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| Document No. -----                                      | <i>008</i>     |
| No Change in Class. <input checked="" type="checkbox"/> |                |
| <input type="checkbox"/> Declassified                   |                |
| Class. Changed To: TS S C                               |                |
| Auth.: HR 70-2  |                |
| Date: <u>30 NOV 1978</u>                                | By: <u>ell</u> |

7 February 1953

MEMORANDUM FOR: ADDA

SUBJECT: Speed-up of Regulations Writing

1. All major administrative components have been directed to prepare outlines of the proposed content of Agency Regulations governing their functions. Detailed suggested instruction on the preparation of such outlines were issued. A target date of 12 January was set. All Offices have submitted outlines excepting:

|                |                |
|----------------|----------------|
| Personnel      | Medical        |
| Communications | O & M Services |

It is recommended that these offices be directed to get on the ball as they are already twenty-eight days late!

2. Offices submitting outlines were also instructed to provide estimated completion dates of each section of their regulations. Listed below is a summary of their completion plans.

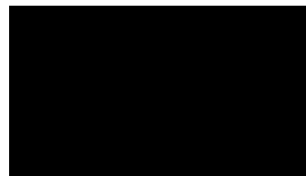
|                    |   |
|--------------------|---|
| Training.....      | Eight sections by 12 March 1953   |
| Procurement.....   | Various sections over a six-month period ranging from 16 February to <u>1 July 53</u>               |
| General Services.. | Various sections over a four-month period ranging from 1 April to <u>14 July 1953</u>               |
| Comptroller.....   | Various sections over a four-month period (Budget) ranging from 16 February to <u>18 May 53</u>     |
| I & S.....         | Various sections over one-month period ranging from 16 February to 9 July                           |
| Comptroller.....   | Various sections over period of five (Finance) months ranging from 16 February to <u>9 July 53.</u> |

3. It is recommended that you do ~~the~~ things at the DDA staff meeting:

- a. Ask Personnel, Commo, Medical and O & M why they have as yet prepared no outlines. Direct them to produce these outlines.
- b. Instruct Office Heads to check on the actual progress being made and report on any obstacles to completion of the job by the completion dates submitted.

- c. Ask whether Procurement, Comptroller, General Services cannot speed up completion dates?

3. If desired, I can give a brief talk on the regulations concept as developed and answer any questions.



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Special Assistant to the  
Deputy Director (Admin.)

SA/DDA:EDE:mes (7 February 1953)

| TRANSMITTAL SLIP  |                 |                                    |
|---|-----------------|------------------------------------|
| <u>C O P Y</u>  |                 | 10 Nov 53<br><small>(Date)</small> |
| TO: Chief, Regulations Control Staff  |                 |                                    |
| BUILDING<br>2210 E Street   | ROOM NO.<br>202 |                                    |
| REMARKS:<br><br>I believe that the DD/A concurrence on [REDACTED] should occur after having received all of the comments of the DD/A components. Therefore, I would approve your alternative 3.b. I trust that this will not mean additional time lag in the final publication of such issuances. |                 |                                    |
| FROM: <sup>15/</sup><br>A-DD/A  |                 |                                    |
| BUILDING  | ROOM NO.        | EXTENSION                          |

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