Approved For Release 2003/06/26 : CIA-RDP80R01731R003400080012-8

23 January 1950

MEMORANDUM FOR: Executive

SUBJECT: Management Survey Report - OCD/Liaison Branch

REFERENCE: (a) AD/OCD Memorandum AD-589 of 5 January 1950
(b) XD Memorandum to AD/ORE and AD/OCD of 1 December 1949
(c) Subject Survey Report of 8 September 1949

1. In reference (a), the AD/OCD submits comments with respect to the recommendations submitted by Management in reference (c), following a survey of the Liaison Branch of that activity. Reference (b) clarifies the functions and responsibilities of the Liaison Branch, and resolves conflicting views previously held by the AD/ORE and the AD/OCD.

2. OCAPG herein submits comments with respect to the recommendations advanced by Management in reference (c), and the reply thereto submitted by the AD/OCD in reference (a). Paragraph designations correspond with those used in reference (c).

2.(a)(2): Establish a requirements coordinating committee or a similar organization.

Comment: The advisability of establishing a requirements coordinating committee is not recognized. Intra-CIA Committees should be rare exceptions. The inter-relationship of the CIA offices under the existing administrative organization provides adequately for continual inter-office liaison. As inter-agency committees are established, coordination of requirements in specific fields of interest should uniformly become a function of such committees. Where no inter-agency coordinating committee exists in a particular field of interest, the AD/OCD will effect the coordination of the several interests within CIA, through the Liaison Branch or otherwise as he shall determine to be most efficacious.

2.(a)(3): Remove ad hoc translation requirements from the formal RD process.

Comment: AD/OCD procedure set forth in reference (a), approved.

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2.(a)(4): Decentralize liaison control records.

Comment: AD/OCD handle this organizational detail.

2.(a)(7): Eliminate loan records on desks by channeling all loan materials to library for library loan control.

Comment: AD/OCD handle this organizational detail.

2.(a)(8): Refer all currently used unnumbered ditto forms to Management Office for assignment of form numbers.

Comment: AD/OCD comply.

2.(b)(1): Chief's clerk cease logging RDs, outgoing CDs and requests referred to Map Branch or OCD Divisions for action.

Comment: AD/OCD handle this administrative detail.

2.(b)(2): Eliminate referral of formal document requests to Library and assignment of RD number in Library.

Comment: AD/OCD handle this administrative detail.

2.(b)(3): Discontinue filing copy of RD in branch control.

Comment: AD/OCD handle this administrative detail.

2.(c)(2): State desk eliminate cross-reference file.

Comment: AD/OCD handle this administrative detail.

2.(c)(3): CIA desk eliminate cross-index to RDs and control numbers.

Comment: AD/OCD handle this administrative detail.

PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

cc: AD/OCD
Management Officer

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