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(CLASSIFICATION)

Executive Registry
63-9240

OFFICE OF THE DIRECTOR

Action Memorandum No. A-334

Date 13 December 1963

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TO : Deputy Director/Support

SUBJECT : Economy Measures

REFERENCE:

1. You have already seen the memoranda which I have distributed to the other Directorates concerning the reduction of requirements placed on the support units. I intend to pursue the objectives implied in those memoranda vigorously and insure that the support burdens are reduced even if it is necessary to institute arbitrary ceilings. In the meantime I believe that it would be profitable if you and I worked on an approach from the opposite direction by reviewing those activities that can be reduced or stopped because they are either of limited utility or provide a service which can be abandoned without major consequence on the operations.

2. With this in mind I am therefore suggesting that in your review on possibly cutting back manpower and budget levels to FY '63, the following possibilities be examined.

a. In the Logistics area I wonder whether we are not stockpiling or warehousing items which no longer have high priority for Agency usage and which individuals should not be asked to obtain for themselves. I think we ought to examine our transportation services most carefully both in headquarters and in the field with a goal of cutting back the number of vehicles, both official and personal. I wonder also whether we can't effect economies in the operations of our buildings; while this may not be a direct cost on us, it might nevertheless help GSA in its cutback which I assume will be just as drastic as ours.

SUSPENSE DATE:

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ans. by ER 64-332, 15 January 1964

ans. by ER 65-550
3 Feb '65

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b. In the Training area I am still deeply concerned over the fact that agent training is not only done by OTR but by just about every **Clandestine Services** component, both in headquarters and in the field. I wish you would review this matter with the DD/P and see if we cannot effect economies by centralization and consolidation. If the DD/P feels that this is impractical or prefers to have it done on a specialized basis by their units, then I think the entire area of agent training should be turned over to them. (I am sending a copy of this subparagraph to the DD/P.)

3. I have directed memoranda of a similar nature to the other Directorates, and would appreciate a response by 15 January.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

LBK:drm

Distribution:

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See ER 63-9487

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