

(CLASSIFICATION)

file

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 25

DATE 25 July 1962

MEMORANDUM FOR:

- DEPUTY DIRECTOR (PLANS)
- DEPUTY DIRECTOR (INTELLIGENCE)
- DEPUTY DIRECTOR (RESEARCH)
- DEPUTY DIRECTOR (SUPPORT)
- COMPTROLLER
- INSP/INT/GEN/XXX
- GEN/INT/INT/XXX
- ASST. DIR. FOR INT. MATS

Distribution:

- 1 - To each addressee
- Executive Director
- 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.

(CLASSIFICATION)

Exec Dir.

62-5249

25 JUL 1962

SUBJECT: Conference Rooms In The Headquarters Building.

You are all aware of the pressing need for additional space in the new headquarters building to facilitate better working conditions in some of the offices and to make room for an expansion of some of our activities. It has been pointed out that some offices perhaps are not using their Conference Rooms to the extent that was originally planned.

We have some forty-five rooms set aside in the new building for conference purposes and there would appear from this to be an unusually large amount of conference room space. Therefore, it is asked that you make a review of the Conference Rooms in your component and determine if there is a real need to continue to have all of this space allocated for such use. I would like to have a report from you on this by 15 August.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick
Executive Director**

O/DCI/ [redacted] mgo(25 July 62)

STAT

Distribution:

- 1 - To each addressee (DD/P, DD/I, DD/S, DD/R, Comptroller)
- ✓ - Exec Dir
- 1 - ER