

Registry

LEG
~~SECRET~~
~~CONFIDENTIAL~~

30 October 1986

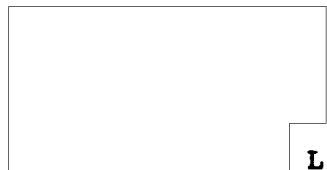
OCA 86-~~3664~~ 3697

NOTE FOR:

STAT

VIA:

FROM:



Legislation Division
Office of Congressional Affairs

SUBJECT:

Critique of OCA Handbook

1. Dave Gries asked that I comment on the newly compiled handbook. I think the book is quite comprehensive, and have only a few suggestions.

a. Under Tab 3 is a memorandum on the subject of hearing preparation, dated 7 July 1986. It mentions a sign-in sheet required for hearings/briefings. If a sample sheet could be provided which has been filled in, I think it would be useful.

b. Under Tab 9 is a listing of Congressional Quarterly courses. A short description of each, along with a recommendation as to which courses should be taken by which employees (and the order in which they should be taken) would be quite helpful.

c. For those employees who do not have extensive knowledge of the workings of each component of the Agency, a listing of Agency courses given by various components, accompanied by a description of each and when each is given, would help ensure that those officers entrusted with safeguarding the Agency's equities can do so with some degree of confidence.

d. Lastly, when all the "bugs" are ironed out, I suggest a copy of the handbook be provided to each employee. Updated sheets can be provided as necessary.

2. As I become more familiar with the workings of OCA, I may have more suggestions. If so, I will pass them on to you.



STAT

Distribution:

- Orig. - Addressee
- 1 - D/OCA
- 1 - DDL/OCA
- 1 - OCA Registry
- 1 - OCA/ Signer
- 1 - OCA/LEG/Subject File: Administrative Matters

STAT