

~~TOP SECRET - EYES ONLY~~

18 January 1962

MEMORANDUM FOR: Division and Staff Chiefs, Office of Personnel  
Special Assistant to the Director of Personnel

SUBJECT : Responsibility of the Director of Personnel for  
Monitoring the Administration of the Agency's  
Personnel Programs

1. I have mentioned to most of you recently my concern about whether the Office of Personnel is effectively carrying out the various monitoring responsibilities assigned to the Director of Personnel. I wish to pursue this matter further by examining, on a priority basis, the mechanisms by which we are now performing these functions.

2. Toward this end, it is requested that you compile a complete list of all activities under your respective jurisdictions for which the Director of Personnel is charged with a responsibility for monitoring or generally administering a program or policy. This list should identify the responsibility, provide a reference to the regulatory or other basis upon which that responsibility rests, and describe the present mechanism for carrying it out. I shall at a later date ask for your suggestions concerning improvements in this area, including the development or improvement of a reporting and feedback system to all Agency officials concerned.

3. To ensure that this requirement receives priority attention, I shall expect your lists, prepared in duplicate, to be in my office not later than 31 January 1962.



Emmett D. Echols  
Director of Personnel

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