

Office Memorandum • UNITED STATES GOVERNMENT

TO : 25X1A9a
[REDACTED]

FROM : Chief, ICAPS

SUBJECT:

DATE: 25 June 1947

1. I am constantly in doubt as to what papers issuing from the CIG to the NIA and to the IAB agencies should be signed by the Director, the Deputy Director, the Executive Director, the Secretary, NIA or an appropriate Office Director.
2. I am equally confused on a recurring basis as to what ICAPS papers are subject to review and approval by the Executive Staff, what papers should seek their concurrence and what papers should go directly to the Director.
3. A third source of confusion is the relationship between the Deputy Director and the Director in so far as their authority affects the operations of ICAPS, and what the desires of these two high officers are concerning the delivery to the front office of papers originating in or passing through ICAPS.
4. This situation has existed since my arrival in CIG and has nothing to do with current incumbents. I have not requested a clarification at an earlier date in the belief that we were in the process of organization and the practices and procedures of a fixed nature were not heretofore practicable.
5. I now believe that the time has come to establish these procedures and I request that you give me your ideas in memorandum form so that I may submit them to the Deputy Director and the Director for approval.

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[REDACTED]
DONALD EDGAR