

OFFICE OF THE DIRECTOR

Action Memorandum No. A-272

Date 18 July 1963

TO : Deputy Director/Support

SUBJECT : Regulations

REFERENCE:

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Can't we devise a better system for periodically reacquainting our personnel on changes in regulations? I think the present system of circulating each page or portion of the regulation at the time that it is changed is both time-consuming and inefficient. Have the Regulations Control Staff study the problem and see if periodically--say, annually or semiannually--we couldn't circulate the whole regulation book for review by those persons concerned. (I am also giving some thought to introducing the FBI system whereby personnel are periodically examined on their knowledge of regulations.)

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(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

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31 JUL 1963

MEMORANDUM FOR: **Executive Director**

SUBJECT : **Regulations**

REFERENCE : **Action Memorandum No. A-272 dtd 18 Jul 63 to DD/S
fr ExDir, same subject**

1. This memorandum provides information and suggestions in response to the referenced memorandum. You asked that we consider possible ways of improving our system for periodically reacquainting personnel with changes in regulations. We have a suggestion or two, but first I might say a word about current practice.

2. The Agency Regulatory System is a loose-leaf revisable-manual system. It was developed as such because it provides a means whereby changes may be published with a minimum of reprinting and distributed as the need arises, thus keeping the body of regulations current. Distribution is made by the Regulations Control Staff to a central point in each component, from which central point further distribution is made according to local needs. Each item distributed, whether a new regulation or a change in an existing one, is accompanied by an instruction sheet which identifies the item, places it in its proper context, and summarizes in a sentence or two its substance. It is intended that they circulate among all recipients indicated by the distribution code (e.g., A, AB, etc.) and presumably they are seen by all those for whom intended before being filed away in the manual. It is probably with respect to this last point that our system is weakest; a great many people undoubtedly do not note these issuances as they circulate, and we do not have a systematic reminder procedure.

3. I believe we are primarily concerned with those regulations which pertain to the conduct and performance of employees, which affect their obligations and entitlements, and which place responsibilities upon supervisors at all levels. I doubt that we can ensure careful reading habits among our people, and I question the practicality of circulating the several volumes (3 HR's, 1 Notices) of the regulations for general review; much is highly technical and not of direct concern to most employees. However, with respect to those people-related matters which I believe are your primary concern, there are some things we can do. For example:

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a. Certainly we can re-emphasize, as a matter of Agency policy, the importance of making sure, through command channels, that all employees become familiar with the general body of regulations and understand

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particularly the requirements affecting their own situations. This might be handled very appropriately by you in a discussion at the Senior Staff Meeting.

b. The Regulations Control Staff can issue periodically, perhaps quarterly, a brief check-list of changes effected in regulations, highlighting those of particular significance. This would serve as a guide or digest and as a reminder of important items which may have been overlooked or forgotten.

c. I propose to publish in the near future a check-list for supervisors which summarizes for ready reference the recurring responsibilities placed upon them by Headquarters [redacted]. A current compilation was completed several days ago, and it occurs to me that it may also serve the purposes you have in mind. I think it is worth publishing in any case, and it will be updated from time to time as necessary, but it also bears on your objective and I suggest it, therefore, as a third action we can take. Draft copies of Headquarters [redacted] versions are attached.

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4. It may be that other possibilities will occur upon further reflection. These are offered for immediate consideration. I will be glad to have your reaction.

LS
L. K. White
Deputy Director
(Support)

2 Attachments:

- Att 1: Check-list for Supervisors, Headquarters Version
- Att 2: Check-list for Supervisors, [redacted]

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