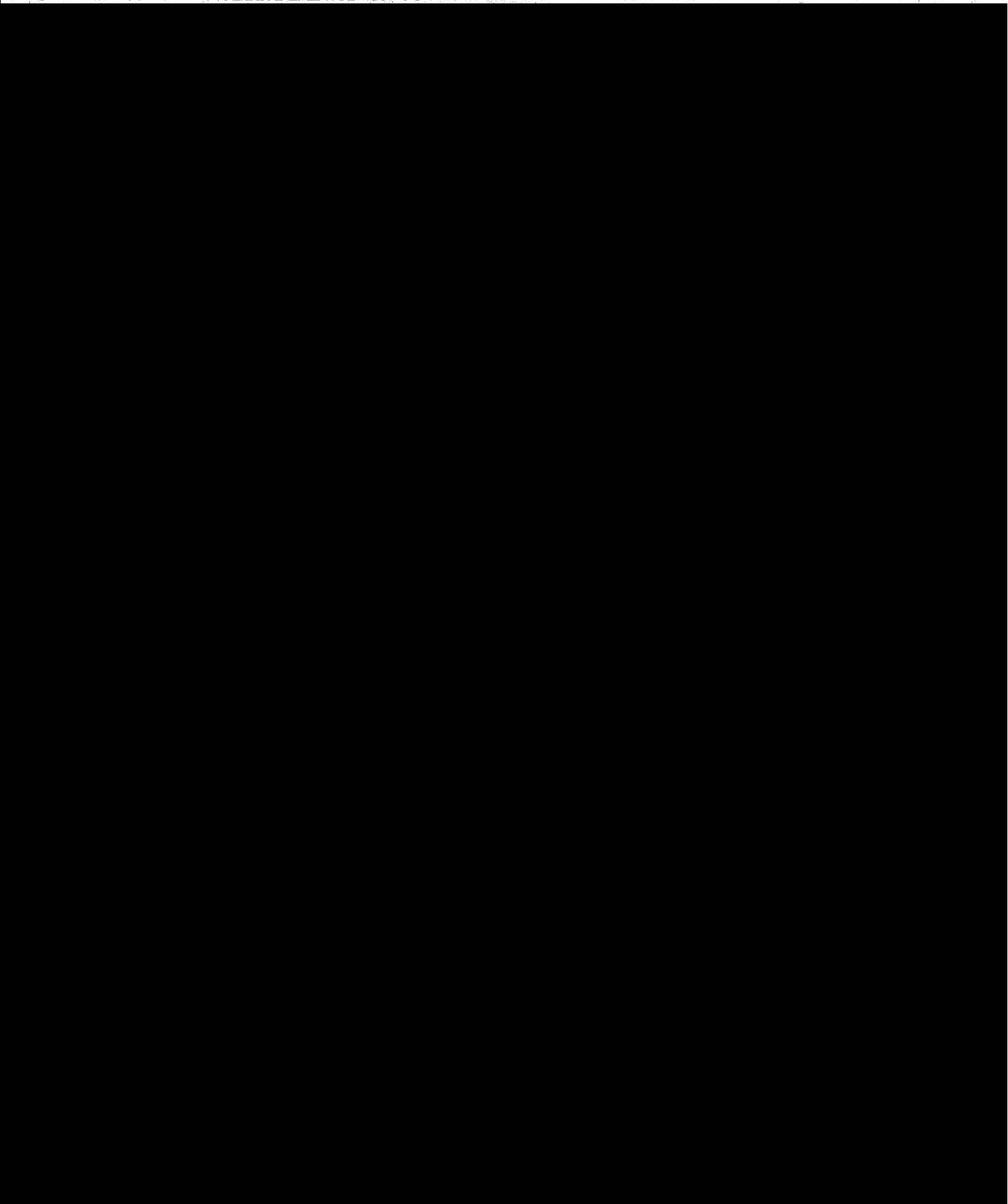


\*OGC Has Reviewed\*

Approved For Release 2001/08/03 : CIA-RDP91-07200A000400070001-9

# Final Concurrence of all Offices in CIA Regs (1950-51)

SECRET



**SECRET**

\*OGC Has Reviewed\*

# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Deputy Director for Administration  
**THRU :** Advisor for Management  
**FROM :** Acting Assistant Director for Operations

**SUBJECT:** Agency Regulations

**DATE:** APR 26 1951

**REFERENCE:** Memo from Advisor for Management dated 17 March 1951, Subject: CIA Regulations, effective 1 April 1951

A. As requested by Reference memorandum, the following suggestions, corrections, and changes in the CIA Manual are submitted for action:

25X1A

1. Organization of Manual and Distribution of Regulations

As indicated in Regulation [REDACTED], CIA Regulations are supposed to contain "matters of general concern to all organizational segments of the Agency..." and the complete manual is therefore widely distributed within the Agency. We believe that certain Regulations now included in the Manual are not of general concern, are of interest to a limited number of Offices or to a specialized group of personnel, and that in one case their present dissemination in the Manual is contrary to Agency security policy on "need to know" as expressed in Regulation [REDACTED]

25X1A

25X1A

The following requests are therefore made for reasons as indicated:

Regulations

Request

Reason

25X1A

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

(b) Transliteration of Foreign Languages

25X1A

✓  
 [Handwritten signature]  
 [Handwritten initials]

This Regulation either be completely withdrawn, or the attached draft (Appendix A) substituted and the tables issued separately.

Of interest to specialized activities only. Multiple separate copies of this one [REDACTED] concerned with transliteration.

TATSPEC

**SECRET**

APR 26 1951

**Next 8 Page(s) In Document Exempt**

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED]  
FROM : Chief, Medical Staff  
SUBJECT: Proposed CIA Regulations

DATE: 20 October 1950

Concurrence and approval of the proposed Agency  
Regulations is here indicated.

[REDACTED]

25X1A

*JR*  
JOHN R. TIETJEN, M. D.

