

19 November 1956

MEMORANDUM FOR: Executive Officer, EDP
Special Assistant, EDI
Special Assistant, DDS
Chief, Regulations Control Staff

SUBJECT: Coordination and Publication of Regulations Acted
On by the CIA Career Council

1. This will confirm our conversation of a recent date concerning the method by which pre-coordination will be carried out on regulations concerning personnel policy that are to be referred to the CIA Career Council. There follows a quotation from the minutes of the 34th Career Council meeting, as amended:

"6. The Council discussed the problem of coordination and publication of regulations on which the Council had taken action. It was agreed that in the future with respect to all regulations affecting personnel policy that when the draft had been prepared by either the Office of Training or the Office of Personnel it would be circulated to members of the Council sufficiently in advance of the meeting at which it would be acted upon so that the Council might take final action without the necessity for editorial or other revisions being made prior to publication. It would be the responsibility of the Executive Secretary to determine from the members of the Council how much time they and their staffs needed for further study. This would determine the date when it would be placed on the Agenda of the Council. It was further agreed that after the Council had taken action, the proposed regulation would lie open until the close of business the following Tuesday (i.e., three working days - Friday, Monday, and Tuesday) -- (amended by the Council at its 35th meeting to 5 working days) -- before it would be sent to the printer. If no member of the Council had requested an extension of time beyond the close of business Tuesday (Thursday) the regulation would be printed as agreed at the previous meeting of the Council."

2. In order that the staffs of the Deputy Directors (Intelligence), (Plans), and (Support) and the Regulations Control Staff may have adequate copies for reference the following distribution will be made simultaneously

**SUBJECT: Coordination and Publication of Regulations Acted on by the
CIA Career Council**

with the copies that are referred personally to the members of the CIA
Career Council:

15 copies to Mr. [REDACTED] DP
10 copies to Mr. [REDACTED] SA/IDI
4 copies to Mr. [REDACTED]
2 copies to Mr. [REDACTED]

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[REDACTED]
Executive Secretary
CIA Career Council

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Distribution:

- 1 - SAC/DDP
- 1 - SA/IDI
- 1 - SA/DDE
- 1 - C/RCS
- 1 - 34th Career Council File
- 1 - Chrono

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