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DIARY NOTES

DD/A

5 and 6 October 1954

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1. [] reported that relocation of air conditioning units was completed.

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2. Jim also advised that the Logistics Office was staffing out a paper at the request of the DD/P area to provide for the purchase of quarters [] [] also spoke to me about this and action will have to be expedited when I finally get the request. It probably will be necessary to touch base with the Bureau of the Budget.

3. Jim expressed his hope that [] would be published as soon as possible inasmuch as he believed that it would go a long way toward implementing proper support planning.

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4. General Cabell spoke to me about [] "in casual - out casual" paper. Apparently he is intensely interested in having some procedure such as this worked out in the DD/P area. He said that he intended to talk to Dick Helms about it and would give me instructions as to whether and how to proceed after this discussion.

5. Dr. Tietjen reports that he has set up a series of meetings with various echelons of the Office of Personnel in order to smooth out the working relationship between the two Offices. He believes that everything will work out all right. Harry Reynolds also confirmed with me that he believed the relationship between the Medical Office and the Office of Personnel was smoothing out satisfactorily.

6. I approved of Dr. Tietjen forwarding a request to the Office of Training for [] to take a course in psychoanalysis one hour per day, five days per week, for one year (at such times as would not interfere with his regular duties) at a cost of not more than \$4,000.

7. [] telephoned to say that he expected to have a meeting on the "cover" paper sometime soon and asked me to send a representative. I told him that Colonel Edwards could represent the DD/A element and that no one else need be concerned.

8. Spoke to Harry Reynolds about the apparent trend by the Office of Personnel to require all career boards to keep their own records. I told him that the card system which we had devised with his Office was used about eighty-five per cent for placement purposes and fifteen per cent for other purposes and that

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I thought his people were moving in the wrong direction. I, personally, believe that the Office of Personnel should keep all of these records and service the various career boards. If it does not, certainly we are going to have a duplication of records and Personnel-type activities all over the Agency. Harry indicated that he agreed with this and would look into the matter.

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9. Discussed with [redacted] the principle of the Comptroller concurring in changes deviating more than \$50,000 in approved project budgets. He wanted to talk to Dick Helms about it and later advised me that Dick would like to discuss the matter with me personally. The Administrative Plan for Project [redacted] illustrates the principle in question.

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10. Discussed with [redacted] the propriety of sending [redacted] [redacted] and decided that he should not go until he had proven himself in Headquarters over a longer period of time.

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[redacted]

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12. Jim and I discussed the Industrial Audit Branch, Office of the Comptroller, and its relationship to the contract activities in the Logistics Office. He definitely believes that some change should be made in the head of this Branch but feels very strongly that [redacted] (who is the No. 2 man) would not be as satisfactory as is [redacted].

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[redacted]

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APPOINTMENTS AND/OR MEETINGS FOR 6 OCTOBER 1954

DIRECTOR

- 9:30 a.m. - NSC Meeting 25X1
- 12:30 p.m. - OGB Luncheon, [redacted], Host

DEPUTY DIRECTOR

- 10:00 a.m. - IAC Watch Committee Meeting 25X1
- 2:00 p.m. - [redacted]

ACTING DEPUTY DIRECTOR/PLANS

- 10:30 a.m. - Speaks at Orientation Course
- 2:00 p.m. - Interagency Priority Committee

DEPUTY DIRECTOR/INTELLIGENCE

- 12:30 p.m. - Lunch with Mr. [redacted] 25X1
- 1:00 p.m. - Planning Board
- 5:00 p.m. - File at White House

