

22 January 1963

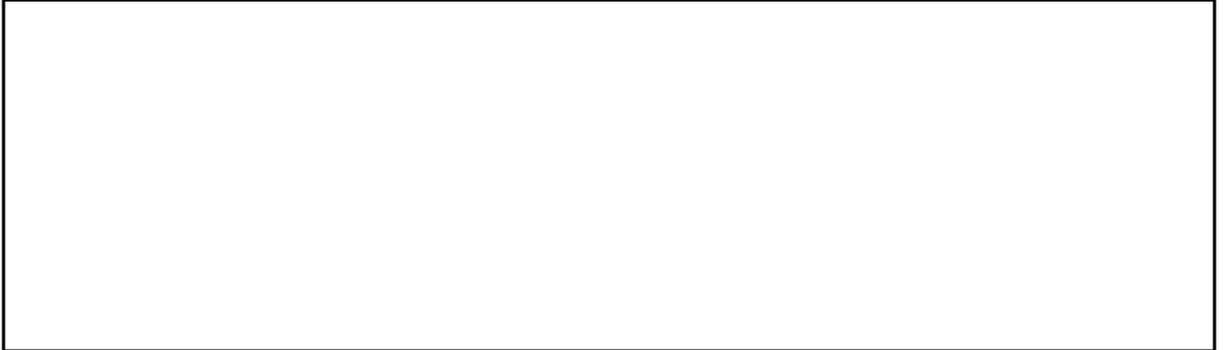
MEMORANDUM FOR: Executive Director

In looking through some odd notes, I came across the following items which I wish you would check out to see that we have necessary Action Memoranda or other instructions on them:

1. The Director wishes to have a USIB meeting at the regular time every Wednesday (except for holiday adjustments) regardless of whether or not there is an agenda requirement for same. In other words, he will generate discussion items in the event there are no pending formal papers.
2. It seems to me that we should notify the Agency pretty generally of the new Cuban organization headed by [] as well as to follow up on DD/P's adjustments in their own [] organization. STAT
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3. The Director is anxious that our field installations be kept constantly alerted to problem areas on which they should report, and to ensure that reporting is rapid and pertinent.
4. The Director indicated that he wanted a study, or at least an intelligence memorandum, indicating the current situation with regard to Soviet submarines.
5. The Director wanted the most imaginative approach possible in all of our thinking on collection efforts towards Cuba.
6. The Director was anxious to see our study on "professionalism," particularly as it refers to the educational and competence level of our senior officers.
7. I still don't think we are quite geared to keep the Director daily informed on Cuba. The briefing this morning was totally lacking in this regard. It seems to me we could have a four-sentence briefing every morning to include U-2 coverage, ship activities, etc., etc.

(EXECUTIVE REGISTRY FILE

DDCI



9. I have asked Red White to furnish me a report as to who in the Agency is authorized to carry concealed weapons, and why.

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Distribution:
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