

**MEMORANDUM FOR:** All NIOs , SA/NPI, SRP

Please do the best you can to comply with Tom Cormack's plea for our cooperation in routing DCI/DDCI/ExDir correspondence through him.



*(dupl copy in POLICY file)*

**Date** 5 August 1982

STAT

82-0015/1
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DDI- 6-417/82

5 August 1982

MEMORANDUM FOR: Vice Chairman, National Intelligence Council

SUBJECT : Transmittal of Correspondence

Fred:

1. I need your assistance in reducing the amount of NIC/NIO-produced correspondence being handcarried to the DCI or DDCI. Recently that amount, already substantial, has increased considerably and now probably exceeds 70 percent.

2. Attached are previous memorandums I issued on the subject of handcarrying. The DCI is very specific that among my responsibilities is that of reviewing correspondence both in and out, insuring coordination, monitoring follow-up and suspenses and supplying references. Providing drop copies to Executive Registry (ER) does not substitute for routing papers through me. No one appreciates more than I that Mr. Casey wants things done quickly. If he personally asks that a paper be handcarried to him for discussion then, of course, it should be. But too many people are laboring under the misunderstanding--or using as an excuse--that "The DCI is waiting for this." To go through the Executive Secretariat adds but a few minutes. Just give ER special instructions if time is at a premium. (ER is open 0730 to at least 1830.)

3. Would you please remind the NIC that documents/correspondence for the DCI and DDCI are to be delivered only to ER (Room 7E-12). By so doing we can serve everyone better as well as reduce unnecessary flow of personnel in and out of the front office suites.

Thomas B. Cormack  
Executive Secretary

STAT

Attachments:

As stated

cc: SA/DCI  
EA/DDCI  
C/DCI/SS  
C/DDI Registry

Executive Registry  
82-0015

ES 82-1

6 January 1982

MEMORANDUM FOR: See Distribution  
FROM : Executive Secretary  
SUBJECT : Transmittal of Correspondence  
REFERENCE : ES 81-2, dtd 15 June 1981

In view of the many recent organizational and personnel changes within CIA, I believe it appropriate to recirculate my attached memorandum of last June, subject as above. Will you please call it to the attention of your organizations and bear in mind we can all serve the Director, ourselves and the Agency better if we reduce handcarrying to the absolute minimum.

[Redacted Signature Box]

Thomas B. Cormack

STAT

Attachment:  
As stated

Distribution:

- D/ICS
- Chm/NIC
- EXDIR
- DDI
- DDS&T
- DDA
- DDO
- GC
- IG
- Compt.
- D/Personnel
- D/OEA
- D/EEO
- C/CCS/ICS
- AO/DCI

Internal Distribution:

- ✓ Orig - ES Chrono
- 1 - Each as above
- 1 - ER

ES 81-2  
15 June 1981

MEMORANDUM FOR: See Distribution

FROM : Thomas B. Cormack  
Executive Secretary

SUBJECT : Transmittal of Correspondence

REFERENCE : HHB 70-5 dated 28 June 1979, Paragraph 32d

1. Far too often material is reaching the Director or Deputy Director or their immediate offices without going through the Executive Registry and over my desk. The Director and Deputy Director look to me to see that all material is properly coordinated and that the left hand has the opportunity to know what the right hand is doing. That material gets to the Director or the Deputy Director without the benefit of Registry and consolidation with other related inputs from line or staff elements can be attributed to the fact that you or one of your staff handcarried the material. The secretaries in the DCI and DDCI offices are under instructions to handcarry any item you may have dropped on their office to the Registry, which in turn will return it via my office. Of course there are exceptions, e.g., when the Director, Deputy Director, or any of their immediate staff, have phoned saying they are waiting for a paper, when you are meeting with them and provide a piece of paper across the table, cables, etc. In most cases, your offices subsequently drop an information copy on the Registry and we are able to record and retrieve as appropriate.

2. It is understood that there is a very limited quantity of paper that should be exempted from Registry, such as correspondence related to some personnel/security/medical-related cases, or particularly sensitive DDO operations. However, we have a responsibility to record its existence if it involves DCI/DDCI review and approval. (This can be accomplished by concurrently providing me with a blind memorandum - see sample attached.) In all such cases, we have an obligation to know where the office of record is.

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

3. The Director and Deputy Director look to me to see that material reaching them is properly coordinated, has relevant reference material attached to it, and is filed for retrieval on short notice. I hope you will cooperate with us in discharging these responsibilities.

[Redacted Signature Box]

STAT

Thomas B. Cormack  
Executive Secretary

Distribution: (all with attachment)

- D/ICS
- DD/NFA
- DDS&T
- DDA
- DDO
- GC
- LC
- IG
- Compt
- D/DCI-DDCI ExStf
- D/PA
- D/EEO
- D/Personnel
- SA/DCI/CI
- AO/DCI
- SA/DCI/C

Internal Distribution:  
Original - ES Chrono  
1 - ER

ADMINISTRATIVE-INTERNAL USE ONLY

MEMORANDUM FOR : Director of Central Intelligence  
VIA : Deputy Director of Central Intelligence  
FROM : Deputy Director for Operations  
SUBJECT :   
ACTION REQUESTED: Review and Approve  
\* ACTION TAKEN : DCI approved...or DCI returned to DDO with comment  
OFFICE OF RECORD: DDO

STAT

\* To be recorded by SA/DCI or originator (in those cases where the DCI or DDCI personally hands the paper back to DD) and furnished Executive Registry.