

INTERNAL USE ONLY

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Christmas Parties

Personnel 11

FROM:

Director of Security
4E-60, Headquarters *HYP*

EXTENSION

NO.

STAT

DATE

29 October 1970

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADD/S

2.

3.

Ex. Dir. - Compt.

4.

A- DD/S

5.

D/Security 4E-60

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

11/9

11/23

LWW / S/S

24 OCT 1970

[Handwritten initials]

Parties will be allowed this year. Rules: (1) offer hand as his designated senior rep. present and responsible. (2) Not earlier than 21 Dec. (3) Start not earlier than 1500 and end not later than 1800 except on 24th they might start a little earlier.

[Handwritten signature]

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010022-0

MEMORANDUM FOR: Colonel White

While I understand why the Director of Security takes the position stated in the attached paper, I believe that his recommendation is too drastic at least for application this year. Instead, I would recommend that we establish and strictly enforce time limitations for Christmas parties and also that we again make senior operating officials directly and personally responsible for parties held under their jurisdiction. I believe that this might be a very good subject to discuss at a Deputies' Meeting.

(signed) John W. Coffey

John W. Coffey

6 NOV 1970

(DATE)

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FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

A-DD/S:JWC:llc (5 Nov 70)

Retyped:ms (6 Nov 70)

Distribution:

Orig Blue Note: Ex. Dir.-Compt., w/O of Att (DD/S 70-4355)

1 - DD/S Chrono, w/cy of Att

1 - DD/S Subject, w/cy of Att.✓

DD/S 70-4355: Memo dtd 29 Oct 70 for Ex. Dir.-Compt., thru Acting DD/S, fr D/S, subj: Agency Christmas Parties, w/Att

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70 4355

29 October 1970

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Acting Deputy Director for Support

SUBJECT : Agency Christmas Parties

1. This memorandum is for your information and contains a recommendation for your approval in paragraph 5.

2. Sometime during the week of 5 January 1970, you and I talked about the hazards involved in permitting alcoholic Christmas parties in Agency buildings, particularly the Headquarters Building in Langley. I believe we reached a general agreement that the policy of permitting alcoholic Christmas parties in our buildings is a questionable one and you asked that I bring this to your attention in November 1970.

3. I am convinced that if the policy of permitting alcoholic Christmas parties in Agency buildings is continued that it will be only a question of time before someone from the Agency is involved in a serious accident with some other vehicle on our peripheral roads. If injury or death to innocent parties result by such an accident, the embarrassment accruing to this Agency would be severe indeed. As you know, it has been the practice of this office to mount operation "Good Samaritan" each Christmas Season in monitoring our hallways and patrolling the compound to provide assistance and coffee to those individuals we thought had had so much to drink as to render them unfit to drive a motor vehicle. Over the past two or three years that we have continued this practice, we have found that the number of cases involving overindulgence has increased noticeably. This has been true despite the Director's admonition each year that some senior responsible officer be designated in each component to make sure that parties are conducted within reason and within the limits of common sense.

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4. The Christmas Season is rapidly approaching again this year and the tensions and work pressures on Agency employees have, perhaps, been greater over the past year than ever before. It is my opinion that this promotes a psychological attitude of self-indulgence and permissiveness which finds its outlet in alcoholic Christmas parties. If there is any validity to my reasoning, then I believe we may expect an increase in the number of cases of over-indulgence this year. I am attaching, for your information, a copy of a memorandum sent to me by the Chief, Physical Security Division, reporting on operation "Good Samaritan" last year. The three logs forwarded with this memorandum are interesting and illustrative of the hazards involved in alcoholic Christmas parties.

5. I am sure that the Director will be most reluctant to impose any such restriction on our employees during the Christmas Season. He has every right to assume that people who are qualified to work in this Agency have the maturity, intelligence and common sense not to overindulge at office parties. It is a sad but true fact that they do not. The Agency, at this point in its existence, can ill-afford publicity which might arise from an accident involving an Agency employee who has overindulged at an office party. I, therefore, strongly recommend that you suggest to the Director that he prohibit the consumption of alcoholic beverages in Agency buildings at any parties which are planned during the Christmas Season.

[Redacted Signature Box]

Howard J. Osborn
Director of Security

25X1

Attachments

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CONCURRENCE:

John W. Coffey
Acting Deputy Director
for Support

Date

The recommendation in paragraph 5 is approved.

See ExDir comments on Routing Sheet dated 23 November 1970.

L. K. White
Executive Director-Comptroller

Date

Distribution:

Orig. - Return to OS

1 - ER

2 - DDS

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Headquarters

EMPLOYEE BULLETIN

3 December 1969

1969 CHRISTMAS ACTIVITIES

1. To provide a holiday atmosphere, official decorations for the Christmas Season will again be arranged by members of the Employee Activity Association clubs. Individual offices may plan their own Christmas decorations and activities within the restrictions of applicable regulations and policies.

2. Employees are reminded of the safety measures outlined in Chapter [redacted] for the use of decorative materials and Christmas trees. For safety guidance in the use of electrical decorations, call extension [redacted] or take the items to Room 1-J-45. Use only masking tape on doors or walls. Do not use cellophane tape, nails, tacks, or other fastening devices which mar the doors and walls. Window sprays which permanently damage glass should not be used; directions on spray cans should be read carefully.

3. The Agency Glee Club will sing carols in the main lobby of Headquarters Building at noon on 18 December and at 12:30 p.m. on 19 December.

4. The Garden Club will present a Christmas Flower Show featuring a display of attractive Christmas floral arrangements on 15 and 16 December in the DCI portrait corridor.

5. Cafeterias in the Headquarters Building will be closed on 25 and 27 December and 1 and 3 January 1970. During the period 24 through 31 December 1969 and on 2 January 1970, the Cafeterias will close at 3:30 p.m.; thus, no evening meals will be served on these dates. The Table Service Dining Room will be closed from 25 December 1969 through 2 January 1970. The Ames Building Cafeteria will be open for the normal hours except on Christmas and New Years when it will be closed. The NPIC Cafeteria will be closed on Christmas and New Years and will close at 1:15 p.m. on 24 and 31 December 1969.

DISTRIBUTION: ALL EMPLOYEES