

THE WHITE HOUSE

WASHINGTON

DD/ST# 2771-66

May 20, 1966

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Further restrictions on employment and travel

In view of the high costs of the conflict in Vietnam and in the interest of avoiding inflationary pressures at home, I asked all major agencies last March to defer projects and expenditures wherever this could be done without harm to the national interest.

To further this effort, I would like each department and agency to adopt formal programs of

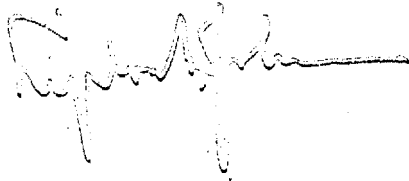
- (1) deferring the filling of vacant positions, and
- (2) foregoing some previously planned travel.

It should not be too great a hardship to stretch out the filling of vacancies and, in some cases, even to forego replacing a portion of those who leave their positions in your agency. To help accomplish this, you might require that decisions to fill vacancies be approved at a higher level than now prevails.

Similarly, some travel, which seemed important at the time your 1967 budget request was formulated, should be reconsidered in light of the substantial increase in demands on the economy since that time. I believe this is possible even though I realize that the 1967 budget allowances were made on a very restrictive basis.

It is not my intention to defer or eliminate the essential; for example, travel for law enforcement, or for necessary supervision of field establishments, are costs which -- if the activities are to be carried on efficiently -- must be borne. On the other hand, it should be possible to reduce travel that might be desirable rather than essential, such as for attendance at professional conferences or meetings.

Will you please send me a report through the Budget Director by June 3 of the steps you are taking in your agency to carry out the suggestions in this memorandum?

A handwritten signature in cursive script, appearing to read "Richard Helms", is written in the center of the page.

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DD/S&T 2126-66

31 MAY 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Restrictions on Employment and Travel -
FY 1967

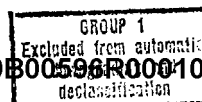
REFERENCE : Memorandum from The President to Heads
of Executive Departments and Agencies,
Subject: Further Restrictions on
Employment and Travel, dated 20 May 1966.

1. In response to the President's memorandum directing each Department and Agency to adopt formal programs for the deferment of the filling of vacant positions and reductions in planned travel during FY 1967, the following information is submitted:

a. Deferment of the Filling of Vacant Positions:
I am reasonably certain that in view of the current competition for scientifically and technologically trained individuals, position vacancies will exist in this Directorate whether we withdraw authorization for the filling of vacancies or we do not. It is impossible to forecast where each of these vacancies will be located.

As has been pointed out before, the Science and Technology Directorate has been striving for the past three years to acquire the staff personnel, both in quality and quantity, who are essential to the achievement of the levels of performance and accomplishment which were foreseen at the time the Agency established this organization. Any directed reduction, either through the authorization of lower ceilings or the designation of positions which must remain vacant, would seriously affect not only the ability of my officers to carry out their approved

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programs, but would also have an unfortunate impact on the momentum of our recruitment efforts which may be now just beginning to bear results.

As you are well aware, while some increases in FY 1967 ceilings were approved, the DDCI was unable to approve others which were also felt to be justified. The failure to receive authorizations for the position levels which were contained in our initial FY 1967 budget proposal will affect the activities of at least two Offices in this Directorate. I am becoming increasingly concerned that project monitors and case officers will be spread too thinly over a wide number of projects to afford maximum overview and direction to the contractors with whom we are doing business. I am giving this a great deal of attention and will discuss this with you further if I feel we have reached the point where further expansion of our R&D program within vital and essential areas should not be undertaken because of either the lack of authorized positions or available scientifically trained personnel. Our Office of Computer Services may also soon experience a similar problem with respect to the requirements placed upon them for automatic data processing support in relationship to the availability of qualified personnel and authorized ceiling.

b. Curtailement in Budgeted Travel: I share the President's concern over the amount of money spent for travel. While I am not prepared to commit irrevocably this Directorate to a travel budget below the sum authorized in our FY 1967 budget, I intend to instruct each Office Director to plan travel, both domestic and overseas, at a level 10 per cent below his authorized budget figure. The necessity for each trip will be severely evaluated and unless a net benefit can be demonstrated, the travel will not be authorized. In the event an Office, during the year, expends its travel authorization (90 per cent of its approved budget authorization), additional travel will be authorized only with the personal approval of myself, my Deputy, or my Executive Officer.

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