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DIGEST OF THE DIRECTOR'S
STAFF CONFERENCE
11 JAN. 1955

TO: Chiefs of Offices and Staff Divisions

FROM: Chief of Staff

1. CHIEF OF STAFF

a. Announced the forthcoming visit of Mr. Robert B. Anderson, Deputy Secretary of Defense, on Wednesday, 19 January. Staff Divisions to be visited will be notified.

b. Reminded all Staff Divisions Chiefs of the importance of timely submission of 1957 Programs. There may be extenuating circumstances which require additional time. In some cases, requests for extension of time will be granted; however, it is expected that schedules will be met.

2. SPECIAL ASSISTANT (Mr. Friedman)

Announced the appointment of Dr. John C.G. Suits, Vice President and Director of Research, General Electric Co., to the Electronics Panel of the Scientific Advisory Board.

Chauncey

3. COMPTROLLER

Stated that under provisions of Section 6331 of Internal Revenue Code of 1954, all property and rights to property, including salaries and wages of officers and employees of the U.S. Government, including all members of Armed Forces active and retired, will be subject to levy and distraint by Internal Revenue Service on or after 1 January 1955 for any delinquent Federal taxes.

4. GENERAL COUNSEL

Announced that Section 21 of the Internal Security Act gives Physical Security Regulations full force of the law. Anyone who violates physical security regulations will be guilty of a misdemeanor and subject to a year in prison and \$5000 fine.

5. DIRECTOR

"A word about plans and programs: Everyone has to do some planning; once you have a program, you have to convert it so that the operational people will know something about it. In order to achieve successful plans and programs, you must have trained people who can come up with complete, accurate plans. It is up to you to train your

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subordinates; we have a lot of fine people who can be developed. The test of a good executive is how well he delegates jobs to other people. In general, the way he wants things done in the long run must conform to what his boss wants.

"We haven't been too good in our programming in the past; it's up to you to develop your plans. If you will do this, 95% of your job will be taken care of. From time to time, I will be coming around to visit with you and I will expect to see your program people. Be ready for me."



E. J. COGAN
Major, USAF
Assistant to the C/S

NOTE: The Director's Staff Meeting will be held on Tuesday, 18 January, at 0830. Secretary Anderson's visit has been changed to Wednesday, 19 January.

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