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ON-FILE NSC RELEASE  
INSTRUCTIONS APPLY

MORI  
C05146952

THE WHITE HOUSE  
WASHINGTON

MEMORANDUM FOR: HENRY A. KISSINGER

Director Helms wants you to have  
this copy of a letter he sent to  
George Shultz, trying to get CIA  
off the hook for the 5% reduction  
in force.

*T*  
Tom Latimer

*Let me call Schultz*

*HK*

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**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20505

**OFFICE OF THE DIRECTOR**

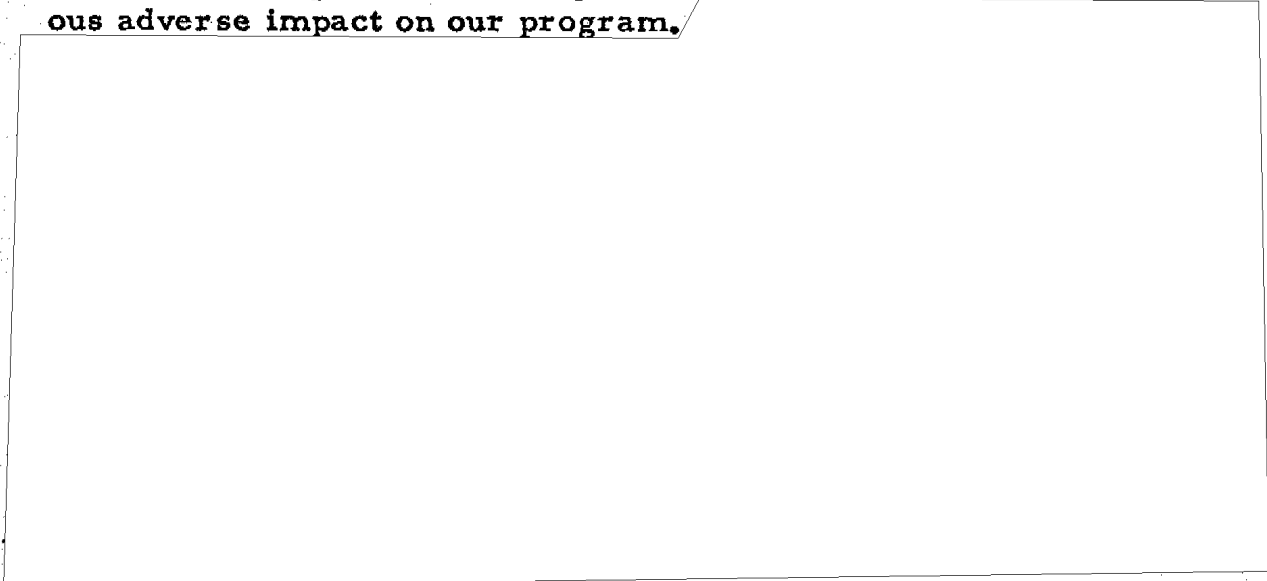
22 September 1971

The Honorable George P. Shultz, Director  
Office of Management and Budget  
Washington, D. C.

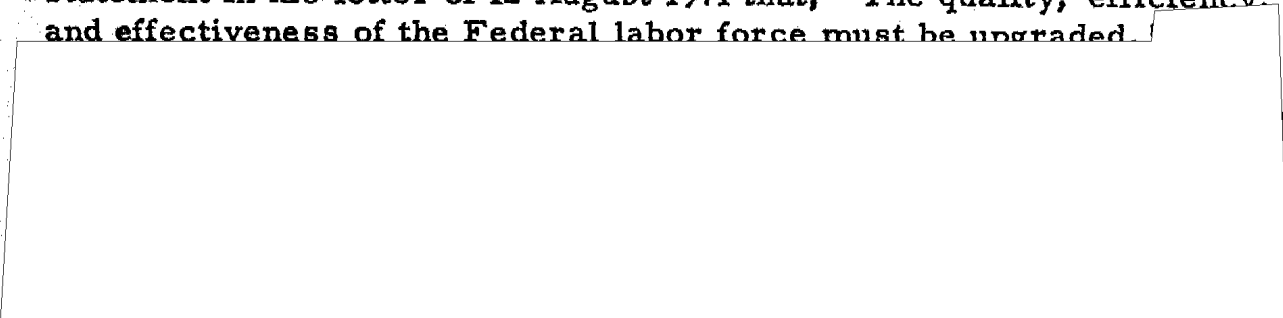
Dear George:

1. I am writing to express my serious concern about the impact on CIA of the general instructions contained in OMB Bulletins 72-4 and 72-5 to reduce personnel strength by 5% in FY 1972 and to reduce average grade by .1 in FY 1972 and an additional .1 in FY 1973.

2. These two actions are inextricably related. Either poses a considerable problem and together I believe they would have a serious adverse impact on our program.



