

COMP Proposed Executive Control Conference
S/ASST (Mr. Friedman) 27 August 54

Ref: D/F from COMP, 16 Aug 54, Subject as above.

I think the proposed regulation and conference warrants trial and I would like to attend first few conferences at least.

WILLIAM F. FRIEDMAN
Special Assistant

DISPOSITION FORM

FILE NO _____ SUBJECT **Proposed Executive Control Conference**
 DATE **16 AUG 1954**

TO **Per Distribution** FROM **COMP** DATE **16 Orchison/624457-10**

1. Attached for your comments and/or concurrence is a proposed regulation governing the establishment of an Executive Control Conference to replace the present individual monthly briefings of the Director.

2. It is felt that the proposed system will save an estimated 5-7 hours of the Director's time each reporting period, and also keep the Chiefs of Offices and Staff Divisions completely informed of programs, other than their own, that are pertinent to their operations.

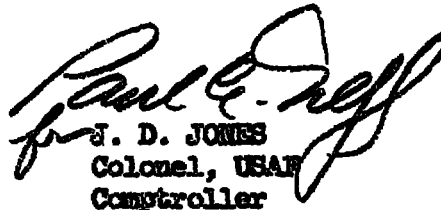
3. In order to assure that all persons are aware of the advantages to be realized from the chart system of presentation, as outlined in this proposed regulation, the following are noted:

a. The individual presenting the data is assured the attention of the entire group to the chart under discussion.

b. Individuals reviewing the data are assured of an opportunity for objective analysis since the person presenting the briefing will be discussing the comparison of programmed and actual performance trends.

c. To the maximum extent possible, the data for all periods shown on the charts are on a uniform basis and will afford a common measurement of performance and progress.

d. This approach to data presentation serves to remove a potentially wide area for possible disagreement, since the Director can get on-the-spot comments from the individuals having cognizance of the material being presented.


 J. D. JONES
 Colonel, USAF
 Comptroller

Incl:
 a/s

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NATIONAL SECURITY AGENCY

Washington 25, D.C.

NSA REGULATION

NO. 10-7

EFFECTIVE UNTIL 1 AUGUST 1955 UNLESS

SOONER RESCINDED OR SUPERSEDED

EXECUTIVE CONTROL CONFERENCE

SECTION

SUPERSESSION. I

PURPOSE II

CHRONOLOGY. III

PROCEDURE IV

COVERAGE. V

SUPERVISION VI

SECTION I - SUPERSESSION

This regulation supersedes NSA Regulation Number 10-7, dated 29 September 1953.

SECTION II - PURPOSE

The purpose of this regulation is to establish a periodic Executive Control Conference as the medium for the standard briefing of the Director and his staff on the effectiveness and status of NSA operations and programs.

SECTION III - CHRONOLOGY

1. The Executive Control Conference will be held during the fourth week following the close of the cost accounting period, the exact days and times being determined by the Director.

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2. The Conference will be held in two sessions, and the order of business will be as follows:

<u>Organization</u>	<u>First Session</u>		<u>Second Session</u>	
	<u>Attend</u>	<u>Sequence</u>	<u>Attend</u>	<u>Sequence</u>
Director	X		X	
Vice Director	X		X	
C/S, DCS	X		X	
Special Assistants	X		X	
COMP	X	1	X	
P/P	X		X	1
PERS	X	2	X	
LOG	X	3	X	
AG			X	2
TRG			X	3
SEC	X	4		
TEC			X	4
HqC			X	5
M3p	X	5		
R/D	X	6		
COMSEC	X	7		
SCH			X	6
COMM			X	7
PROD			X	8

3. This listing is not definitive, and if cleared by the Comptroller, the participation and sequence will be altered.

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4. All participants will be notified, by the Comptroller, of the date and time of each conference, and the order of business. Strict adherence to this schedule is necessary, since if unanticipated interruptions tend to extend the period, part of the presentation may have to be omitted.

SECTION IV - PROCEDURE

1. The core of the Executive Control Conference will be a chart system designed to facilitate the presentation of programs. In respect to major programs, the charts will be identical with those included in the Director's Program Review and Progress Analysis Notebook.

2. The Comptroller will prepare the charts and graphs for the Conference from data supplied in the Progress Analysis Reports, RCS: NSA-263, submitted by each Office and Staff Division in accordance with NSA Regulation 113-1. All charts will be based on the four-week accounting period except in those cases when approved external reports are on a monthly basis and additional statistical maintenance cost would be involved.

3. A statement of the unbalanced program areas noted in the analysis of the data will be forwarded to the member concerned at least three days prior to the Conference to enable him to make the necessary preparations for the Conference.

4. As the charts are presented by the Comptroller, each Office or Division Chief will be called upon by the Director

DRAFT

to discuss and explain the unbalanced areas which the charts reveal. Primary attention will be focused on areas where performance is significantly sub-standard, and in these cases the individual having cognizance of the facts being presented will be expected to explain the cause, how it will be corrected, when it will be corrected, and what can be done in the future to prevent recurrence. Anticipation of the development of difficulties or problems, and the taking of preventative action is also an important function of this conference.

5. A tape recording of all Conferences will be made and a digest of the transcription will be distributed to those who attend. This procedure will help to expedite "follow-up" action on problems brought out in the meetings.

SECTION V - COVERAGE

1. Material to be covered in the briefings will be of several types:

- a. Major Programs: Those program elements which are of sufficient importance to deserve inclusion in the Director's Program Review and Progress Analysis Notebook. For staff elements, these will be the functional programs.
- b. Minor Programs: Those minor continuing programs on which the Director should be briefed at least once annually.
- c. Special Projects: One-time projects being executed.
- d. Plans: Proposed programs or projects under development.

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2. Order of presentation and coverage will be as follows:

a. Major Programs: Presentation of status with analysis of variation from programmed accomplishment. For any major variation, existing or projected, the Program Director will state what corrective action has been taken or is contemplated. The material discussed will merely be a more detailed analysis of the material furnished for inclusion in the Director's Notebook. Briefing on major programs for which no variation in accomplishment exists need not be presented if other material outlined below is considered more beneficial.

b. Special Projects: The status of important major projects will be presented with an evaluation of progress or success.

c. Minor Programs: Time permitting, not more than one minor program will be presented. Every effort will be made to cover all minor programs at least once annually.

d. Plans: Time permitting, not more than one program or project which is under study will be presented. The status of the study, coordination accomplished to date, estimated date of submission of final recommendation, and other pertinent facts will be included. Normally, the briefing will not be used for the submission of formal recommendations with expectation of a decision. However, if coordination is complete, if the necessary coordination can be accomplished at the briefing, or if the Director decides

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to act thereon, the briefing will serve as the official presentation.

SECTION VI - SUPERVISION

Responsibility for the implementation of this regulation is assigned to the Comptroller.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

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