

25X1

[Redacted]

Copy 3 of 4

10 February 1956

MEMORANDUM FOR: Director of Administration

SUBJECT : Transportation Needs

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1. I request that you make arrangements by which personnel and classified material may be transported between [Redacted] and 1717 H Street.

2. This requirement is anticipated to exist effective 5 March 1956.

3. Approximately 3 to 6 round trips may be expected each 24 hours. The times of these trips is indefinite and may require modification on short notice consistent with the needs of the operations center.

4. I am opposed to any procedure which would make briefing personnel responsible for a vehicle. The opportunity for security violation or delay is entirely too great in case of accident, traffic violation or breakdown.

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[Redacted]

Director

PCS?DCI:RJS/jcm

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- Dist: Cy #1 - Addressee
- Cy #2 - Ops chrono
- Cy #3 - Admin chrono
- Cy #4 - Admin reading

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