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Security Information

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MEMORANDUM FOR: Assistant Director for Special Operations  
 Assistant Director for Policy Coordination  
 Assistant Director for Communications  
 Chief, Technical Services Staff

FROM : Executive Officer for Deputy Director (Plans)

SUBJECT : Field Requests for Administrative Support and Assistance

REFERENCE : Meeting of 14 May 1952 in the office of DD/P, attended  
 by Colonel White, Mr. [redacted] Mr. [redacted]  
 25X1A9a subject: "Cable  
 25X1A9a Procedures."

1. During the course of the reference meeting, it developed that, in certain instances when a request from the field for administrative support and assistance is received in the form of a cable, the operations personnel responsible for taking necessary action were following the practice of addressing memoranda to the appropriate unit under the jurisdiction of DD/A to obtain the necessary approval before replying to the cable. It was agreed that this procedure was unnecessary and time-consuming and it was further agreed that, in those instances where the request from the field for administrative support and assistance required approval by an officer under the jurisdiction of DD/A, the most efficient way of handling these requests would be for the operations staff officer assigned action responsibility to prepare a reply to the incoming cable and coordinate this reply with the appropriate staff officer in the office of ADSO or ADPC and the appropriate staff officer under the jurisdiction of DD/A. Coordination with DD/A's representative will constitute approval of the action by the DD/A.

2. Accordingly, it is requested that you bring this matter to the attention of your respective staffs for their information and guidance.

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cc: ADD/A  
 ADD/P(a)