



EXECUTIVE OFFICE OF THE
PRESIDENTRegion VII

911 Walnut Street
Kansas City, Missouri 64106

Date:
• *Reply to*

Attn. of: Subject:

To:

February 1, 1973

7/PS/PO

Information from Headquarters to all Regional Directors from
Howard Phillip, Acting Director, OEO

ALL EMPLOYEES

Effectively February 1, 1973, and until further notice, no travel or transportation, by blanket authorizations or otherwise, shall be authorized for any officer or employee of a Regional Office, without the prior approval of the Acting Director.

Local travel may be approved by the Regional Director only within the immediate area of the Regional Office. Effective

February 1, 1973, and until further notice, annual leave which has not yet been earned by the employee shall not be approved.

APPROVAL OF OBLIGATION OF FUNDS TO OEO GRANTEES

Effective this date, and until further notice, the authority to approve the obligation of funds for grants of assistance under the Economic Opportunity Act of 1964, as amended, if such assistance is administered by OEO, which approval authority has been heretofore delegated by the Director to the Deputy Director, to certain Assistant Directors, to certain Associate Directors, to Regional Directors, to Regional Legal Services Directors, and other parties, is withdrawn.

No such funds shall be obligated without the approval of the Director.

FUNDING INSTRUCTIONS - I

Effective this date, and until further notice, no grantee may be funded for a period exceeding June 30, 1973.

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FUNDING INSTRUCTIONS - I (continued)

This modifies previous guidances by establishing a date certain beyond which no grantee may be funded, and by amending the point of application from \$200,000 to applicability to all grantees.

This funding restriction is mandatory, rather than discretionary within available funds.

FUNDING INSTRUCTIONS - II

Effective this date and until further notice:

1. All Headquarters and Regional Offices grants for which funding expired prior to COB, January 28, 1973, but for which funds were not released prior to COB, January 28, 1973, may be refunded for a period not to exceed February 28, 1973.
2. All Headquarters and Regional Offices grants for which funding is to expire after COB, February 28, 1973, but for which were not released prior to COB, January 28, 1973, may be refunded for a period not to exceed thirty (30) calender days from the date of expiration of present funding.
3. All Headquarters and Regional Offices' grants for which funding is to expire after COB, February 28, 1973, but for which funds were not released prior to COB January 28, 1973, are not to be refunded.

Prior to COB February 28, 1973, and/or to be refunded thereafter only if all normal procedures and verfications are adhered to, consistent with the memorandum of this date, funding instructions - I, and with the Memorandum of this date, approval of obligation of funds to OEO grantees.

4. Each grantee's spending should be held to a minimum and monthly levels are not to exceed aveage monthly expenditures reported during the last 12 months.
5. No new program or program components may be initiated and expenditures incurred for such by any grantee.
- 6.

HIRING AND PROMOTION FREEZE

In his statement of December 11, 1972, the President froze all new civilian hirings and promotions by Executive Agencies, indicating that the freeze would be relaxed at the time of the transmittal to the Congress of the New Budget only to the extent permitted by revised spending goals for fiscal year 1973.

The new budget, transmitted to Congress this date provides for the delegation to other executive agencies of most OEO programs for the termination of others, and for the dissolution of the agency at the end of the current fiscal year, June 30, 1973.

Consistent with the budget message and with the intent of the President to effectuate a necessary reassignment of Executive agency functions, the freeze on hiring and promotions will be continued at OEO until further notice, effective this date.

Any exceptions will have to be approved on a case-by-case basis by the Office of the Director.

In addition, the following actions are necessary to assure an orderly transition:

- A. Transfer of personnel among offices must have approval of the Office of the Director.
- B. All positions currently vacant and those that become vacant revert to an agencywide pool, office ceiling allocations are correspondingly reduced.
- C. Actions to secure Outstanding Performance Awards will be suspended for the time being.
- D. No new training authorization will be issued unless essential to the completion of previously agreed upon general programs.

TWX signed by Howard Phillips, Acting Director



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<i>Date:</i>	February 1, 1973
<i>Reply to Attn. of:</i>	7/RD
<i>Subject:</i>	Status of OEO
<i>To:</i>	ALL OEO EMPLOYEES
	There will be an All Employee Staff Meeting on Friday, February 2, 1973 beginning at 10:30 a.m. The meeting will be held in Conference Room 302 of this building.
	I will share with all employees all the information I have obtained thus far relative to the dismantling of our agency.
	Attached is a copy of the basic highlights of the TWX received from OEO headquarters, new Acting Director Howard Phillips.
	Attachment



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