]

2 - [redacted] is the Chief of the newly created Administrative Management Division (AMD) and as such is to have travel authorizing authority. I, in fact, work for him and my authority to authorize travel is to continue. AMD is replacing HRMD. [redacted]

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. 7D-18 Hqs.
O/EO/DDA, [redacted]	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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83-0451/16

OC M83-605
14 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly [redacted]
Director of Communications

SUBJECT: Travel Authorizing Officials for the
Office of Communications [redacted]

The listing of OC Travel Authorizing Officials which you provided to me has been reviewed. The names of three individuals will be deleted from that list, reducing by half the number of OC Travel Authorizing Officials. Hereafter, travel authorization for OC Headquarters will be limited to the undersigned, the Deputy Director of Communications and

[redacted] who is the chief of my Budget Control Staff. [redacted]

[redacted]
William F. Donnelly [redacted]

[redacted]

[redacted]

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