OCT 23 1950

SECRET

Executive Registry  
1-3003

Office Memorandum • UNITED STATES GOVERNMENT

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130002-8

TO : Management Staff

DATE: 12 October 1950

FROM : General Counsel

GENERAL  
SERIAL

SUBJECT: New Agency Regulations

Since writing the attached, some other suggestions have been brought to my attention, such as [redacted] setting forth in detail the credits for Army Reserve personnel not employed by CIA. It might be preferable merely to state that credits for such people may be determined in accordance with appropriate Army regulations and indicate where they can get the information.

25X1A

?

Proposed  
by  
[redacted]  
D.S.

[redacted] sets forth the management improvement program and quotes in full the statement of management improvement activities for fiscal years 1950 and 1951. We raise the question whether such a report is a necessary part of Agency regulations.

25X1A

[redacted], paragraph A, in the introduction refers to the Federal Services Agency. We believe it should be referred to properly as the General Services Administration.

25X1A

Done.

[redacted signature block]

25X1A

LAWRENCE R. HOUSTON  
General Counsel

OCT 14 1950

SECRET

12 October 1950

MEMORANDUM FOR: MANAGEMENT STAFF

SUBJECT: New Agency Regulations

1. The Agency Regulations for CIA, forwarded by your memorandum of 8 September, have been reviewed by this office as requested. There are no strictly legal points on which we wish to comment, but there are some points as to accuracy and completeness.

25X1A

We note that in Section [redacted] pages 62 and 63, there appears to be repetition of material set forth in [redacted]

25X1A

In [redacted] there appears to be a line missing between the present lines 6 and 7 from the bottom of the page.

25X1A

[redacted]  
current sections of the existing regulations now numbered 4 b (1), (2) and (3), 4 c and 5.

25X1A

25X1A

In the [redacted] page 14, we notice that the page heading for this section is misnumbered [redacted]

25X1A

25X1A

In the Regulation itself [redacted], we are now informed that it is not necessary for the Director to sign the certificate personally. Consequently, sub-paragraph 1 should be amended to read "in order to have adequate basis for the required certificate \*\*\*", and sub-paragraph 2 should eliminate the last phrase "for the signature of the Director."

25X1A

2. As general comments, we query whether it is appropriate to set forth the transliteration table in full in [redacted]. Perhaps the Regulation as such should merely refer to the fact that transliteration tables are issued by the Agency and, therefore, the tables could be kept up to date and amended without amending the Regulation. Similarly we query whether the chart of allotment accounts, which apparently would have to be reissued for every fiscal year, should be set forth in full rather than merely referred to.

*Believe  
K.P.*

*Translit.  
in Briefing  
NOT in proposed text!*

*MGMT agrees  
with Budget - WV  
feel this is needed.*

OCT 13 1950

SECRET

25X1A

In [redacted] the publication in full of communications from the White House and the Federal Personnel Council does not seem essential, although possibly they serve the purpose in explaining the difficult administrative problem to all employees.

25X1A

Your Staff is well aware of certain changes in the designation of CIA officials in [redacted]

We have no special remarks on the classification of sections, nor do we have any particular feeling about the distribution of individual sections.

25X1A

In connection with Regulation [redacted] you probably have been notified that there has recently been circulated an ICIS draft of classification regulations to apply throughout the Government which is proposed for submission to the President. While this draft might amend our regulations if approved, it is believed that some time will elapse prior to any Government-wide regulations on the matter, and we see no objection to publication of [redacted] in its present form.

25X1A

[redacted]

25X1A

LAWRENCE R. HOUSTON  
General Counsel  
Legal Staff

~~Attachment: Draft Agency Regulations~~

SECRET

**SECRET**

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 3 October 1950

25X1A

FROM : Budget Officer

SUBJECT: Draft of Revised Agency Regulations

1. In response to your memorandum of 8 September 1950, a review has been made of the draft of the Agency Regulations enumerated in paragraph 2 (a) of the memorandum and most of this office's comments pertain to matters pertinent to paragraph 2 (d)(1). Most of the items are of a minor nature and in order to effect a saving in time it is considered advisable that a representative of this office discuss the various items with a member of your Staff instead of writing a lengthy memorandum outlining the various items which, it is believed, should be corrected or given further consideration.

2. It is desired at this time, however, to point out that several sub-paragraphs pertaining to "breaks in service" insofar as they affect home leave regulations have been omitted on Page 14 of Regulation No. [REDACTED]. As previously commented upon by this office it is believed inadvisable to include in the general distribution Regulation No. [REDACTED]

25X1A

25X1A

25X1A

[REDACTED]

25X1A

3. Mr. [REDACTED] will discuss the matters mentioned above as well as other items noted during the review of the draft of the Regulations at your convenience.

25X1A

25X1A

[REDACTED]  
E. R. SAUNDERS

*Discussed w/ [REDACTED]  
3 Oct '50.  
Comments attached  
JES*

**SECRET**





*Office Memorandum* • UNITED STATES GOVERNMENT

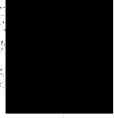
TO : Management Officer

DATE: 15 September 1950

FROM : Chief, Advisory Council

SUBJECT: Draft of Revised Agency Regulations.

25X1A



This Office concurs in the Draft of Revised Agency Regulations which was circulated for review.



25X1A

Chief, Advisory Council

**SECRET**

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130002-8

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

FROM : Chief, Inspection and Security Staff

SUBJECT: Draft of Revised Agency Regulations

DATE: OCT 2 1950

25X1A

1. Subject draft has been revised by this Staff and certain corrections, deletions and additions have been made in the attached copy for your consideration.

2. For your information, all changes in the Security Regulations recommended to this Staff by the Assistant Director for Special Operations have been resolved satisfactorily in consultation with OSO, OCD and OSI with the exception of one, namely that the classification of the Security Regulations be raised from RESTRICTED to SECRET or, at least, CONFIDENTIAL. It has been noted that no other Assistant Director made such a recommendation and, by inference, the present classification of RESTRICTED is acceptable to all other Offices. It is believed that raising the classification of the Security Regulations above RESTRICTED would seriously hamper the wide distribution of these Regulations which is considered desirable from the standpoint of ready reference and information purposes.

