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(CLASSIFICATION)

65-1930

OFFICE OF THE DIRECTOR

In reply refer to
Action Memorandum No. **A-451**

Date **9 APR 1965**

TO : Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Director, Budget, Program Analysis and Manpower
General Counsel
Inspector General

SUBJECT : External Requests for Agency Speakers

REFERENCE:

1. Headquarters Regulation [] assigns to the Director of Training the responsibility of scheduling qualified Agency speakers in response to invitations to provide guest lecturers at U. S. Government institutions. Recently there was an inadvertent departure from the provisions of the regulation and consequent embarrassment to the Agency.

2. Effective immediately, the Chiefs of all CIA components concerned will ensure that all requests for Agency speakers at U. S. Government institutions are referred to [] Chief of the Intelligence School, Office of Training, Room 711, 1000 N. Glebe Road.

3. Requests for Agency speakers for non-U. S. Government institutions and groups shall follow the same referral procedure except when such requests are handled by the Office of the Director of Central Intelligence.

(signed) Lyman B. Kirkpatrick
Lyman B. Kirkpatrick
Executive Director

Distribution:

- cc: Director of Training**
- Orig - DD/I
- 1 - Each following adse
- 1 - DD/S (w/h)
- ✓ - ER
- 1 - LBK Action Memo File

SUSPENSE DATE:

CONCUR:

8 Apr 65
Date

[]

L. K. White
Deputy Director
for Support

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(CLASSIFICATION)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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1	Executive Director-Comptroller 7E12 Hqs (signed)	Lyman B. Kirkpatrick	Kirkpatrick
2	<i>ER</i>		
3			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Kirk:

Attached is a draft Action Memorandum which I discussed with you last week. It is intended to ensure that all requests for Agency employees to speak at outside institutions are referred to the Chief of the Intelligence School.

LKW
LKW

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D18 Hqs	