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ER 65-2272

OFFICE OF THE DIRECTOR

In reply refer to Action Memorandum No. A-454

Date 30 April 1965

TO : Deputy Director/Intelligence
Deputy Director/Plans
Deputy Director/Science & Technology
Deputy Director/Support
Deputy for National Intelligence Programs Evaluation

SUBJECT : Daily Executive Committee Meetings at 9:00 a.m.

REFERENCE:

ACTION MEMORANDUM

In order to assist Admiral Raborn in becoming acquainted with the many activities of the Agency, it is requested that each Deputy report at least once a week on the activities of each of his offices. A negative report indicating that nothing new has developed during the period should be made in the event there is no development worthy of reporting. In the case of the DD/P, reports should be on a need-to-know basis, but, if necessary, can be made to the DCI alone. Deputy Directors are encouraged to invite office chiefs to make brief presentations if appropriate, but it is still desired to hold the length of the morning meetings to 30-45 minutes.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: General Counsel
Inspector General
AD/NE
AD/CI

LBK:drm
Distribution: Original & 9 - As above
1 - ER
1 - ExDir

SUSPENSE DATE:

GROUP 1
Excluded from automatic downgrading and declassification

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