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(CLASSIFICATION)

Executive Registry
64-630

OFFICE OF THE DIRECTOR

Action Memorandum No. A-354
Date _____

TO : Deputy Director (Support)

SUBJECT : Agency Vehicles

REFERENCE: Your memorandum entitled "Logistics Economy Measures," dated 15 January 1964

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1. This is in response to that portion of reference concerning vehicles.
2. It is essential that both the total number of vehicles owned by the Agency and the number of vehicles to be replaced be held to absolute minimums. Application of this policy should result in immediate and significant reductions.
3. The DD/S should immediately re-examine and tighten standards of use and replacement and Agency personnel should be encouraged to increase use of personally-owned vehicles, common motor pools, public carriers (including taxis) and short-term rental vehicles, where economically advantageous.
4. The DD/S should provide a progress report on action taken by 1 April. The Director/OBPAM has been asked to work with you in the development of an appropriate format.

Lyman B. Kirkpatrick
Executive Director-Comptroller

O/BPAM [] afw (27 Jan 64)
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*ans. by DD/S 64-1873
7 31 March 1964
via D/BPAM*

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