

Approved For Release 2000/05/31 : CIA-RDP83B00823R000600270007-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Review of Office Functions and Activities

FROM:	EXTENSION	NO.
PPG	5311	DATE 22 OCT 1974

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.				Attached is the action plan for Directorate level objective B 57104 which relates to a review of all Office functions, activities and organization. The first step in fulfilling this objective is to have the components identify all the activities in which they are engaged.  To insure complete understanding of the requirements and to insure uniformity of response, someone from PPG plans to meet with you to participate in the development of the activities listing. In preparation for these discussions, it would be helpful if you would begin to compile a tentative list of your various activities
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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PROJECTIVE NUMBER: B57104

DCI	DD	OFFICE
	X	

OFFICE OF SECURITY ACTION PLAN  
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FISCAL YEAR : 1975  
 EST. MAN-YEARS : 1  
 EST. DOLLARS : \$30,000  
 TARGET DATE : 30 JUNE 1975  
 ACTION OFFICER: DD/P&M  
 TELEPHONE NO. : X-5861; R-1120

PERIOD		(CIRC.)
JULY-AUGUST	+	⊖
SEPTEMBER-OCTOBER	+	=
NOVEMBER-DECEMBER	+	=
JANUARY-FEBRUARY	+	=
MARCH-APRIL	+	=
MAY-JUNE	+	=

OBJECTIVE STATEMENT:

REVIEW AND VALIDATE BY 30 JUNE 1975, IN THE LIGHT OF UPDATED REQUIREMENTS ALL OFFICE OF SECURITY FUNCTIONS, ACTIVITIES AND ORGANIZATIONAL STRUCTURES AND RESPONSIBILITIES TO ENSURE THEIR CONTINUING EFFECTIVENESS, ECONOMY AND EFFICIENCY.

STATUS DESCRIPTION:  
 + - EXCEEDING PLANNED PERFORMANCE  
 = - MEETING PLANNED PERFORMANCE  
 ⊂ - BEHIND PLANNED PERFORMANCE

MILESTONES	COMPLETION DATES												NOTE	
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE		
COMPONENTS IDENTIFY THEIR FUNCTIONS AND ACTIVITIES.				△ → ⊂										
ESTABLISH FORMAT FOR EVALUATING FUNCTIONS AND ACTIVITIES.				△ → ⊂										
COMPONENTS ACCOMPLISH INITIAL EVALUATION OF THEIR FUNCTIONS AND ACTIVITIES IN PRESCRIBED FORMAT.						△								
COMPONENT EVALUATIONS CONSOLIDATED.								△						
OFFICE-WIDE REVIEW OF CONSOLIDATED REPORT AND RESULTS INTEGRATED.									△					
INTERNALLY COORDINATED REPORT FURNISHED DIRECTOR OF SECURITY FOR APPROVAL.										△				
REPORT SUBMITTED TO DD/A INCLUDING RECOMMENDATIONS REQUIRING HIS APPROVAL TO IMPLEMENT.											△			

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