

65-1503

OFFICE OF THE DIRECTOR

In reply refer to  
Action Memorandum No. A-445

Date 23 March 1965

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TO : Deputy Director/Intelligence  
Deputy Director/Plans

SUBJECT : Distribution of Reports to the Vice President

REFERENCE:

1. Arrangements have been made to send the daily Central Intelligence Bulletin and the President's Brief as well as the weekly reports to the Office of the Vice President. In addition to the Vice President himself, three individuals in the office are cleared: Mr. William Connell, the principal assistant to the Vice President; Mr. George Carroll, who is assistant in the field of national security affairs; and Miss Sandra Carlson, who is cleared to sign for reports. In addition to the daily and weekly reports, the Vice President should receive National Intelligence Estimates and those memoranda which are sent to the White House.

2. On occasion there will be other reports which are distributed to the White House by either the DD/I or DD/P, and copies of these should also go to the Office of the Vice President. The same rules will apply to the forwarding of nonperiodical material to the Office of the Vice President as are laid down in Executive Memorandum No. 13 dated 19 July 1962 and Executive Memorandum No. 91 dated 18 February 1963.

3. The Vice President, by letter to the DCI, has indicated that George Carroll will be the focal point for our dealings with his office and has stated, "Please use him in every way you deem appropriate

SUSPENSE DATE:

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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to keep me informed of your production and activities." He asks that reports be addressed in care of Mr. Carroll in the Office of the Vice President, Room 176, Executive Office Building; telephone: Code 180, Extension 3972, or at home, TE 6-3928.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director**

cc: **DD/S&T**  
**DD/S**  
**D/NIPE**  
**AD/NE**

LBK:drm

Distribution:

Original & 5 - As above

① - ER

1 - ExDir