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DD/S 61-1093

ER 61-2763

6 April 1961

MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence  
Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Support)

SUBJECT : Briefings for the Kilday Committee

1. Congressman Paul J. Kilday, Chairman of the CIA Subcommittee of House Armed Services, is anxious to establish a record of review of CIA activities on the part of the Subcommittee. Recognizing that the members of the Subcommittee are hard pressed for time with their congressional responsibilities, he has suggested that we prepare a series of briefing papers which we could present either orally, or if the time was not available, leave with the Committee. He has suggested that this could be done each Wednesday morning at 0945, which is fifteen minutes before the full Committee has its weekly session. Thus, on some occasions members of the Subcommittee would be available for a brief oral presentation, but on other occasions -- probably more frequently -- our representatives would simply be present to leave a paper for the later perusal of the staff and the Committee. Mr. Warner and I have developed a list of suggested subjects. We have chosen those items which have either been indicated as matters of interest to the Committee and have been raised in the past by members of Congress concerning CIA, or which may anticipate questions that might be raised. I believe that careful preparation of such papers, which avoid highly sensitive matters, might be very valuable in providing background information for the Committee and in giving Mr. Kilday the record which he desires.

2. Attached you will find a list giving a brief description of suggested topics, together with an indication of who might prepare the material. I would suggest that this matter be discussed at an early Deputies' meeting at the Director's convenience.

/s/

Lyman B. Kirkpatrick  
Inspector General

MORI/CDF

Enclosure  
cc: OGC/LC

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5. The CIA Headquarters: Personnel in Washington

This brief is directed toward attempting to explain simply why CIA has so many people in Washington. This question has been raised once again this year by Congressman Bob Withers of our Subcommittee. This brief should place particular emphasis on the DD/S side of the house, and on the support and command structures required to back up our extensive overseas activities. In preparation of this report, it should be remembered that Congress is against large headquarters in Washington. This should be prepared by the DD/S in collaboration with the Inspector General.

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7. Surplus Personnel

This item should explain briefly why CIA is faced with a surplus personnel situation at this time. It should emphasize the necessity for a relatively young organization on the operational side of the house bearing in mind that this probably may be influential at some date in the future in obtaining for us an early retirement program. It should anticipate the fact that some of the personnel declared surplus may take their problem to Congress. This should be prepared by the Office of Personnel.

8. The CIA System of Inspections and Reviews

This brief should present to the Congress the facts regarding our internal system of inspections and reviews, demonstrating to them the great attention we pay to our own components and production. It should explain the command responsibilities for appropriate activities and productions, including the periodic reports that are required. It should mention the system we have for checking on contracts, describe the work of the Audit Staff, or Records Management, and of other internal inspection organizations in the respective components. It should outline the work of the Inspector General in the periodic component inspections. This should be prepared by the Inspector General.

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9. Handling of Money

This brief should describe in detail the efforts of the Agency to thoroughly and completely control the confidential funds which it is authorized by Congress, and should emphasize the fact that we endeavor to have as much of our money as possible in accurate audit by the GAO. It should describe the system of receipts and vouchers and of the follow-up where accounting is not appropriate. This should be prepared by the Comptroller.

10. Domestic Operations

There is always a nagging suspicion in the Congress that CIA is operating inside the United States, or that it might be trying to influence U. S. public opinion. In order to quiet this suspicion, this brief should describe exactly what we do have in the United States.

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[redacted] It should describe the domestic offices of the Security Division. It should report on what installations Legation has in the United States. Finally, it should briefly cover the back-up facilities required for operations. This should be prepared by the Office of Security in collaboration with DD/I and DD/P.

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11. The Central Reference System

This brief should go into some detail about the Central Reference System developed by CIA and the efforts to automate information available. It should lay particular stress upon the use of this Central Reference System by other intelligence agencies and on the development of services of common concern in the registry and requirements areas. This should be prepared by OIR.

12. Basic Intelligence

Even such as the national intelligence surveys over the years have depicted the time of a considerable number of intelligence personnel in Washington and have cost the Government a considerable amount of money, the NIS Program is an important item of information for the Congress. This brief should describe how the NIS are prepared. It should put particular emphasis on the end use of these volumes. This should be prepared by OBI.

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