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Office Memorandum • ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Acting Deputy Director (Admin)
SUBJECT: Personnel Office Survey

DATE: 16 June 1951

I have in my notes the following items which have been verbally given to your office for action.

1. In connection with your survey of the Personnel Office--

a. Particular attention to procedures and time required for individual case processing, both by using offices and Personnel.

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b. Time and procedures required for processing promotion pers.

c. Time and procedures involved in processing cases for security clearance.

d. Expediting calling of cleared individuals to report duty.

2. In connection with our conference with [redacted]

a. Any required amendments to regulations involving personnel contracts.

b. Examination of procedures for processing provisional operational clearances.

c. Examination of regulations sent to field stations with a view to providing maximum reasonable latitude on the part of station chiefs.

d. Authorization for direct communication between senior representatives.

e. Instructions for processing efficiency reports from field stations:

(1) To be initiated by station chiefs, examined by senior representatives, and reviewed by division chiefs and assistant directors.

(2) Efficiency reports on station chiefs to be initiated by division chiefs, routed to senior representatives for examination and comment, and reviewed by assistant directors.

f. Provision for office space, secretarial help, etc. for individuals who have returned temporarily from abroad.

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