

CENTRAL INTELLIGENCE AGENCY
EXECUTIVE MEMORANDUM
OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. _____
DATE 18 January 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

ExDir:LBK:drm
Distribution:
Addressees above
1 - O/DCI
1 - O/DDCI
1 - ExDir
✓ 1 - ER

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be destroyed not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

63-518

CONFIDENTIAL

18 January 1963

MEMORANDUM FOR: Executive Committee**SUBJECT : Meetings of the Executive Committee**

1. The development of the morning sessions with the Director, generally at 0900 each day, has to a large degree superseded the necessity of regular meetings of the Executive Committee. As presently constituted, these morning meetings with the Director and the Deputy Director consist of a briefing session on the world situation, followed by the DCI indicating the actions he desires to have taken, followed by operational or managerial matters raised by the DDCI, the Executive Director or the Deputies. While it is true that several members of the Executive Committee are not in attendance at these morning sessions, it is also the case that their interests are generally not directly affected by the discussions or actions. In the event that they are concerned, the Executive Director communicates with them immediately after the morning session so that they are promptly advised of the discussion.

2. The purpose of this memorandum is to indicate that further meetings of the Executive Committee will be on call, and will not be scheduled on a regular basis. All members of the Executive Committee are urged to advise the Executive Director promptly if for any reason they would like to convene the Executive Committee in session other than with the Director at the 0900 meetings. Further, members of the Executive Committee who do not regularly attend the 0900 session are urged to advise the Executive Director if they have matters which they believe should be appropriately raised at the 0900 meeting, and for which they would wish to attend that session.

Thyman D. Kirkpatrick

Thyman D. Kirkpatrick
Executive Director

JAN 18 1 37 PM '63

CONFIDENTIAL