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Executive Registry  
03-516

**OFFICE OF THE DIRECTOR**

Action Memorandum No. A-164

Date 16 January 1963

**TO :** Deputy Director/Intelligence  
Deputy Director/Plans  
Deputy Director/Research  
Deputy Director/Support  
Comptroller  
Inspector General  
General Counsel

**SUBJECT :** Coordination of Reports before Presentation to the Director

**REFERENCE:**

1. This memorandum is a gentle reminder to all addressees that reports on any subject, substantive or operational, should be coordinated by the originator with any other component having any interest in the matter. The occasion which precipitates this memorandum was a review at the Director's staff meeting on 16 January concerning the activation of high performance radars in Cuba, on which the DCI had been previously briefed. Unfortunately, the original briefing apparently gave the DCI an inaccurate impression of the true situation--an impression which he conveyed to higher authority.

2. In order to prevent a recurrence of this episode, please insure that a conscientious examination is made of each document leaving your office for the Director's office to guarantee that all other units concerned have been consulted and their views are reflected.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
Executive Director

ExDir:LBK:drm

Distribution;

Addressees

1 - O/DCI; 1 - O/DDCI; 1 - ER; 1 - ExD

SUSPENSE DATE:

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