

**DISPOSITION FORM**~~CONFIDENTIAL~~

FILE NO.

SUBJECT **Digest of Staff Conference, 31 August 1954**TO **Chiefs of Offices and Staff Divisions**FROM **C/S**DATE **1 Sept. 1954** COMMENT NO. **1****1. PRODUCTION**

Reminded all concerned that the date 28 January 1955 is the firm date for the transfer of NSA-90 from AHS to Fort Meade.

**2. RESEARCH AND DEVELOPMENT**

Announced the arrival of Mr. Harry Nyquist, formerly of Bell Telephone Laboratories. Mr. Nyquist is to be a consultant to DD, R/D.

**3. TRAINING**

Commented on a film soon to be completed, depicting the mission of NSA. Before general distribution is made, a preview of the film will be held for all Staff and Office Chiefs. The date of this showing will be announced.

**4. SPECIAL ASSISTANT (Capt. Holtwick)**

Reported on the completion of an IBM run of the first month's reporting in NSA-90 of labor distribution according to tasks. This report is now being analyzed. Considerable revision will have to be made in the functional account numbers. We looked over those numbers that are used directly for work measurement purposes, and the system now in use will not require revision. Subsequently, we will initiate a new labor distribution report in NSA-70.

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

~~CONFIDENTIAL~~

Declassified and approved for release by NSA on 05-28-2014 pursuant to E.O. 13526