

15 May 1962

**MEMORANDUM FOR: Executive Director****FROM: Deputy Director of Central Intelligence**

This is just a reminder that I would like Colonel Grogan or some other appropriate officer to start building up a chronological list of birthdays, celebrations, major events, etc., for which it might be appropriate for the Director to drop a short note of congratulations to whomever the principal might be. I would rather err on the overabundant side than to miss somebody, such as we appear to have done with J. Edgar Hoover the other day. Let the Director determine in each instance what action he wishes to take by submitting a letter for his signature. While I am thinking primarily of birthdays such as the President's, McNamara's, Lemnitzer's, Rusk's, etc., there may well be other occasions that should be recognized.

*1s/msc*

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