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HB 1-28-82
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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

27 JAN 1982

COMPTROLLER
(Administration)

MEMORANDUM FOR THE DEPUTY SECRETARY OF DEFENSE

SUBJECT: Official Representation Funds - ACTION MEMORANDUM

Attached is a request from the Assistant Secretary of Defense (International Security Affairs) for authorization to expend \$11,500 of official representation funds. This amount would cover certain expenses that may be incurred during the visit of the Secretary of Defense to Saudi Arabia, Oman, Jordan, and the United Kingdom, departing 4 February 1982. An additional \$11,500 requested in paragraph a. of ISA's memorandum will be paid from regular O&M funds made available by my office, bringing the total estimated cost of the trip to \$23,000.

According to the Deputy Trip Coordinator, \$9,000 of the total of \$11,500 of official representation funds requested in paragraphs b. and c. would cover rooms, meals, and personal expenses of the Secretary of Defense, with \$2,500 for official entertainment functions hosted by the Secretary. Although no official entertainment functions have been scheduled as yet, it is possible that they may become a requirement.

Requests for expenditure of official representation funds in excess of \$2,500 require the personal approval of the Secretary or Deputy Secretary of Defense. Your approval is recommended.

If you approve this request, LCDR Gaffney will be appointed a Disbursing Agent for expenditure of \$2,500 of the funds.

D. O. Cooke

D. O. Cooke

Deputy Assistant Secretary of Defense

Attachment

APPROVED: *[Signature]* Frank C. Carlucci
DISAPPROVED: _____

FEB 1 1982

Deputy Secretary of Defense _____
Date

Prepared by: J. J. Friedl, 76760, 1/26/82

13-M-4511

FEB 1 1982

DEP. SEC HAS 01844



INTERNATIONAL
SECURITY AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

1-05426/82

25 JAN 1982

MEMORANDUM FOR THE DIRECTOR OF BUDGET AND FINANCE

SUBJECT: Funding for Secretary of Defense Trip to the Middle
East -- ACTION MEMORANDUM

The Secretary of Defense will depart 4 February 1982, on an official trip to Saudi Arabia, Oman, and Jordan, with a preliminary stop in the United Kingdom to attend the Ditchley Conference. In conjunction with this trip, request the following actions be taken:

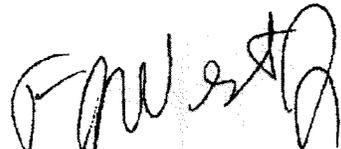
a. A fund citation be issued to cover the cost of rental vehicles, control room costs, communications, etc. The costs of these items are not estimated to exceed \$11,500.00.

b. A fund citation be issued to cover the Secretary of Defense's expenses, to include rooms, meals, and personal expenses related to any functions hosted. This fund cite would also be used to cover any representational requirements of the Secretary of Defense, and is not estimated to exceed \$9,000.00.

GSD 5 U.S.C. § 552(b)(6)

c. LCDR Paul G. Gaffney, II, USN, [REDACTED] be made a Class A agent and authorized \$2,500.00 to cover unanticipated expenses.

LtCol John H. Garrison, USAF, OASD/ISA(NESA), X78088, will be Trip Coordinator, with LCDR Gaffney, OASD/ISA, X79729, functioning as Deputy Trip Coordinator.


FRANCIS J. WEST, III
ASSISTANT SECRETARY OF DEFENSE
INTERNATIONAL SECURITY AFFAIRS