3. For the above reasons, it is strongly urged that the classification of the Security Regulations remain RESTRICTED.

*Mspt  
for use*

25X1A

SHEFFIELD EDWARDS  
Colonel, GSC

Enclosure:  
Draft of Revised  
Agency Regulations

**SECRET**

OCT 2 1950

19 October 1950


25X1A

MEMORANDUM FOR: Management Officer

SUBJECT: Concurrence in Issuance of Agency Regulations

1. This memorandum confirms our oral concurrence in your proposal for the issuance of Agency regulations.

2. Our concurrence does not indicate an opinion that the proposed regulations are complete. But we feel that the issuance of the regulations in organized form should not be held up to await our recommendations, which we shall offer from time to time in the future as various problems are resolved.

  
Chief  
Coordination, Operations  
and Policy Staff

25X1A



**SECRET**

25 September 1950

MEMORANDUM FOR: Management Officer

SUBJECT: Draft of Revised Agency Regulations.

1. In accordance with your request set forth in memorandum of 8 September 1950, the various Division Chiefs of Special Support Staff have reviewed the draft regulations.

2. In general, the consensus was that the Regulations insofar as they pertain to Agency policy are correct, complete and in excellent format and editorial style.

3. It is noted, however, that the [redacted] of regulations in particular, not only set forth general policy authorities and procedures but further set forth the details of procedures, the routing of forms, the number of copies, etc. This may be highly desirable for the vouchered fund transactions of the Agency, but the simple fact is that these procedures are not followed in unvouchered fund transactions at the present time. These deviations in procedures are so numerous and so enmeshed (and we believe with justification) in the operational activities of the Covert Offices that it would not be possible to adopt the prescribed procedures without careful study, planning and training. This process of standardization of procedures would take many months, assuming that it could and should be done at all.

25X1A

4. It was also noted that the [redacted] set forth numerous basic policies which either conflict with similar policies presently in the Confidential Funds Regulations or at least conflict with present unvouchered funds practices. A partial list of a few of these conflicts follows:

25X1A

25X1A



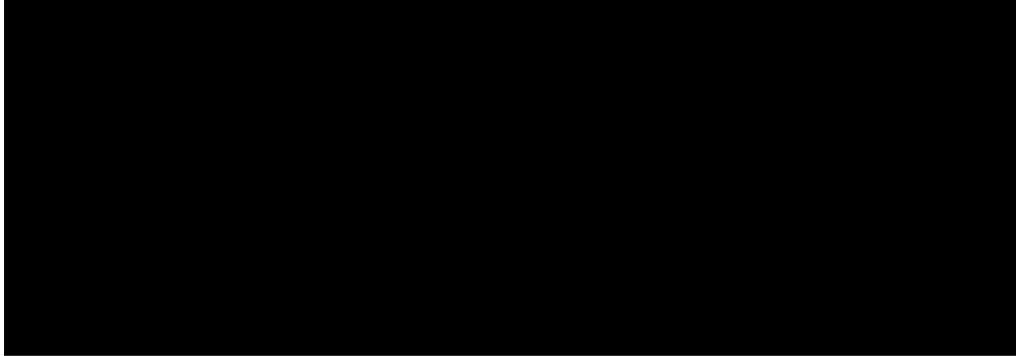
**SECRET**

*with the policy...*  
*policy*  
SEP 27 1950

5. The above illustrate merely a few of the major inconsistencies existent today between vouchered and unvouchered activities. In time, it may be possible and desirable to eliminate many of these inconsistencies. However, in order not to create a great deal of confusion at this time, it is urged that the [redacted] be prefaced by a general comment that :

25X1A

25X1A



7. Lastly, the Chief of the Employees Division has made the specific comment that the proper parts of the Agency leave regulations should be revised to cover the latest Congressional action.

25X1A

SECRET

29 September 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Executive Assistant Director, OCD

SUBJECT: Corrections and suggestions to be incorporated  
in the first official publication of the  
"Central Intelligence Agency Regulations"

25X1A

1. To date this Office has not received sections [REDACTED] and [REDACTED] of the CIA regulations in draft form. OCD's comments on all other parts of the proposed manual of CIA regulations are attached.

25X1A

2. The suggested changes and alterations cover the following regulations and sections thereof:

25X1A

3. This Office will be glad to discuss any of the attached suggested changes, alterations, and additions with you or members of your Staff at any time.

[REDACTED]

25X1A

Attachment

SECRET

OCT 2 1950

OCD'S COMMENTS ON PROPOSED MANUAL OF CIA REGULATIONS

Regulation  
Number

25X1A

SAFETY PROGRAM

25X1A  
25X1A

It is desirable for administrative officials to have all instructions on one subject appear in the same regulation, if possible, rather than in several different places. No. [redacted] requires an immediate report to the Principal Safety Officer; No. [redacted] requires an immediate report to the Chief, Services Division, following any accident.

*Report cover types 7. These sections have been crossed out.*

A proposed Administrative Instruction recently circulated for concurrence gives instructions to individuals on forms to complete and action to take for medical attention and claims.

In paragraph C.4., line 1, the word "personnal" should read "personal".

25X1A

FORMS CONTROL AND STANDARDIZATION

The first sentence of paragraph G in the subject draft regulation provides that: "The printing, reproduction, procurement or use of forms within the Agency without the prior approval of the Management Officer is prohibited".

The above prohibition, if fully implemented, would work to the serious disadvantage of all Offices. It would strangle initiative on the part of operating personnel, who should be encouraged to improvise and try out simple forms for ditto or mimeograph reproduction whenever it appears to them that such attempts might result in less typing, speedier production, or more uniform output.

The proposal fails to distinguish between (a) formal type-set forms designed for Agency-wide use, and (b) the simple working forms which all Offices occasionally must produce in order to deal with day-to-day problems of non-recurrent or short-term nature. It is a major advantage of ditto, mimeograph, and similar devices that they enable such forms to be produced with negligible cost and effort, and this advantage should not be jettisoned.

It is suggested that the sentence referred to be qualified with the wording shown below before final publication as an Agency Regulation:

"The printing, reproduction, procurement or use of forms within the Agency without prior approval of the Management Officer is prohibited, except that this prohibition shall not apply to forms produced within individual Offices and Staffs to meet experimental or emergency needs."

