

(CLASSIFICATION)

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. H-59

Date 27 September 1962

TO :
SUBJECT : Appointment Lists

REFERENCE:

In order that the Director, DDCI and myself can be kept fully informed of appointments and requests for appointments with the DCI and DDCI, it is suggested that in preparing the daily list of appointments, also indicate any requests for appointments on which preparatory work by the Agency might be required. I would also suggest that ask to prepare a daily list of appointments of the DDCI for my information and also for and do the same thing as indicated above concerning requests for appointments. In this way I think we can tie together the work of the staff much better and do the necessary anticipatory work.

Lyman B. Kirkpatrick
Executive Director

Copy to each addressee

SUSPENSE DATE:

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