

SECRET
(CLASSIFICATION)

Executive Registry
62-4197

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

DD/P DD/I
DD/R DD/S
Asst. Dir. for National Estimates
Assistant for Coordination
Inspector General
Comptroller
General Counsel

Action Memorandum No. A - 22

Date 19 June 1962

TO : ADD/I ADD/S

SUBJECT : Appointment List

REFERENCE:

1. We have stopped publishing the daily appointment list indicating the important appointments of the DCI, DDCI and other senior officers. The cancellation of this publication was brought about by the decreasing usefulness of it, which in turn was occasioned by the fact that very few appointments were being listed.

2. The appointment list, if everybody desired to list all of their appointments, could have provided a management tool to keep all of the top echelon advised of various meetings being attended by the senior officers. In this way we would all have been able to insure that matters of concern were brought up at the various meetings, and that all participants were fully prepared for these meetings.

3. In lieu of the appointment list will each of the addressees have their secretaries advise secretary in the Director's office of any appointments they may have on the following day which should be called to the attention of the DCI or DDCI.

LBK/jrc
Distribution:

- 1 - to each addressee
- X - ER *via DDCI*
- 1 - Exec. Dir.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

SUSPENSE DATE:

EXECUTIVE REGISTRY FILE *Exec Dir*

(CLASSIFICATION)

GROUP 1
Excluded from automatic
downgrading and
declassification

EL

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SENDER WILL CHECK CLASSIFICATION AND RETURN TO SENDER
 UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [] secretaries)		[]
2	Mr. [] & DDCI Secretaries)		
3	Mr. [] (and Jean)		
4	Mr. []		
5	Exec Registry - for file *		
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

*Need not go into folder of correspondence as it will have been seen by all interested.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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