

**OFFICE OF THE VICE PRESIDENT**

**WASHINGTON**

Howard

the easiest time for me is to come down with me in the morning. Once I get here the phone is so busy it would be difficult. But if you want to do it this way, all right.

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MEMORANDUM

DATE: 15 September 1961

TO: The Vice President

FROM: Colonel Burris

RE: Briefings on National Security Affairs

The many urgent and sometimes grave issues facing the U.S. in the politico-military or national security field suggest frequent discussions in order to keep informed of these rapidly developing situations. I maintain continuous daily contact with State, Defense, CIA and the NSC professional staff. Additionally, I maintain periodic liaison with other agencies and departments of government, as appropriate, on matters relating to the national security. Although the volume of information is immense even when subjects are boiled down to their essential elements, I believe that briefings three times each week will be adequate for your purposes. It may be necessary on occasion to have special presentations on urgent matters.

May I suggest that the briefings be held on Monday, Wednesday and Friday? It is more appropriate that they be conducted any time during these suggested days after the middle of the morning. The principal reason for this is simply the flow of information from foreign capitals and even Washington distribution seems to be available early each morning. Presently the more important briefings are held at this particular time. This is especially true on Monday after the accumulation of the weekend.

Rather than establishing a fixed time for the presentations on each Monday, Wednesday and Friday, may I suggest that you assign to me the initiative of establishing with your secretary on each of those days an appointment which can be accommodated to that particular day's schedule?

I propose to devote the opening portion of each briefing to current and essential information on Intelligence, Defense and State matters. Additional discussion may pertain to special subjects, such as the program for Viet Nam, Berlin negotiations, etc.

