

S-E-C-R-E-T

MANAGEMENT
14 June 1965DD/S ADMINISTRATIVE
INSTRUCTION No. 65-10COST REDUCTION AND MANAGEMENT
IMPROVEMENT IN GOVERNMENT OPERATIONS

References: (a) Action Memo No. A-319 dtd 6 Dec 63 to multiple addressees fr DDCI, subj: "President's Memorandum on Government Economy"

(b) Action Memo No. A-411 dtd 18 Aug 64 to multiple addressees fr DCI, subj: "Economy Measures"
(See DD/S Admin Notice No. 64-5 dtd 24 Aug 64)

1. The attached instructions require reports by all Support Offices.
- ✓ 2. The cost reduction plans for Fiscal Years 1966 and 1967 should be submitted to the Deputy Director for Support by 15 July 1965. The semi-annual progress reports should be submitted to the Deputy Director for Support by 15 January and 15 July of each year. (See paragraph 2 of Action Memorandum No. A-456, attached.)

3. Cost-savings actions for the last half of Fiscal Year 1965 (paragraph 3 of Action Memorandum No. A-456) should be submitted to the Deputy Director for Support by 2 July 1965.

4. Questions may be referred to [REDACTED]

FOR THE DEPUTY DIRECTOR FOR SUPPORT: [REDACTED]

[REDACTED]
EXECUTIVE OFFICER

Attachment:

Action Memorandum No. A-456 dtd 8 June 65 to multiple addressees fr Ex Dir-Compt, same subject w/att

on leave until 26 July -
Referred to [REDACTED]

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