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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director

DATE: 30 October 1947

FROM : Assistant Director for Collection & Dissemination

SUBJECT: Printed forms requested by OCD.

Encl. : A & M memo with enclosures re subject.

1. I have taken the liberty to write my comments in pertinent places on the enclosed memorandum because otherwise they would be too scattered to understand their application to each item. You probably have never received a memorandum of this nature - I hope you never do again!

2. The simple facts are these:

a. OCD has evolved a type dissemination order over a period of 15 months operation which works to eliminate errors and assure security of handling of ORE classified production.

b. OCD has been typing these orders about 10 times a month, each one requiring about 20 minutes time.

c. OCD requested A & M to print the order forms so as to eliminate typing except for 3 or 4 entries.

d. A & M questioned the need for 3 different forms and questioned the procedures of OCD.

e. A & M proposed a single form and a simplified procedure.

f. OCD examined both form and procedure carefully, and while willing to reduce to 2 forms and eliminate several procedure steps OCD could not concur in the proposed form or procedure for operational and security reasons.

g. A & M prepared the enclosed report showing no part of OCD's argument or even mentioning that OCD had expressed a non-concurrence.

h. A & M prepared an endorsement for the signature of the Assistant Director, CIA, the signing of which would be entirely automatic, based on the entirely one-sided picture described. Thus, A & M would arbitrarily override any opinion, desire or decision of the Assistant Director on a matter concerning his primary responsibility to the Director.

i. A & M now blocks all requests of OCD for the mimeographing of simple forms needed in the office to complete work quickly by reducing typing; the reason given, to await OCD's comments on another reorganization study

Document No. 402

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

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Auth: DDA REG. 77/1763

Date: 24 Feb 48 By: 022

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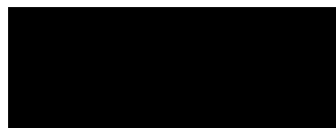
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which A & M prepared, and which they know in advance that OCD does not approve and cannot arbitrate within a short time. The mimeographing of a form takes 10 minutes clerical time and 20 cents worth of paper. If it saves one 20-minute typing job it pays for itself. It can be put into effect in two minutes and can be discontinued as quickly. Without it we continue to review for closure about 75 problem CD's a month and do it the hard way.

1. The time taken to haggle over this single form has been more in professional and clerical cost to CIA than could be saved in several years of reducing from two to one form!

3. It is recommended that the A & M be directed to print the two forms as OCD has requested. A suitable endorsement for that decision is also attached.



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Captain, U. S. N.  
Assistant Director for  
Collection and Dissemination

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