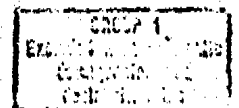
4. The administrative problems which these two actions would create are serious indeed. I am in full accord with Caspar Weinberger's statement in his letter of 12 August 1971 that, "The quality, efficiency and effectiveness of the Federal labor force must be upgraded."



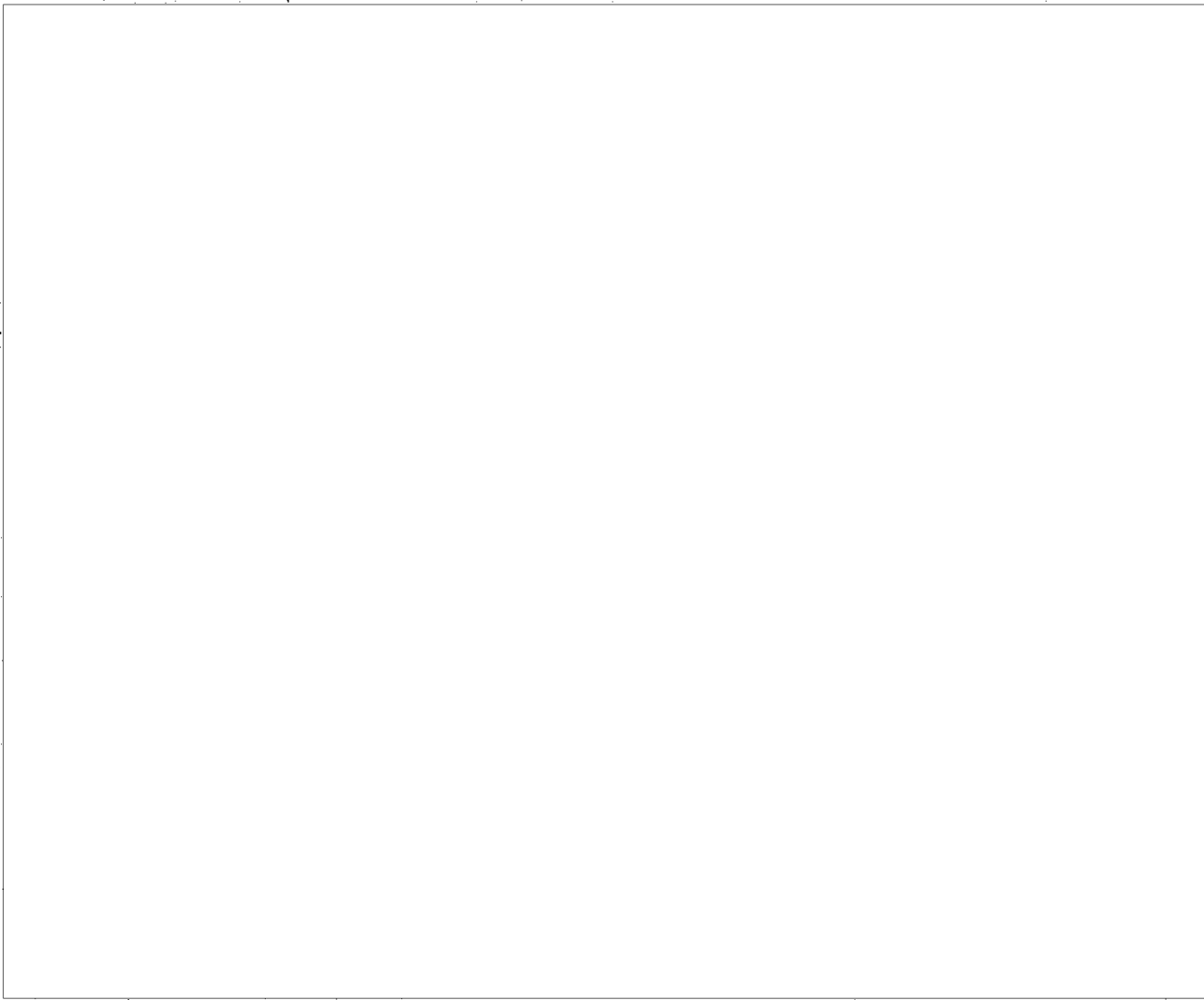
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8. I earnestly request that:

a. We be permitted to hold our on-duty average grade

[Redacted]

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b. We proceed with current plans to reduce our strength [Redacted] during FY 72. If we can improve upon this without involuntary termination of employees with good records, we will do so, and

c. In examining our budget submission this fall, we decide mutually what our target shall be for FY 73.

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9. I wish to comply fully with the spirit of the President's Program. I do believe, however, that CIA should be given credit for the substantial reductions we have already made. I also believe that it would be in keeping with the spirit of the Program to continue our reductions on a scale and at a pace which permits a reasonable input of new blood, and a reasonable promotion rate and which avoids large scale involuntary terminations.

10. For these reasons I believe that our case merits your approval and trust that you will honor the request outlined in paragraph 8 above.

Sincerely,



Richard Helms  
Director

Copy for:

Dr. Henry A. Kissinger ✓  
The White House

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