

DISPOSITION FORM

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FILE NO.	SUBJECT Digest of Staff Conference, 18 May 1954		
TO Chiefs of Offices and Staff Divisions	FROM c/s	DATE 19 May 1954	COMMENT NO. 1

1. DEPUTY CHIEF OF STAFF
The Director will brief the Deputy Secretary of Defense on Saturday, 22 May 1954. Staff personnel who will participate have been informed.
2. SPECIAL ASSISTANT (Capt. Holtwick)
The Scientific Advisory Board at its last meeting established three panels (Electronics, Telecommunications, and Mathematics). A joint meeting of the three panels will be held Thursday and Friday, 20-21 May. Several outstanding scientists have been made members to these panels and will be present for this meeting. The Director will address the panels; all members of the Directorate and Chiefs of Offices are requested to be present. Others who may have business with any of the panel members are invited to attend.

Requested that HqC inspect the fire doors on the first deck of Buildings 1, 17, and 30; these doors open the wrong way.
3. ADJUTANT GENERAL
Requested Staff officers to contact LCDR K. Hart, Office of the AG, when they have special requirements for Armed Forces Courier Service.
4. DD/COMSEC
Reported that permission has been received to replace ditto with multi-lith in the COMSEC Printing Plant.
5. HEADQUARTERS COMMANDANT
Five wings on the upper floor at "R" Building have been assigned to the Agency for replacement of the school activities.

In "A" Building at AHS, Wing 5 has been air-conditioned, and air-conditioning equipment has been installed in Wings 6, 7, and 8 but power to operate it will not be available until 15 June.

The additional power substation for AHS will be completed by 1 July.
6. DIRECTOR
The early results of the first survey of Corvey Engineering Company on our supply system indicates that we can develop a more efficient supply system

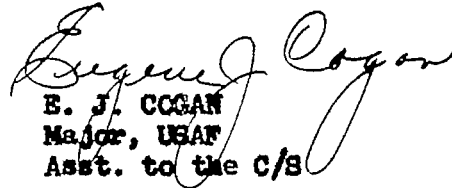
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using fewer people. I expect to reassign the personnel who will be saved through our new system.

I find in looking over the rosters of personnel who were assigned to the Executive Development Courses that there are some rather large holes in attendance. I find too that some of the Staff who are most heavily engaged in executive management procedures have not attended those classes. As policy, I expect all of the staff to go. It's the best course of its kind given in the Washington area today.

We have a surprising number of first-class subordinate young people in this Agency. I encourage you to develop these people to assume greater responsibility. Don't wait until a job needs filling before you introduce these young people to the shock of finding out how to conduct themselves. There are some indications that something is being done in some departments, but not nearly enough is being done.


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

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