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Executive Registry  
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BPAM 65-0447

**OFFICE OF THE DIRECTOR**

Action Memorandum No. A-455

4 JUN 1965

Date \_\_\_\_\_

TO : Director of Personnel

THROUGH: Deputy Director for Support

SUBJECT : Periodic Reporting

REFERENCE: Action Memoranda A-320, 6 December 1963; A-339,  
29 December 1963; A-417, 26 August 1964

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1. In view of the generally excellent response of the Directorates and their components to the instruction that on-duty strength levels be reduced and equated to authorized manpower levels during FY 1965, a modification of existing reporting requirements is indicated. Therefore, in order to reduce unnecessary reporting workloads, effective 1 July 1965 a simplified quarterly report can be substituted for the weekly and monthly reports referred to in Action Memoranda A-320, A-339 and A-417 (Reference).

2. The new quarterly report should reflect the following information on each Agency component which is overstrength by more than 1% or understrength by more than 3% of its authorized professional (non-clerical) manpower level:

- a. Authorized professional strength;
- b. Actual professional strength at beginning of quarter;
- c. Actual professional strength at end of quarter;
- d. A brief narrative summary of the reason for the difference between authorized professional ceiling and actual professional strength;
- e. A brief narrative summary of actions being taken to correct the disparity together with a forecast of the degree of success these actions will achieve.

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3. This change in reporting requirements should not be interpreted to imply any modification of the principles of control of manpower resources through the employment of ceilings to establish the manpower levels within which components must carry out their assigned responsibilities. The President's specific instructions to federal agencies concerning economy in the allocation of manpower and other resources to all government programs are very much in force and the on-duty strength levels of Agency programs must be controlled within approved levels if we are to realize maximum utilization of our limited available resources.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

cc: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology

BPAM/[ ]/kfh (1 June 1965)

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