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# DISPOSITION FORM

FILE NO.	SUBJECT
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Digest of Staff Conference, 13 April 1954	
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TO Chiefs of Offices and Staff Divisions	FROM C/S	DATE 14 April 54	COMMENT NO. 1
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**1. SPECIAL ASSISTANT (Mr. Friedman)**

Stated that arrangements for the first spring meeting of the NSA Scientific Advisory Board are complete. The opening session for the first two-day conference will be 20 April. Mr. John C. McPherson, Chairman, Cryptologic Equipment Panel, will meet with panel members on 4 May to discuss certain phases of high-speed electric computer gadgetry. The three panels of the NSASAB will meet 20-21 May.

**2. PRODUCTION**

The new method of burning classified trash, recently put into use at the Hall, is working out very well. This method is saving considerable labor and burn bags.

**3. ADJUTANT GENERAL**

Greater supervision over material passed into the Armed Forces Courier Service must be exercised. There have been instances when we have sent unclassified material via the AFCS for speed; however, this has added to the travel time rather than assured speed. Frequently, we can get our material to addressees faster by sending it regular mail. The AFCS is designed for specific use and should be used only for this use.

**4. LOGISTICS**

We have established a "Task Unit" within LOG for the purpose of coordinating over-all requirements for the interim move to Fort Meade. The Unit will act as a central collection point and will be under the supervision of Major E. W. Helwig.

There has been an excessive number of emergency purchase requests during the past month. Whenever this happens, routine material becomes backlogged.

**5. COMMUNICATION SECURITY**

Stated that tape processing at Kelly AFB will not start until 15 May. The two-week delay is caused by equipment difficulties and insufficiently trained personnel.

**5. PERSONNEL**

Referred to a Navy Program which has just started to bring authorized strengths in lieutenant grades in line with recent Department of Navy orders. Any Naval Reserve officer who is affected in this contemplated reduction will

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be given four months notice. The Department of the Navy will soon issue contracts to Naval Reserve officers under the Armed Forces Reserve Act of 1952.

6. HEADQUARTERS COMMANDANT

Members of DD/PROD staff who desire reserve parking space while attending Tuesday Staff Conferences should notify the HqC. Spaces will be provided in Parking Area #9 for the period of the Staff Conference only.

7. DIRECTOR

Concluded the conference with the following comments:

"We should be of age now. Emergency purchase requests are an indication of very poor planning. I am intolerant of an outfit that can't sit down and make a long range program ahead of time and keep reasonably on the beam with it.

"I always come back from my field trips with the feeling that there are still too many people here in our outfit who are not fully sympathetic with the problems in the field. I hasten to add that there are still too many people in the field who are just as unsympathetic to the problems back here.

"Colonel Sinclair (PERS), I want you to get together with the Services and start making an earnest attempt to assure ourselves that no one goes to the field who has not served a tour in AHS and vice versa insofar as is possible.

"It is my policy that NSA shall not keep people permanently stationed with groups or field stations. Whenever personnel are scheduled to leave a unit or station, the Services must provide replacements for such people."

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

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