

PPG: 216
19 Feb 75

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached for your information is a copy of my LOI for 1975.

Beginning on 20 February I will again be holding quarterly conferences with each Division chief within the P&M Directorate. When your conference is scheduled please bring with you the copy of my 1975 LOI and your 1974 LOI.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
DD/P&M	2/19/75

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18 FEB 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : Letter of Instruction

1. In addition to the normal duties of the Deputy Director of Security for Policy and Management, during the coming year you are to:

a. Review the possibility for the establishment of an Office of Security management committee as a means of more expeditiously and efficiently reviewing and making recommendations on certain Office policy matters. This task is to be completed by 15 April 1975.

b. Review the effectiveness of the Policy and Management organizational structure and advise if changes are needed before 1 April 1975.

c. Review the effectiveness of the Office of Security's monthly managerial reporting system. Report by 1 June 1975.

d. Monitor space allocations within the Office of Security in an effort to place the Information Systems Security Group under one roof by 31 December 1975.

e. Review the various briefing programs conducted by the Office of Security to insure consistency in terms of policy pronouncements and to determine if more effective techniques/methods could be utilized to express the message of the Office of Security.

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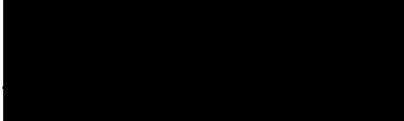
f. Maintain a continuous monitor of the Office of Security's indexing practices and file keeping, and consistent with recommendations which will come from Presidential and Congressional Committees of Inquiry reduce Office of Security records by at least 250 linear feet by 31 December 1975.

g. In order to maintain a level of technical competence within the Information Systems Security Group, recommend by 1 September 1975 a preselection and training system for personnel.

h. Conduct an overall managerial review of the Agency's codeword and special clearance system for the purpose of increasing efficiency and hopefully lowering dollar costs.

2. As a senior member of the Office of Security's management team, I would look to you to assist me in insuring that our MBO and equal employment opportunity programs meet their goals, and that you continually seek out, recommend, and establish ways and means of increasing the efficiency of the Office of Security.

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Director of Security

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