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Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100030-3

BPAM 65-0361

Executive Registry

65-2423

6 MAY 1965

**MEMORANDUM FOR:** Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology  
Deputy Director for Support

**SUBJECT :** Unbudgeted Manpower and Fund Requirements,  
FY 1966

1. The call for the Fiscal Year 1966 operating budget issued 23 April 1965 provides for the submission of estimates for program, activity, or project requirements that cannot be accommodated within Congressional Budget limitations. The operating budget submissions are due in O/BPAM on 19 May 1965.

2. It is the desire of the Director that Agency flexibility to respond to crisis situations not be endangered by existing personnel ceilings. It is also his decision that a hard case be made by Deputy Directors in all instances where relief from present ceilings is felt necessary. This case should include evidence that all management decisions to drop marginal and unproductive personnel and programs have been made and that all alternative courses of action to create flexibility have been fully exploited.

3. I cannot stress too much the importance of justifying fully all increases requested. You are aware that the Director will need to seek relief by appeal to the President. Therefore it is incumbent upon all of us to provide the basis for the case to be made for such an appeal. I stress again that all areas for freeing up positions must be explored and acted upon to provide the headroom to overcome shortages of skills or ceiling required to respond to critical situations.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director-Comptroller**

O/BPAM:JMC:gmb (5 May 65)

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