*Done - by [unclear] DCI*

*Incorporated in Reg [unclear]*



SECRET  
- 2 -

Regulation  
Number

25X1A [redacted] DESIGNATION OF CIA OFFICIALS

Since the draft was prepared a number of assignment changes have occurred which require corrections. It is suggested that this regulation be withdrawn and, when appropriate, the substance might more effectively be issued in the form of Notices. If, however, you and your Staff believe that this constantly fluctuating list should be included as a regulation, the name of [redacted] should be included as an alternate CIA Custodian of Registered Documents.

*Done*

25X1A [redacted]

*Handwritten notes*

25X1A [redacted] REPORTING ACCIDENTS INVOLVING PERSONAL INJURIES

Although this regulation apparently covers all accidents involving personal injuries, it does not specifically cover (through error of omission I am sure) injuries sustained by personnel, such as couriers, who are performing their regularly assigned duties outside of buildings operated and maintained by PBS. It is recommended that another paragraph be added to this regulation covering persons on assigned duties who may be injured away from buildings operated by PBS.

*See Summary*

*This will be covered in Med. Reg. pm*

25X1A [redacted] General  
Several policies and subjects are covered twice in part or in whole within Regulation Number [redacted] e.g., Physical Penetration of Buildings, Requirements for Personnel Engaged in Foreign Travel, Office and Division Security Officers, Penalty System. The repetition is apparently due to the fact that the Security Manual is reprinted in the form of numbered regulations.

*Duplicate*

*Done*

When administrative officials are required to implement agency policies, they generally take action under the authority of some agency regulation. To have the authority in more than one regulation is confusing. Directives appearing in the Security Manual should perhaps appear as numbered regulations; however, if it is desired to reprint the Security Manual in its entirety, it is suggested that it be presented as an Appendix to the CIA Regulation Manual and not be incorporated in the body of the text. Otherwise the duplicated items under Regulation Number [redacted] should be eliminated from the first sections.

25X1A

25X1A [redacted] SECURITY OF BUILDINGS AND INSTALLATIONS

In paragraph B.3., it is suggested that "C. I. A." be changed to CIA to conform with the rest of the manual.

*Done*

25X1A [redacted] SECURITY OF CLASSIFIED DOCUMENTS

In conformity with Regulation Number [redacted] and with the memorandum from AD/OCD to Management Officer, subject: Director's Handbook - Designations applied to OCD units, dated 11 September 1950, it is suggested that reference to Library Division in paragraphs J.3., J.5., and L.4. be changed to read CIA Library.

*Done*

SECRET

Regulation  
Number

25X1A [redacted] TRAVEL, ALLOWANCES, AND RELATED EXPENSES

*Done*

In paragraph A.7., line 5, "pose" should read "post". *corrected*

25X1A [redacted] TIME, LEAVE AND PAY

*Done*

Paragraph C.7., line 2, should be changed to read "scheduled so as not to unduly impair the efficiency of operations." It is a well known fact that personnel leaves are bound to impair the efficiency of operations to some degree. *corrected.*

25X1A [redacted] TRANSLITERATION OF FOREIGN LANGUAGES

Such general definitions of approved transliteration systems as are included on page 39 of this regulation have led to much confusion in the minds and actions of persons throughout the Government who have to deal with foreign languages. It is therefore requested that consideration be given to the following more definitive statements of the approved systems.

*Done*

C. Transliteration of Chinese shall be in accordance with the Revised Wade-Giles system, as used by the Board on Geographic Names and as found in Key to Wade-Giles Romanization of Chinese Characters, Army Map Service, Washington, D. C., 1944.

D. Transliteration of Japanese shall be in accordance with the Revised Hepburn system, as used by the Board on Geographic Names and as found in Kenkyushu's New Japanese-English Dictionary, American Edition, Harvard University Press, 1942.

E. Transliteration of Korean shall be in accordance with the McCune-Reischauer system, as used by the Board on Geographic Names and as found in Guide to Geographic Names in Korea, Special Publication No. 51, Washington, D. C., July, 1945.

25X1A [redacted] INTERVIEWS OF RETURNING GOVERNMENT OFFICIALS

*Done*

Eliminate paragraph B.2. the substance of which is effectively covered in paragraph A.2. *This section being entirely re drafted.*

25X1A [redacted] ALLOTMENT AND CONTROL OF FUNDS

*Done*

In paragraph K, page 9, change the list of OGD Allotment Accounts as follows:

- Industrial Division to Industrial Register
- Biographic Division to Biographic Register
- Graphics Division to Graphics Register
- Library to CIA Library.

