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FIS 66-2507

Executive Registry

66-3712

14 SEP 1966

**MEMORANDUM FOR: Deputy Director for Support****SUBJECT : DCI Briefings on Program Management**

1. The Director has asked that a system of periodic progress reports be initiated on program management in the Agency. For the Support Directorate, these reports will update the major activities of the Program-Wide Program Memorandum. The reports will be presented orally, using appropriate graphic material, and planned so that each session does not exceed two hours. The participation of your Planning Officers in developing these briefings is important since the presentation will constitute interim reports on the status of the programs you have incorporated in the Agency's planning, programming, and budgeting system and on future program plans. The first report for the Support Directorate is tentatively scheduled for early November 1966.

2. Progress reports should be organized to report on:

Objectives

Summary of major new program objectives for FY 1967/68

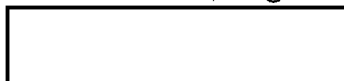
Accomplishments

Significant accomplishments in FY 1966 and FY 1967

Status of Programs

- a. Distribution of resources to major program targets (e. g., funds and manpower against Communist China)
- b. Current and anticipated funding problems (e. g., programs requiring additional funds not provided for in budget)
- c. Significant program or project changes (e. g., termination of programs or projects)

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- d. **New program proposals and expected costs (those not included in budgets)**
- e. **Proposed reprogramming actions (significant transfers of funds between programs and projects, particularly as related to c. and d. above)**

**Status of Personnel**

- a. **Serious understaffing and shortage of skills**
- b. **Proposed reprogramming (transfers) of personnel**
- c. **Status of training**

**Organization Matters**

**Proposed organization changes -- creation of new units, merging of existing units, etc., including proprietary organizations.**

**Special Subjects**

**Individual treatment of operational or management matters of special significance.**

**3. In your response to the Combined Program Call several subjects were identified, shown below, which should be given special treatment in your first progress report. In some cases you may prefer to schedule separate briefings to permit adequate treatment of these subjects.**

- a. **Agency procurement and inventory practices**
- b. **Headquarters space and construction requirements**
- c. **Support systems study**

**At this time, I would like also a report on the progress of the study of the length of overseas tours of CIA personnel.**

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4. You should have your Planning Officer contact   
Chief, Program Analysis Branch, O/PPB, and work out the details and  
scheduling of the presentations.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

O/PPB/PAB

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