

DISPOSITION FORM

~~CONFIDENTIAL~~

FILE NO.

SUBJECT
Digest of Staff Conference, 3 August 1954

TO: Chiefs of Offices and Staff Divisions

FROM: C/S

DATE: 5 August 1954

COMMENT NO. 1

1. CHIEF OF STAFF

Announced the appointment of Captain E.S.L. Goodwin, USN, as Inspector General.

Requests for additional office space by Chiefs of Offices and Staff Divisions must be approved by the Deputy Chief of Staff. Because of the already overcrowded conditions, it is impossible to assign anyone new space without a review of space assignments. Space may be withdrawn where the situation warrants but only at the expense of the current holder.

2. PRODUCTION

We have completed a study on reallocation of space following the interim move. Indications are that there will be 57 square feet per person after the interim move if the swing shift is continued.

3. PERSONNEL

Announced that preparations are under way for a program to be held Wednesday, 11 August 1954, at AHS Post Theater for personnel of NSA who have completed 10 years of service. The Director and his Staff will be present, at which time he will acknowledge the service of these people.

4. TECHNICAL INFORMATION

The third and final edition of "War Secrets in the Ether" by Wilhelm F. Flicke has been published. Copies are being distributed through the AG.

5. HEADQUARTERS COMMANDANT

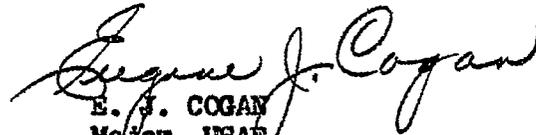
Requested that Chiefs of Offices and Staff Divisions who are planning trips to Baltimore, Fort Meade, and Vint Hill Farms coordinate such trips for local transportation with HqC, Ext. 423, at least three days in advance. Every effort is being made to schedule transportation so that more transportation will be made available when needed.

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

6. NSA-60

Announced that the Office of Collection is combining into one division all the units which are scheduled for the Interim Move. Details are being studied with NSA70 and -90 as to how Collection services will be maintained during the interim move.



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