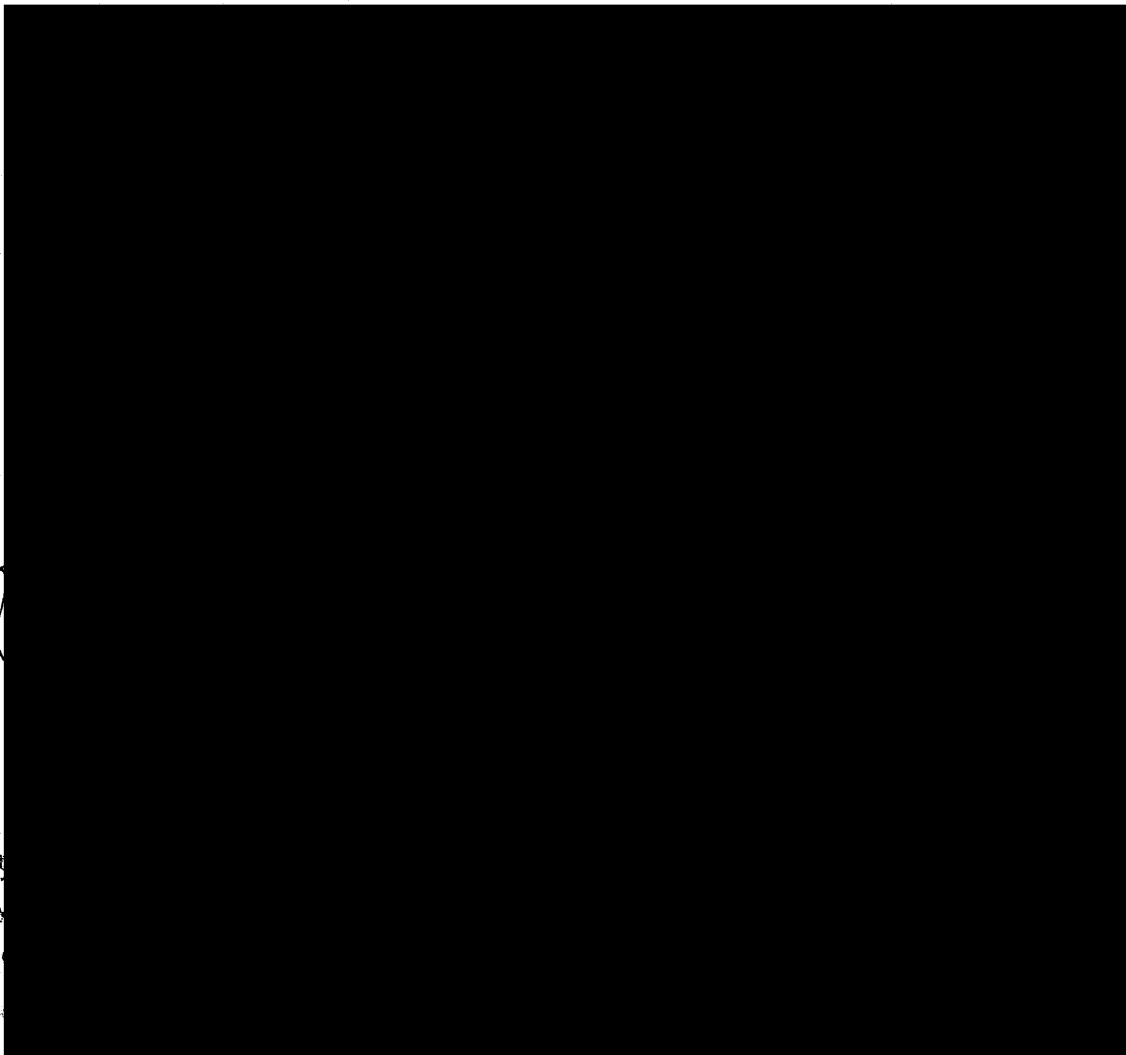
**SECRET**

*Office Memorandum* • UNITED STATES GOVERNMENT

**TO :** Management Officer  
**FROM :** Assistant Director, ORE  
**SUBJECT:** Comments on New Agency Regulations

**DATE:** 20 SEP 1950

1. ORE comments and recommendations on the New Agency Regulations are listed below:



25X1A

*plan  
to M  
1 yr  
clear*

**SECRET**

SEP 29 1950



SECRET

*Considered  
for later  
word  
change*

25X1A

(2) There is no agency policy or procedural guidance regarding the participation of CIA personnel on inter-departmental committees. ONE recommends that the draft instruction attached as Appendix "B" be included as Agency Regulation No. [redacted]. This instruction has been informally coordinated with OCD, I&SS, and OSI.

*Ins in  
attachment  
A + B to  
appendix B  
should be  
incorporated  
at later date  
as change to  
Regs  
COAPS  
concern  
Mm*

f. Regulation No. [redacted] - Full concurrence. ✓

25X1A

g. Regulation No. [redacted] - Full concurrence. ✓

25X1A



SECRET

CONFIDENTIAL

422825

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer, CIA

DATE: 7 APR 1950

FROM : Assistant Director, ORE

SUBJECT: Proposed Revisions of CIA Regulations

Reference: AD/ORE Letter of 6 April 1950 to Management Officer, CIA, Subject as Above.

25X1A Enclosure: (A) Draft of Proposed Revision of CIA Administrative Instruction No. [REDACTED] (Section of 50 Category in New Format)

25X1A (B) Draft of Proposed Revision of CIA Administrative Instruction No. [REDACTED] (Section of 50 Category in New Format)

1. Reference stated that ORE would submit two proposed revisions of CIA regulations upon completion of IAC coordination on two Inter-agency Operating Procedures which were to determine the substance of the proposed regulations revisions.

2. As these Interagency Operating Procedures are now effective, (Interagency Operating Procedures Nos. 1 and 2), enclosures (A) and (B) are submitted herewith for incorporation in the new CIA Regulations Manual.

25X1A

[REDACTED]

*These two regulations were re-drafted, coordinated w/ ORE + COAPS. They are included Manual as per*

[REDACTED]

25X1A

CONFIDENTIAL

**SECRET**

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130002-8

**Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** Management Officer, CIA  
**FROM :** Assistant Director, OSI  
**SUBJECT:** Draft of CIA Regulations

**DATE:** OCT 10 1950

1. OSI generally concurs in the substantive aspects of the present draft of the CIA Regulations and commends the Management Staff on organizing the existing regulations and instructions into a more consolidated and consistent form. Considerable clarification has resulted and, to that extent, our task has been simplified. Certainly, however, in the light of future experience, substantive modifications will be required; recommendations for such modifications will be put forward as found necessary.

2. Your attention is invited to the attached comments relating to specific regulations. As indicated in these comments, it is felt that a clearer distinction should be made between "regulations" and "procedures", since there is a tendency throughout the draft to present both together. Regulations, in providing a body of regulating principles, tend toward the general and to remain relatively fixed; procedures, being an interpretation of the regulations in practice, tend to be specific and to change frequently. The interests of purity and stability in regulations and the interests of detail and flexibility in procedures cannot best be served simultaneously. These interests are conflicting and are inevitably compromised when handled together. It is understood that a CIA Procedures Manual is being planned as an outgrowth of the [REDACTED]. It is recommended that the preparation and publication of this CIA Procedures Manual be expedited and that all CIA Procedures having interoffice and interagency application be incorporated and elaborated in this Manual. With a Procedures Manual available, the CIA Regulations should be cleared of all detailed procedures and be confined to the basic principles governing the activities of CIA, including the "principles of procedure".

