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Digest of Staff Conference, 2 February 1954

Chiefs of Offices and Staff Divisions

C/S

8 Feb 54

1. CHIEF OF STAFF

Directed NSA Staff Officers to coordinate all matters dealing with international (external) agreements and their interpretation with the Vice Director.

2. PRODUCTION

Reported that an experiment to improve upon the elimination of classified trash by collecting it in special receptacles located at strategic points throughout PROD, and placing it "uncrumpled" into a SOMAT machine, was proving to be very satisfactory.

3. ADJUTANT GENERAL

a. Advised that a new sub-office of the AG was established at AHS to facilitate the transmission of correspondence between AHS and NSS.

b. Made reference to the existence of unauthorized courier runs between AHS and NSS and requested that Chiefs of Offices and Staff Divisions encourage the use of established AG courier runs to fulfill this function.

4. LOGISTICS

Reminded that the "NSA Disaster Plan" requires that all equipments to be evacuated will be marked and suggested that all offices prepare lists of such equipment at the earliest possible time.

5. COMMUNICATIONS

Reported the unauthorized movement of telephone equipments by personnel, and stated that permission must be obtained from COM prior to moving instruments.

6. C/SEC

Announced that as the result of an extensive three-month survey, it was discovered that reproduction, formerly performed by the Xerox plate processing method in NSA-43, can be accomplished cheaper, faster, and better, by using the two Webb presses on hand, with pre-sensitized plates salvaged from the Navy.

7. DCS/P

Stated that JCS 2010/70, "Peacetime Intercept Program" paper was signed by the Secretary of Defense, 1 February 1954.

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

8. VICE DIRECTOR

Advised that the Canadian Liaison Officer requested a conference on the results of the site surveys conducted in the Far North for about 1 July 1954 at Ottawa, Canada.

9. LEGAL ADVISOR

Reported that activity has been renewed in the attempt to consolidate the authority under which the Agency operates either by delegation or legislation and that a "draft" paper, designed to replace delegations from SecDef, has been received from OSD. The remaining delegations, partly from SecDef and elsewhere, are being reviewed by an informal staff committee.

10. PERSONNEL

Informed that certain portions of the NSA Civilian Personnel Manual, dealing with hiring and separation, were being revised so that it can be more specifically pointed out that all statements and promises involving the hiring and separation of employees will be made by the appropriate members of PERS.

11. HqC

a. Noted that sections of R/D are moving to the top floor of Building 4 to make room for the consolidation of COM expected to be completed next week.

b. Referred to the loss of silverware and chinaware from the cafeteria at NSS, which is seriously affecting its ability to properly serve its customers, and requested that personnel be cautioned against further actions of this kind.

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