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DD/S 66-5314

DD/S REGISTRY

FILE Meetings 1

7 October 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Administrative Briefing of Admiral Rufus L. Taylor

1. The following arrangements have been made for the administrative briefing of Admiral Rufus L. Taylor on Monday, 10 October 1966, following the Executive Committee meeting:

Mr. Houston	Delegation of authority and explanation of the Director's special authority
Mr. Echols	Pay, insurance, leave, employee activities program. Response to questions about CIA's personnel system
Mr. Osborn	Explanation of various types of clearances and special security arrangements for Admiral Taylor's convenience
Dr. Tietjen	Explanation of medical services available
Mr. Bannerman	Assignment of official automobile and driver
	Explanation of representational arrangements
	Tour of building

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2. The administration of the Oath of Office to Admiral Taylor will be arranged after the President signs the commission, hopefully sometime on Monday or Tuesday.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

cc: ExDir-Compt

GROUP 1
Excluded from automatic downgrading and declassification

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