

4 March 1963

**MEMORANDUM FOR: The Executive Committee**

**SUBJECT : Watch Office Procedures and the  
Prompt Reporting of Information  
to Higher Authority**

1. The recent episode involving the Venezuelan ship Anzoategui revealed certain weaknesses in Washington in Watch Office procedures and in prompt reporting of information to higher authority. While the CIA was not directly involved in this particular episode, the actions taken are of direct interest.

2. Attached for your information and guidance is a memorandum for the President dated 20 February and one from the President to the Secretary of State, Secretary of Defense and DCI, as well as a letter from the Deputy Secretary of Defense, commenting on their procedures. Will all members of the Executive Committee please insure that the appropriate personnel are advised of this material and that all of our procedures are correct and expeditious.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

03-1786

(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 94

DATE 4 March 1963

MEMORANDUM FOR:

- DEPUTY DIRECTOR (PLANS)
- DEPUTY DIRECTOR (INTELLIGENCE)
- DEPUTY DIRECTOR (RESEARCH)
- DEPUTY DIRECTOR (SUPPORT)
- COMPTROLLER
- INSPECTOR GENERAL
- GENERAL COUNSEL
- ASSISTANT DIRECTOR  
FOR NATIONAL ESTIMATES

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LBK:drm

Distribution:

All Addressees noted above

- 1 - DCI
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