

62-5549

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A-30

Date 3 August 1962

**Chief, Central Processing Branch
Records and Services Division**

TO : **Office of Personnel**
VIA : **Deputy Director (Support)**
SUBJECT : **Travel by Agency Personnel**

REFERENCE:

As a matter of priority could you let me have a breakdown of how many Agency personnel travelled by tourist, and how many by first class air travel. If you have it broken down by those on TDY and those on PCS this would be helpful. If it is possible, I would like these for the first six months of 1962.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick
Executive Director**

LBK/jrc

Distribution:

- Orig & 1 - Addressee
- ✓ 1 - DDCI (for info.)
- 1 - Executive Director
- 1 - ER

SUSPENSE DATE: 8 August 1962

Eric R...



