

MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 24 SEPTEMBER 1957

PRESENT:

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1. Possible Slot for Geographer in CSS

Chief/G announced there may be a possibility of placing a Geographer on the Current Support Staff as a regular full-time member of the Staff. The group reviewed GRA relations with CSS and discussed the advantages of having someone on the Staff who is thoroughly familiar with the Area's interests and responsibilities. No definite decision was made. Chief, D/GG, will discuss this further with Chief/G within the next day or two.

2. Requirements Briefing, 8 October 1957

Chief/G announced that the AD/RR has set up a requirements briefing to be given by the Requirements Branch, St/I, to the Area Chiefs, DAD/RR, and SA/RR on 8 October 1957. It is expected that the entire requirements set-up will be reviewed, and problems associated with their handling discussed. In preparation for this briefing, [REDACTED] indicated he would like to get together with representatives from each of the Divisions within the next week to re-examine the handling and status of requirements in each Division.

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3. Disbanding of Info Control Section, O/Ch/G

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Chief/G reported on the status of the disbanding of the Info Control Section. [REDACTED] is being transferred to the ORR Reading Panel as the senior reader for the Geographic Area. As is the case with the other members of the Reading Panel, [REDACTED] will read across the board and will route material to the remainder of ORR as well as to GRA. He will be the one responsible for making the members of the Panel aware of GRA requirements. [REDACTED] asked that each of the Divisions arrange to meet with [REDACTED] and go over its reading requirements with him in detail, so that he will be fully prepared to service our needs. The remaining members of Info Control will be transferred directly to the Map Library Division and will continue to handle the reading and routing of materials D/GL receives directly from State. In this connection, [REDACTED] asked that [REDACTED] inform D/GL of D/GP requirements for State Department materials. The group expressed an interest in being thoroughly briefed on just how the ORR Reading Panel operates, and [REDACTED] indicated he would invite [REDACTED] to our next staff meeting to discuss this.

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4. Career Preference Outlines

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The group discussed the handling of Career Preference Outlines within the Divisions and concluded that present procedures seemed satisfactory. [redacted] pointed out that supervisors should take advantage of this opportunity to counsel their people re their career preferences and plans.

5. Monthly Reports

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[redacted] announced he had gone over the Division Monthly Reports very carefully, with a view toward simplification where possible, and found the D/GC and D/GL reports in good form. [redacted] plans to work further with [redacted] on D/GG's report and with [redacted] on D/GP's; he suggested that D/GP prepare a separate report for their other operation each month, so that they might have a systematic record of achievement.

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6. Memorandum on Mapping Photography Project for Burma

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Chief/G asked [redacted] to check with [redacted] re a memorandum on a Mapping Photography Project for Burma, which was passed to [redacted] for review and comment some weeks ago.

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7. Study Time for "after-hours" students

The question was raised as to whether personnel taking "after-hours" study courses should be allowed a certain number of hours off during regular work hours as study time. This was brought up particularly in reference to the language classes offered before and after working hours, which require that the student go to the Language Laboratory (Quarters I or Eye Building) to listen to tapes. The feeling was that this might be allowed in those cases where the course being taken was one which would be helpful to the individual in carrying out assigned job responsibilities. [redacted] indicated he would try to get a reading on Office policy on this from the Career Service Board.

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10. GRA Orientation

The first go-around in the GRA Orientation Program is to commence next week as planned. D/GG will conduct their orientation the first week.

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D/GC the second, D/GL the third, and D/GP the fourth. [REDACTED] asked that each Division inform him of the number of people they want to have briefed at this time, so that he may set up the number of briefings necessary to accommodate them.

11. County Fair 25X1A9a

[REDACTED] reported that D/GP was running into a little difficulty in developing graphics for the County Fair. He indicated D/GP hoped to have some of these graphics ready in time for the next County Fair, but did not expect to have as many as they would like.

12. China Photography

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[REDACTED] reported that D/GP has made arrangement to receive the negatives [REDACTED] work with these negatives and order prints of needed material.

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