

CONFIDENTIAL

o/s

4 August 1966

8/8/66

Circulated to RAS; copy sent to LYS.

MEMORANDUM FOR RECORD

Subject Discussed with [redacted] Executive Officer to the DDS, on 28 July 1966

I. Use of Excess File Equipment

Forty-three sections of excess shelving at Disposal Area at Naval Gun Factor valued at [redacted] transferred [redacted] this shelving replaces and releases 38 - 5 Drawer cabinets valued at [redacted] - Net savings of [redacted] - Cabinets to be returned to stock about 3 August 1966.

II. Temporary Detail of [redacted] from Records Center to Records Administration Staff. This action required to complete form management projects in process because of [redacted] absence.

III. My Vacation Plans

Away 8-12 August and 29 August - 5 September.

IV. Cancellation of Requirements for Safes and File Cabinets

Purchase Order for 18 Safes (2 drawer) and 6 Cabinets [redacted] cancelled; requisition from WE for 8 Safes [redacted] cancelled.

V. Special Training Program For DDS Supervisors

Request from [redacted] OTR, to make a Records Management presentation of about 45 minutes at these programs beginning the middle of September and every 2 months thereafter. Program to be held [redacted]

VI. Request for [redacted]

Money will be included in 1968 budget - Ceiling will be provided - [redacted]

VII. Revision of Position Descriptions

New descriptions will be prepared reflecting current duties and they will be submitted to Position Management and Compensation Division through the EO/DDS.

VIII. Mr. Bannerman, the DDS, [redacted] and I went to lunch in the Cafeteria. Mr. Bannerman inquired about the [redacted]

[redacted] He thinks this is a good idea [redacted] He says we should get busy [redacted]

The DDS asked if I had any problems which required policy action to solve. I told him there were several, including the disposition of financial records.

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VIII. (continued)

He asked me to document them and submit them to him.

The DDS was impressed by the progress made generally in records management, particularly the use of excess file equipment and the prevention of purchasing new equipment.

IX. The "Admin" Career Board has decided to move [redacted] Office of Communications, to the Development Complement T/O DDS. He will be assigned to the Records Administration Staff, 15 August for indoctrination and training in records management. He should be oriented in all records management work and at first he should visit all DDS Offices to familiarize himself with their programs. He should occupy space contiguous to the Records Administration Staff on 7th Floor, Magazine Building. [redacted] will retain the Commo. Career Service Designation. He is not to be considered as being an "understudy" to me nor as "Heir apparent".

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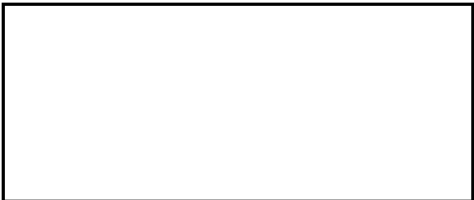
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X. I advised [redacted] of possible personnel problems and reactions resulting from the reassignment of [redacted] He said this is being done all the time (reassignments of higher grade personnel) and there should be no problems.

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