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(CLASSIFICATION)

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Noted by DDCI  
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**OFFICE OF THE DIRECTOR**

Action Memorandum No. 398

**30 JUN 1964**

Date \_\_\_\_\_

**TO : Deputy Director (Plans)**

**SUBJECT : Policy Guidance for Preparation and Review of  
Fiscal Year 1966 Budget**

**REFERENCE:**

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1. During FY 1964 the Agency has taken a number of important steps in complying with the President's admonitions for economy and efficiency. No vital operations have been impaired, productivity has been improved, and the over-all on-duty strength reduced. In FY 1964 there has also been considerable reprogramming in the Agency, both within and among Directorates, and some elimination of marginal programs in order to accommodate new higher priority efforts. With the requirement to submit the Agency's FY 1966 budget, there is provided a further opportunity to take the kind of hard program look requested by the President.

2. Within the next few days the Offices of your Directorate will be called upon to prepare their FY 1966 budget estimates. It is the Director's wish that each Deputy Director and Office Head personally review these submissions with the utmost care to insure that they represent a sound allocation of resources against highest priority objectives.

3. The Director has instructed that the budget reflect a decline in over-all Agency personnel strength to [ ] by June 1965. Within the Agency total, the personnel ceiling for the DD/P will be [ ] in FY 1965 and [ ] in FY 1966. Dollar target ceilings to accommodate your programs for FY 1966 are [ ] million. Dollar ceilings for the FY 1965 Financial Plan are now under review in the Office of Budget, Program Analysis and

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**SUSPENSE DATE:**

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Manpower. However, prior to the issuance of allocations it will be necessary to provide BPAM by 15 July with the new office break-out of your Directorate's FY 1965 manpower ceiling.

4. The achievement of these goals will require all of us to demonstrate our management ingenuity in reshaping and reassigning current assets to meet future demands as we see them. New priority programs must go forward and other less important ones dropped. Deputy Directors and Office Heads, in concert with my office, will be expected to reprogram and effect reorganizations as necessary to accomplish the FY 1965 and FY 1966 objectives.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

O/BPAM/JMClarke: vgd 28 June 1964

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6 JUL 1964

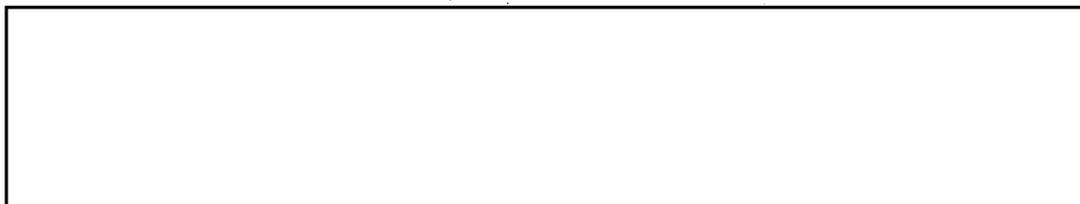
**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**THROUGH :** Executive Director-Comptroller

**SUBJECT :** Personnel Ceilings for the Clandestine Services

**REFERENCE :** Action Memorandum No. 398, 30 June 1964, to DD/P from Executive Director-Comptroller

1. This memorandum is for information only; it summarizes the Clandestine Services manpower situation in connection with reduced personnel ceilings established for FY 1965 by reference.



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3. We are taking the steps directed by the Executive Director-Comptroller to reprogram and reorganize in terms of the reduced ceilings. Our review of required manpower for FY 1965 indicates that the overstrength consists almost completely of personnel in GS-09 and above, as our clerical force has been sharply reduced in size during the past six months. We shall accelerate the identification and disposition of officers who may be separated for failure to meet our standards. We shall also take appropriate action to review all officers eligible for retirement including any who may be reasonably expected to retire under the CIA Retirement System now pending congressional action. New Officer input will be restricted to an essential minimum but will include an additional  JOT's whom we are committed to bring against ceiling in January 1965. These means, however, will not in my view be sufficient to achieve the  reduction.

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4. I estimate that after taking the preceding actions to reduce our staff, there will exist about  officers, GS-09 and above, who will be excess to requirements of the FY 1965 ceiling. We are

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prepared to separate this number of officers if we have available an acceptable and equitable means of so doing. We understand, however, that you have determined that the Agency would not again employ the procedures for separation of surplus personnel specified in Regulation [redacted]. Unless an alternate means can be provided for the disposition of our excess personnel, we do not see how it will be possible to meet FY 1965 manpower limitations.

(Signed) Richard Helms

**Richard Helms**  
Deputy Director for Plans

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BPAM-64-0630

27 JUL 64

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : FY 1965 Position and Fund Allowances

REFERENCE : Action Memo 398 dated 30 June 1964, subject: Policy Guidance for Preparation and Review of FY 1966 Budget

1. The attached schedule contains your FY 1965 position and dollar ceilings by office for inclusion in the FY 1966 budget estimate.
2. The distribution of positions within your directorate is in accord with the breakdown furnished by your office in response to Action Memo 398. The total dollar ceiling is the planned allocation for your directorate, subject to Congressional approval of the Agency's budget and apportionment by the Bureau of the Budget. The office breakdown is the result of budget reviews and hearings by OBRAM but may be adjusted within the total for your directorate, in consultation with OBRAM, if you determine such steps appropriate.
3. It is anticipated that the Federal Employees Salary Act of 1964 pending in Congress will be approved so the 1965 allowance includes an estimate of  for this added cost. The detail of this breakdown has been computed in personal service machine runs furnished to your Budget/Fiscal officers.
4. In addition to the 1965 data, the attached schedule lists the FY 1964 average employment and actual dollar obligations by office for the 1964 column of the budget. The dollar obligations accord with Agency records as of 30 June 1964 and cannot be changed except for comparability adjustments between offices.

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5. The reference also established for FY 1966 personnel ceilings and dollar target ceilings for your directorate. That dollar ceiling is hereby revised from [redacted] to accommodate estimated pay act costs. You are requested to provide OBPAM with budget estimates within those ceilings as prescribed in the Call for Office Estimates FY 1966, dated 6 July 1964.

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Lyman B. Kirkpatrick  
Executive Director-Comptroller

Attachment

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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
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**Remarks:**

For your information. D/BPAM has original for his action. (This answers Action Memo originated by BPAM.)

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
ExDir	6 Jul