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C-O-P-Y

DD/P - 8017a

29 December 1953

MEMORANDUM FOR : Chiefs of Area Divisions

SUBJECT : Format for Division Replies to I&R Inspection Reports

1. With the increasing number and complexity of I&R inspection reports, it becomes desirable to reduce the time necessary for the preparation of Area Division comments as well as for the adjudication of areas of difference between I&R reported findings and the answering comments of the inspected divisions.

It therefore is requested that in the preparation of their replies to I&R reports, Area Divisions be guided by the following:

a. Questions of Fact

(1) Where no disagreement exists as to facts, no statement should be made.

(2) Where a fact is disputed, such should be specifically stated and supporting evidence cited.

(3) Where it is claimed that a relevant fact has been omitted, such fact should be stated and support of its actuality and relevancy indicated.

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b. Dissent on Conclusions

(1) Where no disagreement exists as to a conclusion, no statement should be made.

(2) Where there is dissent as to a conclusion, the statement should be limited to the area of disagreement, and should indicate whether the dissent pertains to (a) premise, (b) inference, or (c) degree.

c. Dissent on Recommendations

(1) Where no disagreement exists as to a recommendation, no statement should be made.

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(2) Where there is disagreement with respect to a recommendation, the statement should indicate whether such disagreement is based on (a) impracticality, (b) lack of jurisdiction, (c) error of fact or conclusion, (d) over-severity or over-lenity, (e) lack of need, or (f) previous corrective action taken; and any statement should be limited to the area of disagreement.

/s/ Richard Helms
for

Deputy Director (Plans)

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