

ARMY REGULATION
No. 1-2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 10 November 1966

ADMINISTRATION

INFORMATION REQUESTS FROM OFFICE,
SECRETARY OF DEFENSE

Purpose.....	Paragraph 1
Policy.....	2
Procedure.....	3
Reports control.....	4

1. Purpose. This regulation sets forth policy and procedures for informing the Office, Chief of Staff of requests received direct from the Office, Secretary of Defense by personnel of Army Staff agencies and the headquarters of the U.S. Continental Army Command, U.S. Army Materiel Command, U.S. Army Combat Developments Command, U.S. Army Security Agency, and U.S. Army Strategic Communications Command.

2. Policy. So that appropriate officials of the Office, Secretary of the Army and Office, Chief of Staff may be aware of actions originating in the Office, Secretary of Defense and of the relationships of the Army Staff, Army field commands, and Office, Secretary of Defense, persons who receive requests direct from the Office, Secretary of Defense will promptly inform the Office, Chief of Staff. This requirement will in no way bar the agency or command that receives the request from responding promptly to the Office, Secretary of Defense.

3. Procedure. Within one workday after receipt, personnel of the agencies and commands listed in paragraph 1 will, in accordance with procedures established by the agency heads or commanders concerned, initiate action to furnish the Office, Chief of Staff (OX 5-7552) the following information concerning a direct request from the Office, Secretary of Defense:

- a. Name of person and agency making the request.
- b. When, how, and to whom request was delivered.
- c. Substance and details of the request.
- d. If request was oral, whether person making it intends to confirm it in writing to the Office, Secretary of the Army.

4. Reports control. Reports made in compliance with this regulation are exempt from reports control procedures in accordance with paragraph 390, AR 335-15.

[OS]

*This regulation supersedes DA message 992755, 7 November 1964.

RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON