

DDA

ODP-0-106  
25 JAN 1980

MEMORANDUM FOR: Chief, Regulations Control Division,  
Information Services Staff

STATINTL

FROM : [REDACTED]  
Chief, Management Staff, ODP

SUBJECT : Proposed Revision of [REDACTED]  
DRAFT C (Job #8499)

STATINTL

REFERENCE : Your memo, dtd. 18 Jan 1980, Same Subject

The Office of Data Processing concurs with the  
proposed revision of [REDACTED] DRAFT C as submitted.

STATINTL

[REDACTED]

STATINTL

DISTRIBUTION:  
Original and 1 - Addressee  
2 - O/D/ODP  
1 - MS Chrono  
2 - ODP Registry  
ODP/MS, [REDACTED] : Jal/25Jan80

STATINTL

*real copy*

DD  
ODP # C-081

*Action:  
C/MS due  
4 Feb 80*

18 January 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
General Counsel  
Legislative Counsel  
Comptroller

25X1A

FROM: [REDACTED]  
Chief, Regulations Control Division  
Information Services Staff

25X1A

SUBJECT: Proposed Revision of [REDACTED] Preparation, Transmission,  
and Receipt of Dispatches and Other Material Transported  
Between Headquarters and the Field, DRAFT C  
(Job #8499)

FOR YOUR INFORMATION:

1. The attached proposal initiated by the Directorate of Operations incorporates coordinator suggestions, additions, and changes from two previous coordination exercises in 1978. (U)

2. Please return any comments or suggestions to the Regulations Control Division before 8 February 1980. Questions may be directed to

25X1A

[REDACTED] (C)

25X1A

[REDACTED]

25X1A

Attachments:

- A. Proposed Revision of [REDACTED]
- B. Concurrence Sheet (OGC)

cc: AO/DCI            OL  
 AO/CTS-RMS        OMS  
 C/ISS                OP  
 SSA/DDA            OS  
 OC                    ODP  
 OEEO                OF

DERIVATIVE CL BY 018131  
REVIEW ON 18 JAN 2000  
DERIVED FROM A9c5.2

WARNING NOTICE - INTELLIGENCE SOURCES  
AND METHODS INVOLVED

HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	1	9/30/63				<p>██████████ is revised to reflect current policy and procedures governing preparation, transmission, and distribution of dispatches.</p> <p>The name of the regulation has been changed and it has been downgraded from Secret to Confidential.</p>
	2	10/21/69				
	3	9/30/63				

25X1A

Arrows in the page margin show the locations of the changes described above.

DISTRIBUTION: AB

25X1A

**Next 15 Page(s) In Document Exempt**

SUBJECT:

Proposed Revision of [redacted]

PURPOSE OF ACTION:

Coordination

ACTION OFFICER (Incl. Ext.)

REFERENCES:

Proposed Revision of [redacted], dtd 18 Jan 80, (ODP 0-082)

RESOURCE PACKAGE & COSTS (If applicable):

not applicable

THIS PAPER IS FOR YOUR:

COMPONENT/OFFICER	INFORMATION/COMMENT	CONCURRENCE	APPROVAL/SIGNATURE	INITIALS	DATE
C/AS	X			RA	22/1
C/MS	X			IB	1/28
XO	X	of [redacted] RMD 9 50		GD	23/1
DD/ODP	X			EO	24 0~
D/ODP	X			RG	1/24
C/P & PG/MS	action				

DISCUSSION:

Unless someone has a comment, ODP concurrence memo will be sent. Of note and possibly requiring an addition is the fact that ODP does not have a special indicator (cf. pp 15-16 of attachment.) Comments?

25X1A

[redacted signature]

1/22/80

ADD TO OFFICIAL FILE YES \_\_\_ NO

UNCLASSIFIED

when separated from attachment

CONFIDENTIAL X

SECRET

Explanatory Notes

**Subject:** Self-explanatory - include ODP number if applicable.

**Purpose:** What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

**Action Officer:** Name, organization, extension.

**References:** List of pertinent references. Copies should be attached in order listed.

**Resource Package and Costs:** Identify the Resource Package and total costs for each fiscal year if the action involves funds.

**Routing:** Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

**Discussion:** Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

**Signature of Action Officer:** Sign and date form.

**Classification:** Mark at the top and bottom of page, as appropriate.