

**DISPOSITION FORM**~~SECRET~~~~SECRET~~

FILE NO.	SUBJECT		
	Digest of Staff Conference, 7 September 1954		
TO	FROM	DATE	COMMENT NO. 1
Chiefs of Offices and Staff Divisions	C/S	8 Sept 1954	
<p>1. <u>CHIEF OF STAFF</u></p> <p>a. Announced the first meeting of the recently established Personnel Development Board, to be held Thursday, 9 September 1954 at 1300 hours in the Staff Conference Room.</p> <p>b. Remarked further that a great deal of work is done in the Agency in the areas of personnel development, management, executive training, executive development, college training and other courses. Every effort will be made to continue and broaden this work, in order to bring together these combined efforts the Personnel Development Board has been established. Under present organization the Board has nothing in its terms of reference concerning promotions. Factors bearing on equitable promotion policy will, however, be considered. This Board will meet regularly on the second Tuesday of each month. The first meeting will confine itself to a limited agenda, copies have been furnished each Board member. Mr. Arnold Lessard is the Board Secretary and will assist all members upon request.</p> <p>2. <u>DD/PRODUCTION</u></p> <p>Recommended a Navy presentation of the movie "Fire One" currently viewed on T.V. This is a film of interest to all NSA personnel.</p> <p>3. <u>COMMUNICATIONS</u></p> <p>Disclosed that all traffic from Stations 39 and 14 are now being received "on-line." By the end of September stations at Guam will be receiving entirely "on-line."</p> <p>4. <u>COMPTROLLER</u></p> <p>The Technical Management Board will meet on Wednesday, 15 September at 0900 hours in the Staff Conference Room. Items for the Agenda may be forwarded to the Comptroller's office.</p> <p>5. <u>DD/COMSEC</u></p> <p>a. Reported that the Machine Processing training program recently inaugurated at Vint Hill Farms is completing its first phase, however students will be promoted from GS-2 to GS-3.</p> <p>b. Reminded the Staff of the AFSAY 808 demonstration to be held at Andrews AFB on 15 and 16 September.</p>			

DD

FORM  
FEB 50

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REPLACES NME FORM 96, 1 OCT 48, WHICH MAY BE USED

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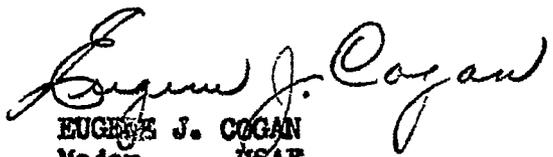
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6. TRAINING

Commented that there are approximately 250 applications for Agency sponsorship in College training programs this year. Enrollment will start about 21 September.

7. DIRECTOR

"I want to clear some misunderstanding among my Staff officers. When I call someone in to get information or to get a job done, I fully expect that they 'in turn' will tell the people who should know what's going on. This is merely placing responsibility upon my staff. As you know, I don't often write notes and when I do I don't put a long list of names for coordination on my notes. My system will work if my people are good Staff officers. I believe in a broad concept of 'Span of Control' Let's see if we can do better in our day-in and day-out operations."



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