

**DISPOSITION FORM**~~SECRET~~

FILE NO.

SUBJECT *Spur Acct*  
Request of Staff Conference, 6 April 1954

Chiefs of Offices and

C/S

DATE 7 April 1954

TO Staff Divisions

FROM

DATE

COMMENT NO. 1

1. VICE DIRECTOR

Introduced Mr. A. B. Clarke who has been assigned to NSA as Deputy Director, R/D.

2. CHIEF OF STAFF

Referred to a D/F published about a year ago which prohibited the use of "DIRNSA" in letter correspondence and permitted the use of the term "this Agency" where clarity is to be gained. The term "this Agency" is now being overworked; it appeared six times in one letter. Asked that Division and Office Chiefs use resourcefulness in drafting letters to omit indefinite and trite phrases and to avoid abrupt and arbitrary statements. With reference to communications with foreign addressees, he stated that we are sometimes informal to the point of being "familiar." Familiarity is, generally, a bad practice in official correspondence.

In order that we may review the basic plans for the interim move, each responsible Division will forward a first draft of plans to DC/S by 1 June 1953. Captain Agnew will coordinate those elements which are necessary.

With regard to requests from members of the Press for information about the new site and its many problems, stated that such requests will be referred to C/S or DC/S.

Reported the meeting of NSASAB to convene 20 and 21 April, and urged Division and Office Chiefs to have ready the necessary information on the problems with which the consultants will be concerned. ✓

3. COMPTROLLER

On Thursday of last week, PROD and R/D held a meeting with representatives from the Treasury Department, GAO, and Bureau of the Budget on digital computers. These organizations have a machine problem in registering Social Security and payrolls. We were of considerable help to them, and in order to assist them further, PROD may be requested to place a representative on TDY with them.

4. LOGISTICS

Corvey Engineers have been cleared and are here to assist us with supply accounting problems. They will start with LOG Division, and in approximately two months will be ready to tackle other activities.

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

5. SCHOOL

Last week, the School began a concentrated course in Vietnamese for six Navy officers and five enlisted men. Upon completion, a second course will be started.

6. GENERAL COUNSEL

Certain bills have been introduced in both the House and Senate involving wire-tapping and its ramifications. I will keep you informed of the progress and implications of these bills.

Military personnel who have 16 years of service will have until 1 November 1954 to file their option under the Contingency Option Act. A bill was passed in the House on 5 April and is expected to be passed by the Senate prior to 30 April.

7. PERSONNEL

AFSS recently requested NSA to assist in creating an AF Reserve Unit of Security personnel in the Washington area. It is believed the 6969th AFSS could do most of the work, i.e., training, assignments, instructors, and other Reserve problems. We were successful in obtaining funds in order to get this program under way.

Requested that PERS be made aware of all personnel problems. If there are questions which need professional assistance, please do not solicit aid from outside sources; we can help you.

PERS is now in the second week of personal interviews with members of NSA-90 with reference to the interim move. These interviews are going off smoothly, and at this moment, there seem to be two problem areas in question: transportation on a commuter basis between the District and the new site, and the availability of housing.

8. SPECIAL ASSISTANT (Capt. Holtwick)

PROD has distributed a monograph on the application of operations research in the COMINT product. It explains the basic philosophy which the Director has approved for instituting an operations research program in the field of COMINT. I shall be happy to give any assistance you may need.

9. VICE DIRECTOR

"Reference the remarks by C/S in connection with those scientific advisors, you must get before these consultants, and in adequate time, the information they need to analyze the problem. They are giving us their time, and almost all of them are doing it as a duty rather than for any other reason. I would like them to approach this Agency with the feeling that we are very sensitive and sensible to the time they are giving us and to the value of what they are contributing. We must get our work done early and before them early."

*Edward J. Cogan*  
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Asst. to the C/S