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DIARY NOTES

DD/S



20 July 1964

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1. [Redacted] telephoned about the letter on summer employment which General Carter wanted to send to the Civil Service Commission. I told him that he would have the letter this week without fail.

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2. Bob Bannerman and I met with Mr. Kirkpatrick to discuss a number of items.

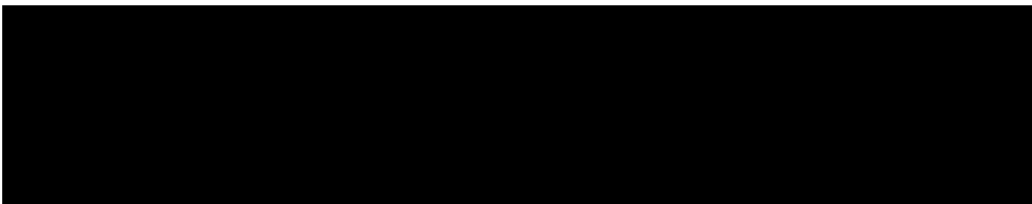
a. I left with Kirk the critiques on our most recent Senior Management Seminar and told him that we plan to run the October course.

b. I left with him the Office of Personnel report on who has attended Senior Service schools and where they are now. I suggested that this paper might be of interest to General Carter and possibly to the Director.

c. I left with Kirk the paper on Fairfax County zoning which was supplied to me by the Office of Logistics and told him that, as long as the action taken by the Fairfax County Board does not come "unstuck," it appears that we have pretty good protection against encroachment by high-rise apartments.

d. I obtained Kirk's signature on a paper approving the purchase [Redacted]. He gave this approval orally some time ago.

25X1A6a



25X9A2

f. He approved in principle of the employment of a physical fitness instructor and of his salary payment from appropriated funds. (I advised Emmett Echols and instructed him to take immediate steps to determine whether there is any security objection to the employment of this man.)

g. He approved of the film production schedule for Fiscal Year 1965 with short films on techniques of the Russian Intelligence Service having priority over management and supervisory films.

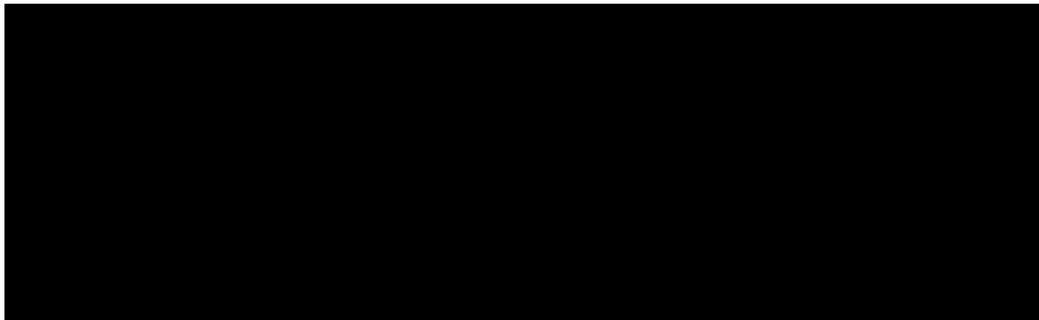
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h. We discussed the question of whether in the light of passage of the Civil Rights Bill we need to convert our passive program to an active one. It was his opinion that we should continue our present program, making sure that we could defend ourselves against any allegations of discrimination but avoiding any drive to place selected personnel in key positions so that they would be noticed, etc. (Emmett Echols has been advised.)

i. Kirk approved of the appointment of [REDACTED] to the Personnel Advisory Board and of [REDACTED] is not available in Washington, which might be the case. (Emmett Echols has been advised.)

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25X1A9a

j. I discussed Larry Houston's paper on overtime policy with Kirk, and he requested that we come up with a new policy which we believe will stand up in the courts. He recognized that this might cost money. (Emmett Echols has been requested to come up with a proposal by 4 August.)



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l. I talked to Kirk about my concern that we are vulnerable in the contracting field and reminded him of my 22 March 1964 memorandum to General Carter requesting the publication of a notice on procurement policy. He again undertook to get General Carter to sign this.

m. We discussed the title JOT versus COT. Kirk didn't care how this is decided and thought that JOT is all right. Since there seemed to be some strong feelings against the change, I think that we should retain the name JOT.

n. I also obtained Kirk's agreement to remove [REDACTED] and [REDACTED] from the DD/S T/O. He said that he would do this, and I undertook to have the necessary papers prepared for his signature.

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o. I briefed Kirk on the communications flap over the weekend of 11-12 July involving the Director's messages [REDACTED] and advised him of the new procedure which has been developed for use by the DCI and DDCI.

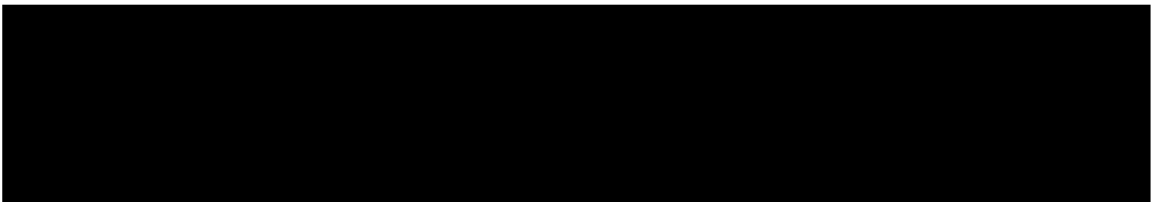
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p. I called Kirk's attention to my memorandum of 23 June 1964 to General Carter and him on the policy of Support Career Services filling all support positions in the Agency. He endorsed this concept and said that he would give me some advice very soon. He indicated that he would agree to the publication of an Agency directive supporting my position.

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3. Bob Bannerman and I met with Mr. Kirkpatrick to discuss the following items:

a. I briefed Kirk on the actions which were taken during his absence to obtain approval of a new executive pay scale to become effective with the upcoming Federal pay increase and asked him to needle General Carter to needle the Director to give us some guidance. (On 21 July Kirk advised me that the Director had approved our proposal. I, in turn, asked Emmett Echols to draft the necessary formal papers for the Director to sign adopting this scale effective on the same date that the pay bill is effective and advising the Bureau of the Budget of our action.)



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5. Dr. Tietjen brought me up to date on [REDACTED] (See my Memorandum for the Record.)

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