

**PERMANENT FILE  
DO NOT DESTROY**

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: *o/keep* TELEPHONE NO. *SNP-16837*  
 ROOM NO. *25X1A* DATE

1.	TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
			REC'D	FWD'D			
1.	<i>Div Personnel</i>		<i>7</i>		<i>[Redacted]</i>		<p><i>Harry: A major question as I see it. Our support can be no better than the info. on which we base our support. While we surely can be sympathetic with DD/P's desire to eliminate all unnecessary paperwork, we didn't feel this paper came in the "unnecessary" category.</i></p> <p><i>[Signature]</i></p>
2.	<i>SSA/Pers</i>	<i>2016</i>			<i>[Redacted]</i>		
3.	<i>Ch/Cont.</i>	<i>Wing</i>					
4.	<i>Ch/Proc.</i>	<i>1-J</i>	<i>15 June 1955.</i>				
5.							
6.							
7.							
8.							
9.					<i>ILLEGIB</i>		
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14.							
15.							

Official Record Copy  
Office of Personnel

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~~CONFIDENTIAL~~

31 May 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT: Proposed Headquarters [REDACTED] Regulations  
Concerning the Overseas Station Questionnaire

25X1A

REFERENCE: Your Memorandum, 4 February 1955, Subject as  
Above

1. In accordance with your request, the draft regulations and the Questionnaire have been reviewed by this office.

2. We concur in the policy that CIA employees and their dependents should be adequately briefed concerning overseas living conditions prior to departure for their overseas assignments, and we concur in assigning responsibility to the office of Personnel for obtaining the necessary information and for providing a briefing service for these employees and their dependents.

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3. However, we do not concur in the proposed procedure whereby the area divisions and each [REDACTED] would be required to furnish initially and at six-months' intervals the information called for in the proposed Questionnaire, which consists of twenty pages and two hundred thirty-one questions.

4. For several months we have, as a result of complaints from the field, been conducting surveys to reduce to the minimum the administrative workload of both field installations and Headquarters in order to permit maximum application of under-strength units to increasing operational requirements. The proposed procedure would, therefore, require an additional administrative workload which we are not in a position to assume.

5. As an alternative to the proposed procedure, it is suggested that:

a. The office of Personnel obtain from the Department of State and other agencies of the Government who have extensive overseas operations as much of the information called for in the Questionnaire as they are able to furnish;

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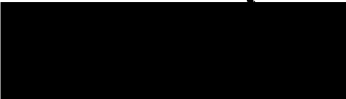
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b. The office of Personnel obtain from CIA personnel returning to Washington PCS such additional information as may be necessary to permit adequate briefings on the current living conditions in overseas areas.



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Executive Officer, DD/P

cc: Chief, Management Staff  
SSA-DD/S

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31 May 1955