

DDA SUBJECT FILE COPY

88-0647

ROUTING AND TRANSMITTAL SLIP

Date 2/26/85

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/INFORMATION SERVICES			
2. D/FINANCE			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Per our discussions on 26 February, here is a copy of Suggestion on How To Do Our Job Better: Write a Guide to the Regulations. DDA comments are contained on the attached routing slip "Hope we are not too negative." This memo went to the EXDIR on 26 February so it will probably be a few days before we are officially tasked by him for a response. I would appreciate your advice and suggestions on how we should address this suggestion. I will have the DDA Plans Staff pull together a DA response.



STAT

CC: DDA/PO

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

STAT

5041-102

* GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP Date 2/25/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA	[Redacted]	25 FEB 1985
2. DDA		25 FEB 1985
3.		
4. EO/DDA		
5.		

STAT

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I have pulled the DDA Copy and tasked D/OIS *v 4/0F* for comment. We had "pocket edition" of Regulations in 1958 but it was dropped because these overviews caused repeated misinterpretations and cost employees money out of pocket.

There is a current drive by "Sr Mgmt" to condense regs, i.e., [Redacted] but our basic regs must have citations of Public Law, etc. We have DDA specialists available to each component to make sure employees understand the regs, i.e., travel entitlements.

STAT

STAT

Let's see what [Redacted] advise. I am sure we will hear more about this attached suggestion. [Redacted]

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) <i>Hope we are not too negative.</i> [Redacted]	Room No.—Bldg.
	Phone No.

STAT

5041-102

☆ GPO : 1983 0 - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

85-0647

ACIS - 1074/85
14 February 1985

MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

THROUGH: Deputy Director for Intelligence
Chief, Arms Control Intelligence Staff

FROM: [redacted]
Arms Control Intelligence Staff

25X1

SUBJECT: Suggestion On How To Do Our Job Better: Write a Guide to the
Regulations [redacted]

25X1

1. Suggestion: Write one handbook which provides a gist of all Agency regulations. The handbook should be written clearly and accurately while conveying the meaning and intent of the regulations. It should be appropriately cross-referenced and fully indexed. One copy should be provided to each employee. [redacted]

25X1

2. Procedure for Implementing Suggestion: Select a qualified writer interested in carrying out this suggestion. The writer need not, and probably should not, have any experience in writing legalistic language. The writer would gist each section of the regulations (I have attached an example; note the savings in words from about 630 to 160). Ensure that the appropriate elements in the DDA review the draft for accuracy. The writer could cross-reference and index the handbook. [redacted]

25X1

3. Costs: The cost would be the time it takes a writer to do the task and the cost of publishing and distributing the book. I believe a good writer could gist each book of regulations in three weeks. [redacted]

25X1

4. Payoffs: The payoffs would be impossible to quantify but could be far-reaching. A readily available handbook for each worker would heighten employee awareness and understanding of Agency rules and regulations, and should result in employees consulting the regulatory books more frequently and more effectively. This would likely result in greater employee compliance with Agency procedures and thereby improve the coherence and excellence of

[redacted]

25X1

CONFIDENTIAL

Agency performance. (A similar handbook guide could be written for existing Executive Orders). Furthermore, employees would be grateful to management for taking the effort to help employees understand the regulations; this gratitude could improve morale.

25X1



Attachments: As stated

25X1



25X1

Page Denied

Next 3 Page(s) In Document Denied