

**CONFIDENTIAL**

64-1962

17 March 1964

**MEMORANDUM FOR: Director of Personnel**

**SUBJECT : Assistant to the Director  
for Coordination**

The staff of the Assistant to the Director for Coordination is being disbanded, and would you please accomplish the reassignment of the personnel remaining in that staff. [redacted]

25X1

has requested retirement, which the Deputy Director has approved, and this should be worked out to suit [redacted] plans.

25X1

[redacted] and his secretary, [redacted] will remain assigned to the Director's office but will be working for the time being in close conjunction with the War Plans Staff, DD/P.

25X1

[redacted] and [redacted] will resume their assignment to the Director's office as part of the [redacted] [redacted] should be reassigned within the Agency. The following of the secretarial staff are available for other assignments:

25X1

[redacted]

25X1

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick  
Executive Director**

LBK:drm

Distribution:

Original and 1 - Addressee

① - ER

1 - ExDir

GROUP 1  
Excluded from automatic  
downgrading and  
declassification