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9 June 1951

MEMORANDUM FOR: Assistant Deputy (Inspection and Security)
Personnel Director

SUBJECT: Organization and Methods Survey of Personnel and
Inspection and Security Offices.

1. May I express appreciation for the cooperation shown by representatives of your Offices in collaborating with our people to get under way what, in my opinion, appears to be a most worthwhile survey.

2. I realize fully that this survey cannot impede the flow of work through your Offices. I also realize that both Offices will desire to initiate certain procedural changes while this survey is going on. With several analysts working on this problem, coming from several different offices, the problem of coordination appears to be vital. I am most anxious to avoid having the various analysts overlap each other or propose conflicting changes which might cause difficulties at the operating level.

3. I believe it would be helpful to have the interested personnel of each Office meet once each week to discuss prior to implementation their specific proposals relative to all changes in personnel and security methods contemplated during the survey. This method will permit the early implementation of good proposals without necessarily waiting for mass implementation upon completion of the survey. In addition, it will ensure the coordination of any proposal and its thorough discussion prior to installation. I am suggesting that these meetings be held in Room 119, Central Building, at 0900 hours each Monday morning.

4. The first meeting will be held on the morning of 13 June at 0900 hours in Room 119, Central Building, and every Monday thereafter. I should appreciate your reaction to the proposals contained above.

5. Those concerned with the survey should use our Deputy, Mr. [redacted], as a point of reference whenever questions arise.

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[redacted]
Advisor for Management

cc: Deputy Director (Administration)

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