

SECRET

JUN 66-3250

27 JUN 1966

MEMORANDUM FOR: Director of Communications  
 Director of Finance  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 ✓ Director of Security  
 Director of Training

24 JUN 1966

SUBJECT : Early Warning on Potential "Flaps"

1. This will confirm instructions given at the DD/S Staff Meeting 21 June 1966 regarding the early reporting of potential "flaps."
2. Prompt reporting of problems or incidents which have occurred, or appear likely to occur, and which have "flap" potential is an essential element in their proper management. This is especially true with cases involving complaints, outside inquiries, lawsuits, and the likelihood of adverse publicity or public disclosures. Adequate forewarning of such problems can easily spell the difference between their correct handling and a serious "flap."
3. Each Office head will, therefore, take such action as he considers appropriate to assure that within his Office an effective system exists for giving early warning of potential "flaps." Such reports will be made by phone or in writing as the circumstances indicate and will be given to the DD/S and to each Office concerned, or likely to be concerned, in the handling of the particular problem. The latter will include in most instances the Director of Personnel, the Director of Security and the Assistant to the Director.
4. The information to be reported in each case must be timely, it must be accurate, and it must be in sufficient detail to enable senior officials to deal with the problem and to respond to inquiries about it even when officers with more direct knowledge of the matter are unavailable to assist in its handling.

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[Redacted Signature]

A. L. Sauerman  
Deputy Director  
for Support

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification