

SECRET

MR EARMAN

Approved For Release 2004/10/27 : CIA-RDP67-00134R000200040040-0

(Some thoughts for your
files)

30 September 1963

Executive Registry
63-7468

MEMORANDUM FOR: Executive Director

SUBJECT : Suggested Questions For an Informal Survey on the
Part of Agency Supervisors Toward the Security
of Their Subordinates

1. I believe the way to get honest and meaningful results from a survey quickly is to approach friends informally something like this: The Director is concerned about recent security cases in other government agencies, and he has noted that in several of the cases the individual's conduct would probably have indicated to an alert superior that something was wrong. Do you see it as part of your responsibility as a supervisor to know enough about the personal life of your subordinates so that you could spot some change in their personal life that might mean they had been approached by the opposition or that they were making themselves vulnerable to an approach?

2. I believe most good supervisors would talk very openly and honestly on this problem. Here are some additional questions which might have to be asked:

a. Do all of your immediate subordinates come to you, or would they come to you, with personal problems that might effect their Agency work?

b. How often do you try to talk privately and informally with your subordinates about their work, their Agency career, etc.?

c. If you knew that one of your subordinates was having money problems and was seriously in debt, would you call him in and discuss it with him?

d. If one of your subordinates appear to be developing a personal relationship which might hurt his job effectiveness, would you call him or her in to discuss it? (Such a relationship might be an affair with an third national, etc.)

e. If one of your employees is overworked or emotionally disturbed, do you make certain that they get a rest or get some psychiatric care?

f. Do you know the families of your subordinates?

Approved For Release 2004/10/27 : CIA-RDP67-00134R000200040040-0

SECRET

Excluded from automatic
downgrading and
declassification

550 2 oct.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Inspector General		
2			
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
<p>Mr. Earman:</p> <p>See Mr. Kirkpatrick's note in upper right hand corner of memo.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director			Oct 1
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET