

15 April 1971

MEMORANDUM FOR: Chief, Historical Staff

FROM : Support Services Historical Officer (SSHO)

SUBJECT : Quarterly Status Report on DDS Historical Program (for period 1 Jan - 31 Mar 1971)

REFERENCE : Status Report, DDS Historical Program, 13 Jan 71

1. Data based on re-examination of the status of DDS Historical projects for the first quarter of 1971 are given in Attachment 1.

2. The significant changes to note in comparison to the referenced 13 Jan 71 status report are:

a. The total program indicates a reduction from 70 to 67 separate histories. This reflects a net loss of three histories resulting from the cancellation of 6 Office of Personnel projects while at the same time adding 2 new projects from the Office of Training and 1 new item from the Office of Logistics. (The additions in both OTR and OL are really book-keeping matters since the 3 projects which are now listed for separate publications were originally included as chapters or appendixes in other scheduled volumes.)

25X1A9a b. The reduction in the total number of projects scheduled for OP reflects agreements which the SSHO reached with [REDACTED] the OP historical officer, and various of the individual authors whose topics proved to be too narrowly focused to warrant separate publications. Most of these papers were in the benefits and services areas, and in all instances the SSHO requested and reviewed a brief item highlighting the activities of the given units. These high-light pieces, in turn, are being forwarded for use in Jim
25X1A9a [REDACTED] overall history of the Office of Personnel. Among other subjects now considered in the highlight category are Employees Activity Association, Fund Drives, Public Service Awards, and the Credit Union.

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c. There has also been a significant increase in writer activity since the January 1971 status report. At that time there were 24 projects listed as "inactive," including 12 in the Office of Personnel. At this time there are only 4 projects which apparently have not been started, the authors have not discussed their problems with the SSHO, or, as in the case of two of the Communications papers, the author is already fully employed on other papers for which he is also responsible.

d. In terms of numbers of writers, there is now only one individual who is scheduled to write history who has not touched base with the SSHO. This is in contrast to the reporting period for the end of 1970 when more than 20 writers had neglected to review their plans with the SSHO.

e. Fifty-three individuals are now listed as actively researching, writing, or revising histories; and 8 of these are working on history full time. Of the full time writers, 6 are contract employees and two are staff personnel.

3. Attachment 2 is included to show you where some of the bottlenecks occur in the system. Of the 62 papers to be completed in the DDS program, the SSHO actually holds 12 of them at this date. Of the 12 I have in hand, 5 are first drafts which I have not read and the other 7 are revised versions of papers I have previously edited. In addition, there are 9 other DDS papers which have been forwarded to the senior editor of this Staff since, in the opinion of the SSHO, they require only minor corrections prior to final typing. Except for the 4 papers on which no work is known to have started, the remaining 37 papers are at various stages -- research, preparation of first drafts, revising, or typing final copy -- in the individual components. Of these 37 papers, there are probably 15 that the SSHO has not seen in first draft, including several which were reviewed in partial text at the specific request of an author who wanted to "see how it was going."

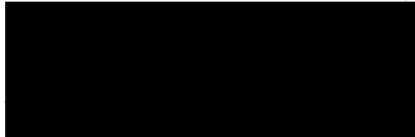
4. As you can see, the flood of paper will continue for some time. With the exception of the Medical Staff, which has only recently met with the SSHO to discuss its program, I think that all other Offices in the DDS will be able to meet their scheduled commitments. There is also no question but that there will continue to be some unavoidable delays in processing paper through this staff -- both in

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terms of the SSHO's initial reviews and, also, in terms of the final editing processes. Unless I can get some assistance from someone who is broadly knowledgeable of the DDS and who also has some talent for editing, this will continue to be the case. Moreover, my hope of being relatively free to begin research for the history of the DDS by early summer appears less and less realistic.



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