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DIGEST OF THE DIRECTOR'S
STAFF CONFERENCE
3 DEC. 1954

TO: Chiefs of Offices and Staff Divisions

FROM: Chief of Staff

1. CHIEF OF STAFF

While the AG is responsible for the routing of all dispatches and correspondence, it is impossible for him to know all the business of your offices; however, you can assist materially by exercising positive action on all dispatches and correspondence. During the past month, some correspondence failed to clear the Agency because an action office was not designated by the AG or else an incorrect action addressee had been assigned. It is your responsibility, upon receipt of dispatches and/or correspondence to:

- a. Determine whether action is necessary and then proceed to take positive, expeditious action.
- b. Coordinate with other elements of the Agency where necessary.
- c. Advise the AG immediately when a change of action is necessary or when an incorrect action has been assigned.

You and your people must be aware of the above at all times.

2. DIRECTOR

"I want to elaborate on the remarks made by the Chief of Staff in connection with correspondence. You take too long to answer things which you should answer. You have the greatest difficulty in making up your minds. I get a pretty fair idea from the AG's routing slips on how long our correspondence has been kicking around. If an incorrect addressee has been assigned to something, get it back into the correct channel by coordinating your action with the AG. Delays are costly; it all boils down to one point: do what you are told to do when you are told to do it."

3. AG

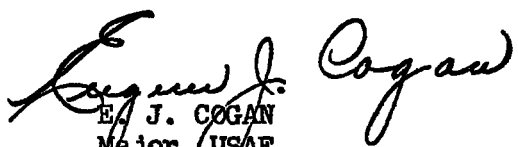
Reported a change in courier service between NSS, AHS, and the Pentagon. One additional trip to AHS has been provided for in the new schedule. NSA Regulation 102-1, dated 6 December 1954, has been distributed for guidance of all concerned.

4. TRAINING

Announced that information on the Agency full scholarship program for 1955 will be forwarded to all Staff and Division Chiefs this week.

5. GENERAL COUNSEL

Announced that a memorandum is being prepared explaining the court's ruling on Section 798 of Title 18 of the U.S. Code pursuant to a motion by the defense in the Petersen case to dismiss the indictment under that section; the judge's ruling was in favor of the Government. This law deals with the handling of COMINT material.


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