

Executive Registry
62-8765

21 September 1962

MEMORANDUM FOR: General Carter

Many of the requests received by DDI (primarily OCI) for special memos are based on queries by the President or Bundy. But there are a large number requested by other members of the White House staff (such as, General Taylor, Bromley Smith, Kaysen, Komer and the rest) who want memos for their own background information or because they believe the President might be interested.

There is no clear-cut SOP governing requests. In practice, DDI is made aware of all requests for memos originating with the White House gang, and has some opportunity to determine the feasibility of honoring the request. Frankly, DDI regards almost all White House requests as valid ones and he can point to only a few as questionable. Furthermore, there is something to be said for the good exercise the preparation of these memos provide for our analysts. In sum, the DDI has no objection to honoring the White House requests and in responding to them, he feels our relationship with the White House staff continues to be first-rate.

Almost all requests for memos arise in the course of the daily 9 a. m. staff meetings in the White House which are attended by an OCI official who delivers the Checklist. Discussions and bull-sessions involving the staff lead to requests for memos and the OCI man gets tagged.

Presidential requests for memos are usually laid on OCI by General Clifton who sits with the President when the latter reads the Checklist.

Handwritten signature/initials

STATINTL

Exec Dir:

[Redacted box]

I think we should develop some sort of guidelines for the staff + components. My concern is not so much with pure intelligence like we normally distribute, but DDP + DDR stuff which is in part operational and in part highly sensitive - Let's discuss at next Exec. Mtg - *9/22/62*