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(CLASSIFICATION)

Executive Registry
62-3593

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A - 15

Date 25 May 1962

TO : Mr. Elder
SUBJECT : Receipt of Memoranda in the DCI's Office

REFERENCE:

1. I am quite concerned of the fact that documents are still reaching the Director that have not been processed through the Executive Registry, and other documents of direct concern to both the DDCI and myself reach the DCI prior to passing through us. I further note that on occasion things are raised with the DCI which can either be settled at my level or General Carter's level. Unless these are corrected, the present organizational setup will not work properly.

2. As you know, the way the system should work is that you should be the direct recipient of all informational items for the advice and guidance of the Director. This would include responses to his requests, as well as the regular flow of material. In the event that his requests include matters of organization or activities of the Agency, I should like to be informed at the time of the request and have the option of responding directly. One of us should also see that the DDCI, as General Manager of the Agency, is also advised.

3. I consider it as being my responsibility to advise the DCI and DDCI of all matters on the organization and activities of the Agency.

4. Would you please insure that any items handcarried to your office are logged in the Executive Registry, and if necessary called to the attention of the DDCI and myself, and if on organization or activities processed through our offices. I would like to educate all of the components of the Agency to the fact that action requests should flow in this manner.

SUSPENSE DATE:

[Redacted Signature Box]

Lyman B. Kirkpatrick
Executive Director

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
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| UNCLASSIFIED | CONFIDENTIAL | SECRET | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | <i>Rita</i> | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |
| Remarks: <div style="text-align: center; font-family: cursive; font-size: 1.2em; margin-top: 10px;"> Hold in the file in the way it need to revise We should have done it then — I am ready now, — probably will fit into, or already is, in, your other paper <i>[Signature]</i> </div> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| | | | |
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