

## DISPOSITION FORM

SECRET

FILE NO.

SUBJECT

Digest of Staff Conference, 13 October 1953

TO Chiefs of Offices  
and Staff Divisions

FROM C/S

DATE 14 October 1953 COMMENT NO. 1

1. DIRECTOR

a. Advised those present that Captain J. S. Holtwick, USN, had been designated as a Special Assistant to the Director, NSA, and was empowered to obtain any information he needed for fulfillment of his duties: "WHEN HE COMES AROUND, TELL HIM WHAT HE WANTS TO KNOW."

b. In response to PROD's comment on the use of the phrase "spokesman for NSA" in Evening Star newspaper article of 12 October 1953 (listing CIA and NSA as agencies doing hiring outside the Washington area, and implying a disregard of the local labor pool created by firing of civil servants), the Director stated that only SECRET is authorized to act as spokesman for NSA: "AND ANOTHER THING, IT IS APPARENT (FROM THE CONCERN OUR CIVILIANS FEEL OVER THE PROBABLE EFFECT UPON THEM OF PROPOSALS BY THE LOCAL PRESS THAT 'PROFESSIONAL' CIVIL SERVANTS RELEASED BY SOME DEPARTMENTS AND AGENCIES BE RE-HIRED BY OTHERS EVEN IF 'NON-PROFESSIONALS' HAVE TO BE FIRED TO MAKE ROOM) THAT WE HAVE FAILED TO INFORM OUR PEOPLE ABOUT 'CATEGORY A' EMPLOYERS. WE MUST MAKE SURE THAT OUR 'CATEGORY A' PEOPLE UNDERSTAND THAT THERE ARE ONLY THREE CONDITIONS THAT REQUIRE OFFICIAL ACTION TO TERMINATE 'CATEGORY A' EMPLOYMENT: A MANDATORY REDUCTION IN FORCE AT THE DIRECTION OF HIGHER AUTHORITY; FAILURE OF THE EMPLOYEE TO MEET NSA STANDARDS; AND ACTION BY THE PRESIDENT TO REQUIRE NSA TO ABSORB SOME OF THE DISPLACED 'PROFESSIONALS' AND FIRE SOME NSA PEOPLE TO MAKE ROOM." He directed the C/S to recommend action to accomplish education of NSA personnel in the status and benefits of the "Category A" classification.

c. In response to DCS/P's report of additional requests (by several parts of the Agency) for copies of NSCID No. 9 Revised, the Director commented: "IT'S AN NSC DOCUMENT AND HENCE IS NOT UNDER THE CONTROL OF THE DEPARTMENT OF DEFENSE. ANY ADDITIONAL COPIES MUST COME FROM THE NSC. I'VE ASKED THE SECRETARY, NSC, THREE TIMES FOR MORE COPIES, BUT SO FAR I HAVEN'T GOT ANY. I'LL ASK AGAIN, THOUGH." In response to PROD's question as to the acceptability of making extracts from the document, the Director replied: "I ASKED HIM ABOUT THIS TOO, AND HE SAID NO."

d. Stated his approval of proposal by MACH PROC and R/D to submit a joint report on field trips made jointly by representatives of the two Offices, in order to facilitate follow-up on recommendations contained in such reports.

2. CHIEF OF STAFF

a. Noted that the Director has a small fund available for official entertainment purposes, and that any charges against this fund must be authorized by the C/S. He added that prior notification of a requirement to make entertainment expenditures is desired whenever possible so that authorization can be given.

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FORM 96 REPLACES NME FORM 96, 1 OCT 48, WHICH MAY BE USED.

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b. Noted that SUSLO (Colonel Pulling) will arrive at NSA Headquarters on 14 October.

c. Reported that the Director had requested representation on the new Telecommunications Planning Committee being established by the Office of Defense Mobilization to develop plans for the use and control of telecommunications in the event of a national emergency.

### 3. PRODUCTION

Noted that recent actions by GSA to restrict the space at "R" Building to be available to NSA, plus the security requirements considered by SEC to be necessary in the remaining "R" Building spaces, made it improbable that efficient operations could be carried on there. During the following discussion, SEC outlined the security hazards and noted that reduction in the safeguards proposed by SEC would be a matter for decision by the Director, and PROD commented on the logistic problem that would be created by the move of NSA-63 to "R" Building.

### 4. RESEARCH AND DEVELOPMENT

a. Reported that Dr. M. Rees, now at Hunter College and prospective chairman for the SCAMP symposium to be held next summer, had called at NSA Headquarters on 12 October to undergo the necessary security processing and could now begin getting affairs lined up for the '54 symposium.

b. Noted that the Scientific Advisory Board would hold meetings at NSA Headquarters during 15 and 16 October.

### 5. CONTROLLER

Reported that investigation of the legality of publication by NSA of the Management Review had revealed that the Bureau of the Budget must approve such publication activities. Added that the matter would be taken up with appropriate officials of the Bureau of the Budget.

### 6. PLANS AND POLICY

a. Noted that Mr. Kyes (OSD) still had the [redacted] base-rights plan, and that no action had been taken on the matter so far as P/P knew.

b. Reported that, per Col. Ondrick of JCS, the JCS had directed each Service to provide an estimate of the anticipated cost of their respective intercept plans for FY-55. Added that AF had already complied, but other Services had not.

c. Noted that there would be a SHAPE "Y" briefing, to include Service representatives, on 15 October under the cognizance of DCS/P (final briefing of NSA delegates prior to their departure for Europe).

### 7. PERSONNEL

a. Discussed Recreation Council plans, including the fund-raising considerations, including the proposed (and first) Agency-wide dance at a downtown hotel on 20 November.

b. Showed mock-up of first issue of the NSA Personnel News Letter and commented that these news letters might be the best vehicle for promulgation of the information about the status and tenure of Category "A" employees.

### 8. COMMUNICATIONS

a. Noted that on 12 October, the Director had signed a letter to the Director, C-E, requesting cable facilities between Headquarters, NSA, and GCHQ.

b. Said that COMM was working with R/D to get satisfactory microwave facilities between Headquarters, NSA, and Fort Meade, and that a satisfactory approach to the problem was believed to have been reached. Added that a report on the matter would be sent to C/S in the near future.

### 9. EXPLOITATION

a. Noted that progress was being made in bringing up to date the job descriptions of civilian personnel of the Office. Added that efforts were being made to define certain commonly applicable job-description elements which would result in greater flexibility in movement of personnel between jobs (in EXPL) without having to change their respective job descriptions. (Director commended this action.)

b. Reported the institution of a project to write up case-histories (intercept-target histories) of field intercept targets, as an aid to faster qualification of inexperienced intercept operators for the work of the experienced operator being relieved (rotated to State-side). Added that 3rd RSM was being used to field-test the project.

### 10. MACHINE PROCESSING

Noted a contemplated conference-type handling of officer fitness and efficiency reports within MACH PROC. S/Asst (Capt. Holtwick) commented that such handling would not meet newly formulated Navy rules, but could probably be applied for the Army and Air Force officers. C/S asked PERS to check on the Navy (BuPers) rules and advise him as to any conflict with the procedure proposed by MACH PROC.

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