

18 APR 1978

Executive Registry
78-1142/1

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : John F. Blake
Deputy Director for Administration
SUBJECT : Nomination of [REDACTED] for the Everett
O. Aldredge Annual Award for Records Management
Excellence in the Federal Government

1. Action Requested: That you sign the attached letter to Mr. J. G. Gwinn, Chairman, Awards Committee, National Archives and Records Service Federal Records Management Conference, nominating [REDACTED] for the Everett O. Aldredge Award.

2. Background: Heads of Federal agencies, through their Records Management Officers, are invited to submit a nomination for the Everett O. Aldredge Award. This award is given annually to an individual in Federal service who has made outstanding contributions in improving the effectiveness and efficiency of Federal paperwork. The award will be presented at the Federal Records Management Conference on 16 May 1978. The award is named for the late Mr. Everett O. Aldredge who served for many years as the Assistant Archivist for Records Management, National Archives and Records Service. The Agency has not previously nominated anyone for this award.

3. Staff Position:

a. [REDACTED] is the Records Management Officer for the DO. In this capacity he organized and managed the massive effort of reviewing the DO's 28,000 cubic feet of holdings at the Agency Records Center. The result is the DO now knows what is in their retired records holdings; descriptions of all these records are being entered into a searchable computer system; insofar as possible, records pertinent to current legal and legislative inquiries have been marked for retention; and, once the moratorium on destruction of records is lifted, temporary records scheduled for destruction can be destroyed and thereby produce a savings in storage space. [REDACTED] also developed the telepouch system now used for much of the DO's traffic.

STATINTL

b. The Assistant for Information to the DDA, who has the responsibility for the Agency Records Management program, recommends [REDACTED] for this award. The nominating document which will accompany your letter was prepared by the Chief, Information Management Staff, DDO, and has been reviewed and concurred in by representatives of the Central Cover Staff and the Office of Security.

STATINTL

4. Recommendation: That you sign the attached letter to Mr. Gwinn, which nominates Mr. [REDACTED] for the Everett O. Alldredge Annual Award.

Signed: John F. Blake

John F. Blake

Attachment: a/s

STATINTL

AAI/DDA [REDACTED] ydc (12 April 1978)

Distribution:

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The Deputy Director

DD/A 78-1541

ER 78-1142

14 APR 1978

Mr. J. G. Gwinn
Federal Aviation Administration
AMS-140

Dear Mr. Gwinn:

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The Central Intelligence Agency welcomes this opportunity to nominate [redacted] as a candidate for the Everett O. Allredge Annual Award for Records Management Excellence in the Federal Government.

STATINTL

This past year, [redacted] has implemented a number of unique programs which will greatly improve the effectiveness and efficiency of the Records Management Program in this Agency. Because of his contributions, I believe that [redacted] should prove to be an outstanding candidate for the Everett O. Allredge Annual Award and am pleased that I have this opportunity to place his name in nomination.

STATINTL

Sincerely,

/s/ Frank C. Carlucci
Frank C. Carlucci

Enclosure

Retyped for DDCI Signature; se/14 April 78

STATINTL

CIA Nomination for the "EV" Alldredge Annual Award for Records
Management Excellence in the Federal Government

NOMINEE:

[REDACTED] GS-14
Deputy Chief, Information Management
and Planning Group,
Information Services Staff, Operations
Directorate, CIA
Washington, D. C.

Previous Awards:

Commendation in 1956 for reorganizing the
filing system of a Directorate Headquarters
component

Commendation in 1971 for preparing the
Directorate's handbook for name tracing

Memorandum of Appreciation in 1971 for
records management services to a Directorate
Headquarters component

Memorandum of Appreciation in 1972 for
excellent performance as Chairman of the
Planning Committee for the Annual Records
Management Conference

Memorandum of Appreciation in 1976 for
assignment well done as a member of a
Directorate Personnel Evaluation Panel

Quality Step Increase, 23 October 1977,
for sustained superior performance in the
records management field

Accomplishments:

This recommendation of [REDACTED] is made because
of his demonstrable accomplishments, both personally and as a
manager, in the conduct of the records management program of
CIA's Operations Directorate. These accomplishments, described
below, resulted both in improved records management and substantial
savings for the Operations Directorate.

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