25X1A

3. Since the apparent object of the present draft has been to consolidate existing Agency regulations, with minor revisions, previously issued as administrative instructions, general orders, and security regulations, it has not seemed appropriate at this time to consider the elaborations of the present regulations that might be required. It is felt that these can be considered as the needs arise. Reference has been made in the comments to previous recommendations of OSI in connection with Regulation [REDACTED]

25X1A

**SECRET**

**SECRET**

4. Our principal concern at the present time is that an adequate framework be provided for presenting the CIA Regulations. Providing an adequate framework in all respects will lead to greater clarification and make possible the constructive development of the regulations in our future experience.

25X1A

H. MARSHALL CHADWELL

Attach: Comments on CIA  
Regulations

Ref. ~~Terms~~<sup>titles</sup> + Nomenclature of the Regs  
or its sub parts - with due respects to OSI  
The Terms used are generally used + understood  
and <sup>was</sup> agreed upon by all other segments of  
CIA at time this work was started - as they  
are a definite minority we have left the titles  
as now written.

**SECRET**

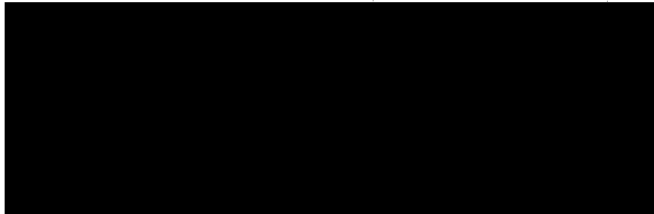


COMMENTS ON CIA REGULATIONS

5 - General

It would seem appropriate to authorize the CIA Procedures Manual in I.A.1 and to detail its purpose of incorporating all procedures which have inter-office and inter-agency application in an appropriate paragraph. Modifications throughout the regulations should be made accordingly, procedural aspects now appearing in the regulations being removed and incorporated in the Manual - for example, the procedural aspects in the following regulations:

*See preceding page -*



*See preceding page -*

25X1A

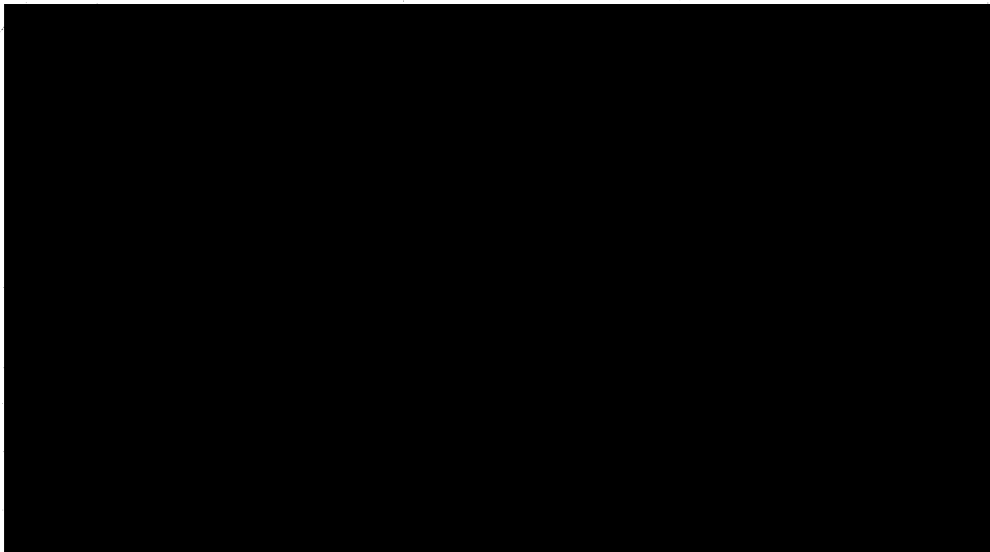
It would seem preferable to use in I.B.1 the same categories for internal office issuance as for inter-office issuance -- i.e., office regulations, an office procedures manual, and office notices -- since all these purposes must be served in office issuances as well. At the very least, it does not seem useful to use "operating" and "administrative" as qualifying terms for office issuances. Procedures should embrace all procedures, administrative and otherwise. Memoranda should serve the same purposes as CIA Notices, and need not be restricted to strictly administrative matters.

25X1A

A number of regulations in the [redacted], or sections of them, might be placed more appropriately in other categories. Thus, the regulations indicated might be incorporated in the following categories:

25X1A

*no comment*



**Next 2 Page(s) In Document Exempt**

SECRET

SEP 29 1950

MEMORANDUM FOR: CIA MANAGEMENT OFFICER  
SUBJECT: Draft of Revised Agency Regulations  
REFERENCE: Secret Memo dtd 8 Sept 50, to ADFC, from CIA Management Officer; Subject: Draft of Revised Agency Regulations.

1. The comments contained herein are submitted in accordance with the reference memorandum.

2. It is believed that use of Arabic numerals throughout, combined with decimal paragraphic designations, would represent a somewhat simpler system than the combined use of Arabic and Roman numerals set forth in the draft. Pages of the manual, if numbered consecutively from beginning to end, could be referred to more easily. Pages added could be given alphabetic designations. In other words, a page added between pages 26 and 27 would become 26a. Your attention is invited to the system used by the Immigration and Naturalization Service in its manuals. *yes + army + others -*

3. In several cases it was noted that general comments applicable to the entire section or regulation were included at the end, whereas placing them at the beginning would better serve to shape the perspective of the reader. *now agree + have tried to do this.*

4. The use of smaller type could be employed to reduce the volume of the manual without necessarily increasing reading effort. *- No not agree.*

5. The reference memorandum contained no mention of Regulation [redacted] Inasmuch as Regulation [redacted] it is assumed that this regulation will be available at a later date for comment. It is suggested that Regulation [redacted] be designated "Correspondence" in lieu of "Correspondence and Procedures".

6. This Office concurs in the proposed regulations except as follows:

Section 5

I A 2d. "among" is suggested in lieu of "between". *ok*

I A 4. Delete "sequential". *no*

I B 4.

