

~~CONFIDENTIAL~~DIGEST OF THE DIRECTOR'S  
STAFF CONFERENCE  
4 JAN..1955

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TO: Chiefs of Offices and Staff Divisions

FROM: Chief of Staff

## 1. CHIEF OF STAFF

a. Reported on his visit to the interim site.

b. Announced that Personnel Division will be working on two personnel studies, one relating to our military strength and one on civilian utilization. Your assistance in expediting these studies is requested.

c. Stated that review of the Operational Summary has been made by members of the operating and staff personnel with a view to injecting some graphic descriptions that will eliminate unnecessary detail. This does not mean, however, that operating offices need reduce their reports and operational summaries of matters pertinent to their operations.

## 2. ADJUTANT GENERAL

Announced that the revised Chapter 5 of the Communications and Publications Manual is in distribution today. The new system involving the use of multilith masters is effective 10 January; however, these masters may be used now.

## 3. LOGISTICS

Reported on the establishment of a Custodial account for plant equipment. This system will become effective for the interim operations and will eliminate the paper work, insofar as the Support Group and PROD are concerned, with capital equipment.

## 4. COMPTROLLER

a. Announced that Lt. Col. Charles Milroy, USAF, has completed his indoctrination tour and is now assigned to the Office of the Comptroller as assistant to Colonel Jones.

b. Stated that Form W-2, Statement of Withholding Taxes, will be distributed to civilian personnel on 6 January.

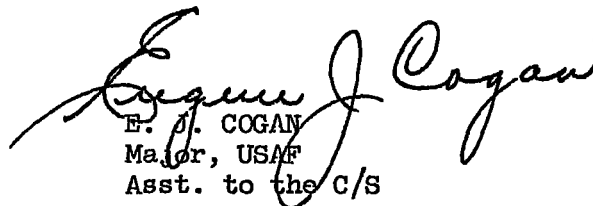
## 5. DIRECTOR

"A word about the move. After we get up there, it's our problem to make it work; everyone has a share in it. We cannot sit back with

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the attitude 'Let somebody else do it; I won't do anything until he does his job.' The Fort Meade people are doing a pretty good job cooperating with us. If we make an honest attempt up there to do our part and a little more than we are supposed to, we will be successful. You always find the successful guy over on the other side of the other guy's line, and he is very seldom penalized for being off-side. You are very seldom penalized for being off-side, so let's make our move up there in the same way, with the same efficiency that we moved across France and Germany ten years ago, and do a little bit more than our part."

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

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