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EXECUTIVE SECRETARIAT

THE WHITE HOUSE
WASHINGTON

FEB 10 1961

February 2, 1961

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

In carrying out approved Government programs during the present period of economic slack, we should seek every means consistent with efficiency to accelerate temporarily planned Government procurement, construction and related activities. A particularly high priority should be given to actions which could be taken in time to have an effect on unemployment by this spring and to projects located in areas of labor surplus.

Therefore, you are requested:

1. Immediately to review procurement plans through the end of the current fiscal year and place all planned orders as quickly as possible.
2. To the fullest extent possible within available funds, to speed construction of going public works projects and speed natural resource conservation and development, light construction, maintenance, repair, and other work which can be done or started quickly. New construction starts which have already been funded, but not yet begun, are to be started at the earliest practicable date.
3. To prepare an inventory of construction or other projects which could be accelerated or initiated quickly but for which additional funds might be required.

The Director of the Bureau of the Budget will issue detailed instructions on reporting and other procedures. All reports should be submitted no later than February 25th for assembly and appraisal, and are in turn to be forwarded to me by March 1.

/s/ John F. Kennedy



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MEMORANDUM FOR: Mr. ~~Dalles~~ ✓

I have already sent a copy of this to Gates
Lloyd for his information and necessary action.
We will keep a tight suspense on this.



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