DD/M&S 74-1663
PPB 12-59
14 MAY 1974

9 MAY 1974

MEMORANDUM FOR: Director of Medical Services
Director of Communications
Director of Finance
Director of Logistics
Director of Joint Computer Support
Director of Personnel
Director of Security
Director of Training

SUBJECT : Use of Headquarters Notices to Disseminate Information

STATINTL

1. As most of you are aware, headquarters [redacted] notices are intended to be used to disseminate transitory information rather than to convey permanent directives. Nevertheless, regulatory material requiring prompt dissemination frequently is published in notice form as a matter of expediency since revision to the regulations is a more time consuming process. When this happens, the subject matter of the notice should be incorporated into regulations as soon as feasible.

2. Unfortunately there has arisen a tendency to extend or republish a notice from one year to the next as the easier procedure for keeping the subject matter on the books. A survey of such extensions covering the past three years indicates that 90 percent of the requests for extension originates with DDM&S components, and that notices have been extended as many as four, five, and, in one instance, ten times. This is not only a somewhat wasteful procedure tending to clutter up our notice manuals but, perhaps more important, an employee seeking guidance on a particular subject is less likely to find the guidance given in the notice since notices are not presently being included in our main regulatory index.

3. We are now adopting the following rules in the use of notices: (a) regulatory material may continue to be published in notice format when quick dissemination of the information is necessary or desirable or when the subject matter is of such significance that, even if already incorporated into regulations, a notice to serve as a "reminder" is deemed essential, (b) the originating office is responsible for promptly initiating revisions to the regulation to incorporate into regulations the

subject matter of the notice and, (c) although notices will not ordinarily carry a specific expiration date (they will usually be worded "current until rescinded") the Regulations Control Staff will review notices every year for the purpose of cancelling those which have expired, have been incorporated into regulations, or should have been incorporated into regulations. I will be most reluctant to approve extension or republication of notices which have been on the books for as long as a year.

4. Equally important is the need for all Office Heads to be judicious in determining subject matters which need Agency-wide distribution. During this period of paper shortages and high priced paper, matters of marginal interest or importance should not be forwarded for Agency-wide dissemination. Some matters may best be handled by memoranda sent to selected offices, while other matters of more general interest could be publicized by posting on the official bulletin boards. I will appreciate your monitoring proposals for publication of notices along the above guidelines.

[redacted] STATINTL

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PPAD	17 MAY 1974	
2	DD/P&M	17 MAY 1974	
3	C/PP and Ad	20 MAY 1974	
4	C/PPB		
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

STATINTL

Remarks:

It is true that we have four [redacted] on the list, but none are current. This is a historical listing & for info only. I propose that we get a listing of current "security" notices due to expire in the next few months & "jump the gun" to ensure any requiring extension are ground with HR's in our policy review.

Good! Go ahead

STATINTL

FOLD HERE TO RETURN TO [redacted]

FROM: NAME, ADDRESS AND PHONE	DATE
C/PPB	16 May 74

	UNCLASSIFIED		CONFIDENTIAL		SECRET

FORM NO. 237 Use previous editions (40)
1-67

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PP and Ed	14 MAY 1974	
2	C/PPB		
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Looks like we have 4 on the list.
Whats the background
Can't we get them off —

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
DD/P&M	13 MAY 1974

	UNCLASSIFIED		CONFIDENTIAL		SECRET

FORM NO. 237 Use previous editions (40)
1-67

TRANSMITTAL SLIP	DATE	
TO: Director of Security		
ROOM NO.	BUILDING G-E-31 Hqs. Bldg.	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)