

DISPOSITION FORM~~SECRET~~

FILE NO.

SUBJECT

Digest of Staff Conference, 1 December 1953

TO Chiefs of Offices and
Staff Divisions

FROM C/S

DATE 3 Dec. 1953

COMMENT NO. 1

1. DIRECTOR

Expressed his desire that correspondence be expedited from the NSA receiving element, AG NSA, through all information parties, to the action party; and conversely, the added requirement that the correspondence be passed rapidly from the action party to the AG for dispatch in the shortest possible time. "IF A PIECE OF CORRESPONDENCE CAN GET IN AND OUT OF AN ACTION OFFICE IN ONE DAY, IT CAN GET IN AND OUT OF ANY OFFICE IN THE AGENCY IN HALF A DAY. IT ALL GOES BACK TO THE POINT OF DOING WHAT YOU HAVE TO DO WHEN YOU HAVE TO DO IT! I DON'T WANT ANY HOLD BASKETS IN NSA.

2. AG

a. Advised that with reference to Executive Order Nr. 10501 which eliminates the RESTRICTED classification, it would not be necessary to review Agency files for the purpose of downgrading individual documents marked RESTRICTED; however, if materials are to be upgraded to CONFIDENTIAL to protect their content, individual action is required.

b. Reported that new Executive Order requires that all classified matter transmitted by US Mails be registered.

c. Noted that listings of NSA regulations and circulars currently in effect would be distributed to the appropriate Offices and Staff Divisions for review and recommendations of proper classification.

3. S/ASST (Mr. Friedman)

Remarked that SHAPE was not quite satisfied with their 5 UCO equipments. (The Director stated: "THERE IS NOT ANY MORE OF A MAINTENANCE PROBLEM ON THIS EQUIPMENT THAN ON ANYTHING ELSE. WE ARE GOING TO USE THEM. AT THE TIME WE BOUGHT THEM, IT WAS THE ONLY (ON-LINE) SYNCHRONOUS SYSTEM THAT WAS AVAILABLE. YOU HAD BETTER GET OUT THE WORD TO THESE PEOPLE TO START TRAINING MAINTENANCE MEN.")

4. COMMUNICATIONS

a. Reported that the Atomic Energy Commission was very pleased with the assistance provided them on their problem of training personnel in the operation of SAMPSON at Eniwetok.

b. Advised that the operating efficiency of the transatlantic cable was steadily improving. Mentioned that further improvements scheduled for 1 Jan 1954

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would provide for instantaneous transmission and eliminate all tape delay from New York to London.

c. Announced that the CENSA Steering Committee will meet next week to consider requirements for a joint operating procedure.

d. Stated that a meeting was held last week to consider our requirements for the Program Distribution, Announcement, and Paging System to be installed at Fort Meade.

5. C/SEC

Informed that a method had been found by a commercial contractor to speed up the tape generator equipment from 900 to 1300 or 1400 characters per minute per tape stream by rejuvenating the head on our present gear. Added that this new procedure was being investigated by R/D.

6. TRAINING

Reported that a representative from the AF Institute of Technology, an element responsible for directing AF language training, spent two days visiting NSA, discussing and being oriented in NSA language problems.

7. PLANS AND POLICY

Stated that PROD, R/D, and P/P have been directed to formulate, in view of its great importance and urgency and in the light of JCS 2010/68, a UHF, SHF, and VHF Internal NSA Intercept Plan to provide for the interception and exploiting of transmissions above 30 MCS not heretofore exploited to their fullest value. Commented that this plan will be submitted to the Director by 4 January 1954 for subsequent coordination with the Service Cryptologic Agencies.

8. SECURITY

Remarked that SEC have placed a modified plan for handling minor physical security violations directly with Chiefs of Offices and Staff Divisions into effect, but in the event that an unusual number of violations occur in any particular areas, that immediate assistance will be offered to provide for an improved physical security.

9. PERSONNEL

a. Referred to the program under way in NSA-90 to simplify, streamline, and correlate job descriptions to eliminate inequities in grade and to provide a career ladder for civilian employees.

b. Reported that the first issue of the NSA Personnel Newsletter has been published and welcomed any suggestions for improvement.

c. Announced that the Agency Glee Club, composed of approximately 50 male singers, was holding a concert at the Dept. of Commerce auditorium at 2000 hours, Wednesday, 16 December 1953.

10. HqC

Reported that the area between Wings 7 and 8, "A" Bldg, AHS, will be ready for occupancy by COMP Payroll Unit by 8 December 1953, and this will make approximately 1500 feet of space available for NSA use in ASA Hqs Bldg.

11. MACH PROC

Discussed the value and success of the security presentation held recently by SEC in NSA-80, and recommended it as a valuable means of "building security" within the Agency as a whole.

MW/Green
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