

~~SECRET~~

DRAFT
8 August 1962

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Research)
Deputy Director (Support)
Comptroller
General Counsel

on matters of policy, or which could commit the Agency to an action,

SUBJECT : Reports on Discussions With Other Departments and Agencies

REF:

25X1

1. I am concerned with the fact that the Director's Office is not being kept currently and fully informed on discussions held by Agency officials with other departments and agencies. These occur at all levels and involve a great variety of subjects, but many of them can commit the Agency to a position without the knowledge of the Director or myself, and consequently we should be kept currently and fully informed of such discussions.

2. In order to systematize this information, I wish you would instruct all of your component heads to advise all of their personnel that discussions with other departments and agencies should be immediately recorded in memoranda for the record and that one copy of such memoranda should be sent to the Director's Office where it will be reviewed by the Executive Director and, if appropriate, called to the attention of the DCI or myself. Please insist that these be done promptly and forwarded at the earliest possible moment.

via your office

and other interested senior officials having operating responsibilities,

Marshall S. Carter
Deputy Director

3. This should in no way be construed as a request for detailed reporting on working level liaison, nor should it inhibit discussions or negotiations.

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MEMORANDUM FOR: Deputy Director (Intelligence) ✓
Deputy Director (Plans)
Deputy Director (Research)
Deputy Director (Support)
Comptroller
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SUBJECT : Report on Discussions with Other Departments
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1. I am concerned with the fact that the Director's Office is not being kept currently and fully informed on discussions held by Agency officials with other departments and agencies. These occur at all levels and involve a great variety of subjects, but many of them can commit the Agency to a position without the knowledge of the Director or myself, and other interested senior officials having operating responsibilities. Consequently we should be kept currently and fully informed of such discussions.

2. In order to systematize this information, I wish you would instruct all of your component heads to advise all of their personnel that discussions with other departments and agencies on matters of policy, or which could commit the Agency to an action, should be recorded immediately in memoranda for the record and that one copy of such memoranda should be sent to the Director's Office via your office where it will be reviewed by the Executive Director and, if appropriate, called to the attention of the DCI or myself. Please insist that these be done promptly and forwarded at the earliest possible moment.

3. This should in no way be construed as a request for detailed reporting on working level liaison. Nor should it inhibit discussions or negotiations at all levels.

Marshall S. Carter
Lieutenant General, USA
Deputy Director

NOTE: Discussed at Exec Comm Meeting--
For file only.

1 copy - each addressee

Hold until revised
version is signed
- then destroy

ER —

Helen:

presume you have stayback copies on

this -- pls send original to er for file,
possibly indicating originator, date, etc. on
this copy, just for the record. Can destroy
other ~~d~~ copies.

rita

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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

*You saw this in
 draft form and suggested
 certain changes. LBR*

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FROM: NAME	DATE
	<i>15 Aug.</i>

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