



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

# 30

10/23/81

22 OCT 1981

COMPTROLLER (Administration)

MEMORANDUM FOR THE DEPUTY SECRETARY OF DEFENSE

SUBJECT: Official Representation Funds - ACTION MEMORANDUM

The Assistant Secretary of Defense (International Security Affairs) has appointed the Department of the Air Force as Executive Agent for the visit of LTG Sharif Zeid bin Shaker, Commander-in-Chief, Jordan Armed Forces, in conjunction with the US-Jordan Joint Military Commission (JMC) meeting scheduled for the period 27-30 October 1981. The entire visit will take place in the Washington area.

The Chief, International Affairs Division, AF, estimates that \$5,500 will be required to finance the visit and requests that OSD appoint the Air Force action officer as a Disbursing Agent for the funds. A breakdown of estimated expenditures is attached to their memorandum; it does not include cost of lodging as General bin Shaker and party are paying their own hotel bills.

In a separate memorandum, ISA recently requested \$600 of official representation funds for purchase of gifts to be presented to the Jordanian delegation and I have approved this amount under the authority delegated to me by the Deputy Secretary of Defense. The \$600 approval for gifts added to the requested \$5,500 amounts to a requirement of \$6,100 of official representation funds for support of this visit.

For the 1980 JMC meeting, \$2,507.55 of official representation funds was expended.

Requests for authorization to expend official representation funds in excess of \$2,500 require the personal approval of the Secretary or Deputy Secretary of Defense. Your approval is recommended for expenditure of \$5,500 requested by the Air Force to support the 1981 JMC meeting.

*D. O. Cooke*

D. O. Cooke

Deputy Assistant Secretary of Defense

Attachments

APPROVED:    
 DISAPPROVED:

*[Signature]*  
Deputy Secretary of Defense

OCT 23 1981  
Date

OCT 23 1981  
DEP SEC HAS SEEN

13-M-4512

Prepared by: [Redacted] 10/22/81

OSD 5 U.S.C. § 552(b)(6)

58620

SIGNER'S COPY

*[Signature]*



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C. 20330

21 OCT 1981

MEMORANDUM FOR DIRECTOR OF BUDGET AND FINANCE, WASHINGTON SERVICES, DOD

SUBJECT: Request for Funds - ACTION MEMORANDUM

The Department of the Air Force has been appointed executive agent for the visit of the Jordanian Joint Military Commission (JMC) headed by Lieutenant General Sharif Zeid bin-Shaker, CINC, Jordan Armed Forces, during the period 27-30 October 1981. The party is visiting the United States at the invitation of OASD/ISA. (Atch 1).

Request funds in the amount of \$5,500.00 be approved to cover the official expenses for this visit, and that Lt Col Peter J. Nebb, [REDACTED] be placed on paying agent orders to disburse these funds. A breakdown of these funds is at Atch 2.

A complete accounting of the expenditures of these funds will be provided your office on completion of the visit.

*Howard E. Lynch*

HOWARD E. LYNCH, Colonel, USAF  
Chief, International Affairs Division  
Office of the Vice Chief of Staff

2 Attachments

1. OASD/ISA Memo, 6 Aug 81
2. Fund Estimate

(S) 5 U.S.C. § 552(b)(6)