

CONFIDENTIAL
(CLASSIFICATION)

64-2514

OFFICE OF THE DIRECTOR

Action Memorandum No. A-373

Date 8 April 1964

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TO : Director/BPAM

SUBJECT : Responses by BPAM on Programs, Projects and Queries

REFERENCE:

1. I am most anxious that we establish a reputation in BPAM for very prompt action on all programs, projects and queries. I recognize that in certain instances these may require considerable study by the Budget Division, the Program Analysis Staff or the Manpower Control Staff and may also include required discussions with me. However, I want to establish the practice of giving prompt answers, particularly where prompt answers are requested or required. If we cannot give a final answer, then I want to be assured that we give interim answers so that we are in no way responsible for slowing Agency action or being indecisive. In this connection I would like to have BPAM establish a method for advising me on a regular basis of all programs, projects or queries which are in the mill.

2. Related to the above is the question of the role of BPAM on policy matters. It is obviously one of our functions to insure that everything the Agency does is in accordance with Agency policy, which in turn is directed by higher authority. On the other hand, I want to be sure that BPAM is exceedingly careful not to indicate to operating units disagreement over policy without first raising that question with me.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

Jm
BPAM

SUSPENSE DATE:

LBK:drm
Distribution: Original - Addressee; 1-DDCI; 1-ER; 1-ExDir
(Dictated but not read by Mr. Kirkpatrick)

CONFIDENTIAL

(CLASSIFICATION)

GROUP 1
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SECRET

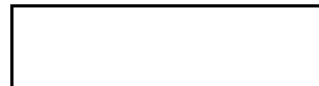
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MEMORANDUM FOR: Executive Director-Comptroller *WJC*

SUBJECT: Responses by O/BPAM on Programs,
Projects and Queries

REFERENCE: Action Memorandum A-373, 8 April 64

I have re-examined our procedures to assure that they provide for timely response by OBPAM on all programs, projects and queries. Our operating procedures are designed to expedite the paper flow as well as to assist in the smooth running of this office. As discussed with you, I have also instituted a weekly status report to you of things "in the mill." Attached is our second report of this kind.



John M. Clarke
 Director of Budget,
 Program Analysis and
 Manpower

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Attachment

SECRETARY FILE *W/A-M # 373*

ENCLOSURE
 INFORMATIONAL
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 COMMUNICATIONS SECTION