SEP 29 1950

SECRET

*Argued long + often but consensus against present system*

*Easy to change by not making manual*

*Every one else suggest for larger type*

*Committee recommendation adopted. Too difficult to make changes. This is planned.*

*Specific cases are cited later.*

*yes. would be minimum*

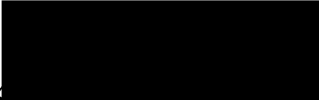
25X1A

25X1A

25X1A

**Next 1 Page(s) In Document Exempt**

8. OPC desires normal distribution for all of those sections included in the draft transmitted with the reference memorandum.



25X1A

Assistant Director for  
Policy Coordination

- 4 -

**SECRET**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

FROM : Assistant Director, Special Operations

SUBJECT: Draft of Revised Agency Regulations

DATE: 29 September 1950

1. In accordance with your request of 8 September 1950, OSO comment respecting the drafts of certain proposed Agency Regulations is set forth below. In those cases where specific reference to a proposed Regulation is omitted, OSO concurrence may be assumed. In general, this office concurs with the drafts as written with regard to accuracy, completeness, security classification, and distribution. As an over-all criticism, however, it is felt that the Assistant Directors and Staff Chiefs, in every possible instance, should be specifically authorized to delegate minor administrative approval functions which inevitably detract from the proper discharge of more important responsibilities. Regulation No. [REDACTED], requiring that all copies of "Requests for Travel Orders" be routed through Assistant Directors, Staff Chiefs or their Deputies, is a case in point. It is apparent that insufficient attention has been given to this matter throughout the proposed Regulations. With respect to the following specific comments, no attempt has been made to include editorial criticism on minor points. Attention is directed, however, to the practice of placing different classifications on reverse sides of the same page, which seems inappropriate.

*Existing Regs tell CIA AD he can name his Staff & can delegate etc -*

*9 word point*

*we will try*

*Par 2 a &c*

*Page 1 Reg 70*

*was intended to cover delegations.*

25X1A

25X1A

2. Regulation No. [REDACTED] CENTRAL INTELLIGENCE AGENCY ISSUANCES

Respecting Section I B Intra-Office Issuances, OSO desires to insert the additional category of "Office Regulations" as an approved intra-office issuance. In the case of OSO, such "Regulations" closely paralleling the CIA Regulations will be designed to replace both Operating Procedures and Administrative Memoranda.

*OK*

25X1A

3. Regulation No. [REDACTED] SECURITY

It is understood that OSO comments pertaining to this Regulation have been registered by the Executive Officer/OSO with the Chief, Inspection and Security Staff and incorporated into a new draft which is not now available for comment. This office, however, wishes to reiterate its conviction that the classification of the Regulation should be "Secret."

*me agree*

*less*

25X1A

4. Regulation No. [REDACTED] DISSEMINATION OF CIA PRODUCED INTELLIGENCE AND INFORMATION

[REDACTED]

25X1A

*no R*

SECRET

OCT 3 1950

**Next 1 Page(s) In Document Exempt**

SECRET

9979

OCT 9 1950

MEMORANDUM FOR THE MANAGEMENT OFFICER - Attention: Mr. [redacted] 25X1A  
SUBJECT: CIA Regulation [redacted] 25X1A

Attached is draft of proposed paragraphs F and G of subject regulation which OSO is recommending and transmitting to OO.

[redacted]

25X1A

Executive Officer

Attachment

*This ~~part~~ was  
to a long go  
around - all agreed  
to by attachment heads - Blow  
down I expect it to blow  
up again. JH 20 Oct 50.*

SECRET

OCT 9 1950



**Next 3 Page(s) In Document Exempt**

SECRET

OCT 17 1950

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR OPERATIONS

SUBJECT: Proposed Paragraphs F and G, CIA Regulation [redacted] 25X1A

REFERENCE: Our Memorandum of 9 October 1950

1. This will confirm our telephone conversation relative to paragraphs F and G of the proposed subject regulation, in which you agreed to paragraph F as transmitted in my memorandum of 9 October.

2. Representatives of OSO and Contact Division have conferred on your proposal respecting paragraph G, and as result of those discussions paragraph G, which is attached, has been drafted by representatives of this Office and Contact Division.

