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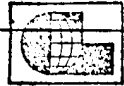
TRANSMITTAL SLIP		DATE 3/2 '84
TO: C/IMSS		
ROOM NO.	BUILDING	
REMARKS: FYI		
FROM: EO/OK		
ROOM NO. 2C-02	E	
FORM NO. 1 FEB 55 241	(47) WHICH MAY BE USED.	

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

26 MAR 1984

Pursuit of Excellence



FROM:
EO/DDA
7D18 Hqs Bldg.

EXTENSION

NO.

DDA 84-0217/39

DATE

23 March 1984

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

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

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

1. D/Communications

2. D/Data Processing
2D0105 Hqs

3. D/Finance
616 Key

4. D/Information Services
1206 Ames

5. D/Logistics

6. D/Medical Services
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training and Education
936 CoC

10. SSA/DDA

11. DDA/CMS

12. DDA/MS

13. DDA/Safety Staff

14.

15.

PLEASE PASS CYS OF ATTACHED MEMO ON DOWN TO YOUR DIVISION, BRANCH AND STAFF CHIEFS.

Att:

Memo For Multiple Addrees
From DCI, dtd 23 Mar 84,
Subj: Pursuit of Excellence

84-0217/39



ER 84-1371

23 MAR 1984

MEMORANDUM FOR: Deputy Director for Administration
DDA Office Directors
DDA Division Chiefs

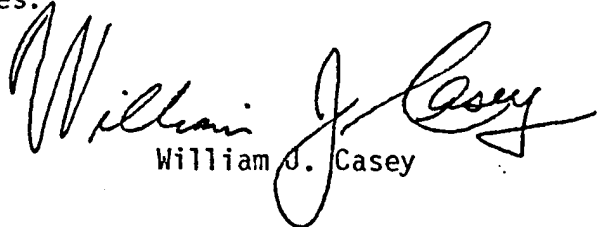
FROM: Director of Central Intelligence

SUBJECT: Pursuit of Excellence

1. As I mentioned in the auditorium on Friday, our pursuit of excellence depends ultimately on the personal commitment of each of you to implement the broad changes in direction that we have agreed to undertake. Recognizing that each manager's style is different, I expect each of you to find ways of doing the following:

- Delegate authority and responsibility to the lowest levels possible.
- Undertake a major effort to increase recognition of outstanding performance -- provide feedback, celebrate successes; encourage greater use of unit citations, cash awards and nonmonetary forms of recognition.
- Foster better communications in all directions -- be visible and accessible.
- Encourage sensible risktaking, creativity and innovation.

2. Responsibility must be accompanied by accountability. I will hold you accountable and expect you to do the same with your subordinate managers. The measure of a manager will include an evaluation of the extent to which he or she communicates the goals, philosophies and standards of this Agency to its employees.


William J. Casey