

10 JAN 1966

**MEMORANDUM FOR:** Executive Officer, OL  
✓ Chief, Procurement Division, OL  
✓ Chief, Supply Division, OL  
✓ Chief, Logistics Services Division, OL  
✓ Chief, Printing Services Division, OL  
✓ Chief, Transportation Division, OL  
✓ Chief, Real Estate & Construction Division, OL  
✓ Chief, Security Staff, OL  
✓ Chief, Personnel Staff, OL

**SUBJECT:** Topics for Presentation to Members of Congressional Committees

1. Elements of the DD/S are expected to be prepared to brief members of the Appropriations and Armed Forces Committees of Congress on specific topics having to do with our activities. These briefings are not to encompass all our activities, but to emphasize the unusual nature of many of our functions as opposed to the routine activities typical of Government agencies.

2. We must submit to the Office of the DD/S, by 13 January, a list of specific topics which we recommend be included in these briefings. I, or some member of the Planning Staff, will visit you on 11 or 12 January to discuss this subject more fully.


3. After the topics recommended are reviewed and approved by the DD/S, the Office of the DCI and the Office of General Counsel, we will then be expected to develop subject matter for a 15-minute presentation on each topic approved.

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Chief, Planning Staff, OL

**Distribution:**

- 1 - En. Addressee
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