

NOV 18 1955

MEMORANDUM FOR: Executive Officer, DD/P  
THROUGH: Special Support Assistant, DD/S  
SUBJECT: Survey Report - Forms and Procedures for the Preparation of Dispatches

1. Attached for your approval is a report containing recommendations for improving the forms and procedures for preparing dispatches in headquarters and the field.

2. This report recommends the adoption of improved dispatch forms and their use either in preassembled carbon interleaved sets, or in conjunction with reproducible masters, depending on the need for copies. An estimated additional annual cost of \$4,838 for the revised forms will be offset by annual labor savings conservatively valued at \$18,245. In addition, adoption of recommendations should result in faster training of personnel responsible for preparing dispatches, higher employee morale, and further reductions in cable traffic.

3. This survey was conducted in collaboration with the Chief, Records Integration Division, and the Chief of Registry, Office of Communications. [redacted] has reviewed the attached report and has verbally concurred in its recommendations. He has suggested that the review of this report be expedited by limiting its coordination to Area Divisions which originate the greatest volume of dispatches.

4. I assume that revisions in the dispatch procedure will require publishing a revision of [redacted]. Also, an Agency regulation on the preparation of dispatches in overt components will be needed. Considering the time it will take to develop and coordinate these issuances, I recommend an interim test of the proposed dispatch forms by two Area Divisions in DD/P, and by the Offices of Logistics, Communications, and the Comptroller in the DD/S area. The experiences of these components will provide material for developing regulatory issuances and will test the quality of materials in the preassembled sets and reproducible masters.

/s/

[redacted]  
Chief, Management Staff

ATTACHMENT:  
Subject Report

Distribution:  
Orig. and 1 - Addressee  
1 - BSA/DD/S  
2 - C/MQTS  
1 - MgtS/RMS

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