

~~CONFIDENTIAL~~

51-7

STAFF MEETING - 26 February 1952

In attendance:

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Sense of the meeting:

1. That before a training program is set up there should be a series of informal administrative conferences, at which the Plans and Policy Staff of O/TR should be present.
2. That a series of eight administrative conferences, one a week for eight weeks, should be held with two representatives from each office present. The schedule of meetings:
  - a. Personnel - Overt operating offices
  - b. Budget & Fiscal - Overt operating offices
  - c. Procurement - Overt operating offices
  - d. Administrative Services - Overt operating offices
  - e. Personnel - Covert operating offices
  - f. Budget & Fiscal - Covert operating offices
  - g. Procurement - Covert operating offices
  - h. Administrative Services - Covert operating offices
3. That an initial meeting between O/TR staff and the Management Office should be held, and representatives from this office invited to participate in all subsequent conferences.
4. That the purpose of the conference should be:
  - a. To have the representatives present clarify the administrative needs and problems of their offices with respect to each other.
  - b. To outline specific means of meeting specific problems raised.
  - c. To perhaps solve some and/or all of these administrative snags on a non-training level.

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d. To ask specific questions (as for example, whether new personnel should be give administrative training) to the various offices for consideration and comment.

5. That following the meeting the staff of O/TR would be in a much better position with respect to an estimate of requirements and necessities for a TR program.

6. That the subjects in [REDACTED] memorandum in Tab (7) of 51-7 should be used as the basis of discussion.

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