3. This revision is agreeable to the Office of Special Operations.

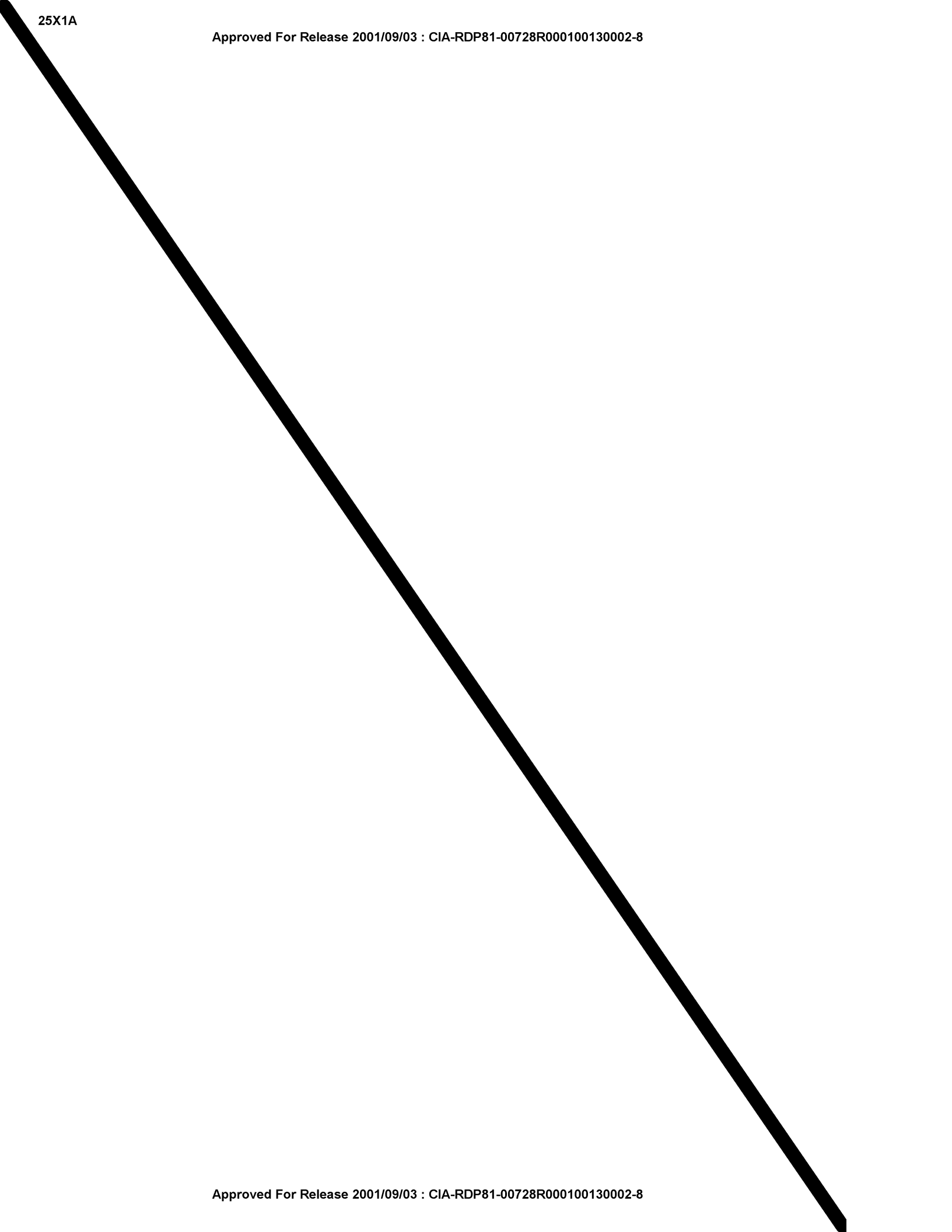
25X1A

[redacted]  
Assistant Director  
Special Operations

Attachment

cc: Management Office [redacted] 25X1A

SECRET



~~SECRET~~

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130002-8

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 17 October 1950

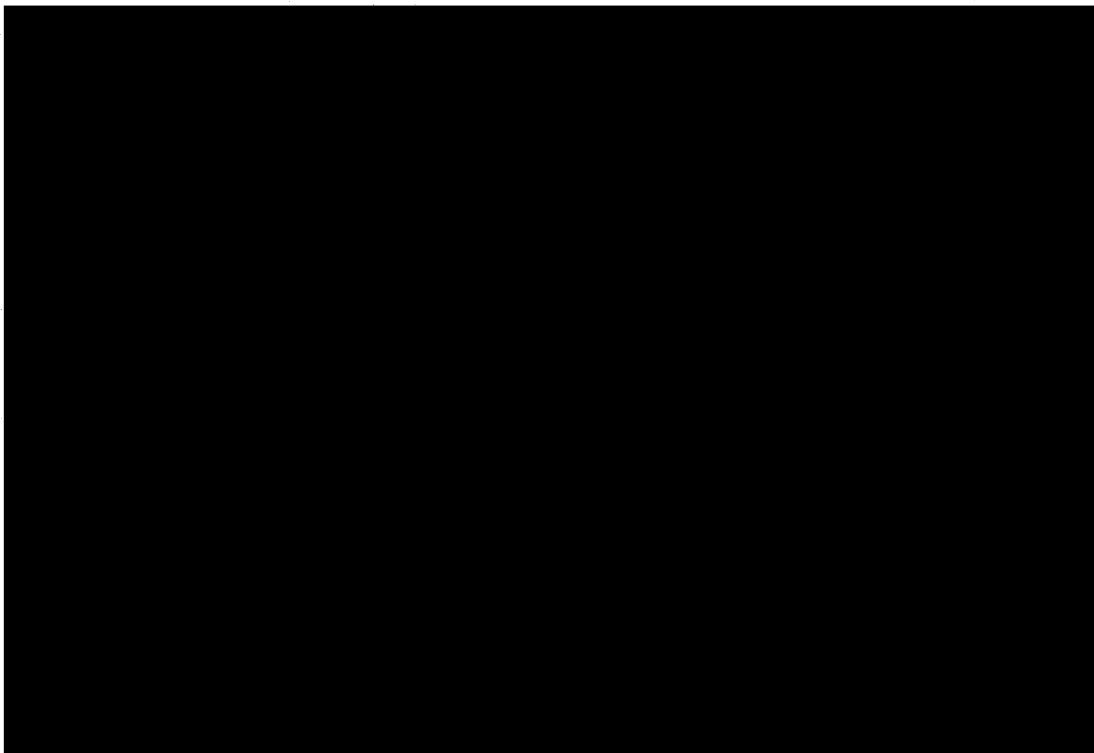
FROM : Assistant Director for Operations

SUBJECT: Draft of Revised Agency Regulations

REF : a) Your memorandum, same subject, dated 8 September 1950

b) Our memorandum, same subject, dated 2 October 1950

25X1A



GEORGE G. CAREY

~~SECRET~~

OCT 18 1950

RESTRICTED  
DIARY NOTES

ADD/A (G)

17 July 1951

- EXTRACT -

Based on recent discussion with [REDACTED] and Mr. Wolf, arrangements have been made with the Advisor for Management to handle the development, review, and revision of all Regulations (covert and overt) as indicated below: 25X1A

- a. Any required action to be initiated by or referred to the Advisor for Management.
- b. Drafting and coordination to be handled by the Advisor for Management. All concurrences to be signed on finished product; non-concurrences to be attached.
- c. A Regulation Review Committee to be established and comprised of the ADD/A (G); ADD/A (S); General Counsel; ADD/A-I&S; Comptroller; Administrative Office Heads as required; Other Office Heads or representatives as required; Advisor for Management.
- d. Final coordinated paper to be referred to members of Review Committee a minimum of three days prior to Committee review.
- e. All Committee members will sign recommendations to the DD/A for action.
- f. Policy directives to be included in Regulations will also be handled as indicated above, coordination to be on the basis of requesting Office concerned as to whether the intent of the directive is completely understood.

- EXTRACT -

RESTRICTED