

SECRET

BPAM 65-0328

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100031-2

65-2274

30 APR 1965

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

SUBJECT : Management of Interagency Committees

1. The President has directed that each agency "assess the value, contribution and continuing need for each interagency committee in which his agency participates," with a view toward elimination of waste time, wasted action and undesirable compromise. BOB instructions further clarified the type of information to be retained and reported to the President through BOB. [redacted] C/EPAM/PAS, has been designated as the Agency officer to work with each Directorate in assisting the DCI in discharging the Agency's responsibility for committee management.

2. Basically, the Presidential directive and the pertinent BOB instructions require two things:

- a. the maintenance of adequate internal records to enable effective supervision and control over Agency participation in the committees, and
- b. an annual report to BOB due 30 April.

3. The internal procedure for meeting these requirements is:

Each Directorate, and O/DCI, will

- a. maintain sufficient records to assure appropriate supervision of every committee in which it participates, and
- b. submit written reports to D/EPAM as required.

4. Detailed instructions on the contents of the annual report as well as the minimum records to be maintained will be worked out by EPAM/PAS and the representatives from each Directorate.

5. Action Memoranda A-303, dated 23 October 1963, and A-347, dated 17 January 1964, are hereby cancelled.

(Signature)
Lyman B. Kirkpatrick
Executive Director-Comptroller

cc:

[redacted]

(O/DCI)

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100031-2

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1

25X1

EXCERPT FROM SUBJECT'S
DOWNSTAIRS
NO: 1111111111

OBPAM/PAS [redacted] /clk(22 April 1965) [redacted]

Retyped: 27 April 1965

Distribution:

Original - DD/P

1 - DD/I

1 - DD/S

1 - DD/S&T

1 - O/DCI [redacted]

① - Exec Registry

1 - BPAM Subject File (PAS)

1 - BPAM Reading file (*w/hold*)

1 - PAS Chrono (*w/hold*)

09/11/65

11/11/65

SECRET

BYVM

UNCLASSIFIED

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100031-2

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management of Interagency Committees

FROM:

PAS

EXTENSION

NO.

DATE 27 April 1965

~~22 April 1965~~

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

1/29/65

STAT

2.

Executive Director-
Comptroller

301

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100031-2

STAT