DEPUTY DIRECTOR/ADMINISTRATION

- 9:00 a.m. - Speaks at Orientation Course

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DD/A DAILY ACTION SUMMARY

6 October 1954

<u>Originating Office</u>	<u>Subject</u>	<u>Action</u>
AD/Commo 4 Oct 54 25X1	Memorandum for Deputy Director (Administration) subject: "Request for Increase in Personnel Ceiling," w/att memo for DD/P or EC/Commo same subj, dtd 9 Aug 54. ER-6-0931	Signed by AD/Commo Orig & 3 w/att note by RBS and fwded to C/Mgmt Staff for re- view & recommendatio
[Redacted] 5 Oct 54	Memorandum for Chief Management Staff, subject: "Study of Integration System," requesting that he look into matter and give opinion on advisability of presenting specific proposals and recommendations to the Director. ER-6-0920 ER-6-0868	Signed by DD/A. Orig w/basic to adse. cc to AD/P; DDA subj (O&M2) and chrono.
Exec. Officer/SO 4 Oct 54	Memorandum to Office of Comptroller, subject: "Penalty Mail - Quarterly Certification," w/att certification. ER-6-0948	Orig w/orig&2 of att noted by RBS and fwded to Compt. lcc- DDA subj (Commo). 25X1
DD/P 1 Oct 54 25X1	Memoranda for Secretary of the Project Review Committee, subject: "Project [Redacted] "Project [Redacted]" ER-6-0886 and 0887	lcc of each noted by RBS and routed to [Redacted] for info and files.
C/Mgmt Staff 22 Sept 54 25X1	Memorandum for Deputy Director (Administration), subject: "OCD T/O Increase Under Provisions of NSC - 169," w/basic. ER-6-0448	Approved by DD/A 5 Oct 54. Apoved orally by DDCI 4 Oct 54 Orig&1 w/basic to AD P; 2ccs-Asst to DDI (Admin); cc-Compt; C/ mgmt Staff; DDA subj (O&M5) and chrono.
DD/A 5 Oct 54 25X1	Letter to The Honorable William E. Jenner, Chair- man, Joint Committee on Printing, designating [Redacted] to serve in an advisory capac- ity to the staff in its survey. ER-6-496A	Signed by DCI. Orig and 1 given to Mr. [Redacted] to handcarry to adse. lcc-LO; lcc w/basic - TR&P; 1 copy-Mr. Fforzheimer 2ccs-DDA subj(Pring. and Repro) & chrono.
AC/IO Div 27 Sept 54	Memorandum for Deputy Director (Administration) subject: "Increase in IO Division Table of Organization." 10 slots ER-6-0919	Concurred in by DD/P Admin; noted by DD/A and fwded to C/Mgmt Staff for comment and recommendation. Sent by spec. messenger.

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Originating Office

Subject

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Action 25X1

COA/DDP
4 Oct 54

Memorandum for the Record, subject: "Management Staff Activities," w/att memo for the record, subj "Management Staff/I&R Relationship" (Draft of [redacted] memo. ER-6-1050

Orig w/att to [redacted] "see no objections [redacted] s memo unless you do or wish to expand it. ..ret to me w/any comment you can make."

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Acting GC
19 Aug 54

Memorandum for Director of Central Intelligence, subject: [redacted] - appropriate settlement of the outstanding accounts. ER-6--1056

Orig w/att file on subj and blue memo fr DD/A handcarried to DCI requesting appl of charge-off to expense. lcc-DDA blue memo-DDA chrono

C/RCS
23 Sept 54

Distribution Schedule of regulatory issuances within Office of the DD/A. ER-6-0449

No change made in present distribution Schedule ret'd to C/RCS.

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C/RCS
25 Aug 54

Memorandum for Acting Deputy Director (Administration) subject: [redacted] (Job #669-REB)," w/att concurrence sheet and proposed FN. ER-5-9486

Concurred in by DD/A 5 Oct 54. Or 25X1/att to C/RCS fwded to C/RCS for publication. Already authenticated by DD/P. lcc of C/RCS memo and ccs of DDA trans slip-subj(Travel 6) and chrono.

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SECURITY
17 Sept 54

Travel Order (SE-34/55 Amend. #1) for [redacted]

Authorized by DD/A 4 Oct 54. Complete form sent to Central Processing

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[redacted]
6 Oct 54

Memorandum for [redacted] Chief, Services Branch, Employee Services Division, Office of Personnel, subject: "Additional Receipts from Advance Gifts Solicitation, Deputy Ddirector (Administration) Organization," w/att envelopes containing checks, pledges, and cash in amt of \$941.00. ER 6-1071

Signed by JAC. Orig and 1 w/att envelope sent to adse via ER special messenger [redacted] 1-JA 2ccs-DDA subj (Pers and chrono.

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Originating Office

Subject

Action

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[redacted]
6 October 54

Memorandum for Assistant Director for Personnel,
subject: "Application of [redacted]
Security Office, for the Program for Career
Development of Junior Personnel."
ER-6-1075

Signed by JAC. Orig
and 1 to adse. ccs
to: C/JOTD; D/Sec; TLC
SO; Subj's Pers file;
1 w/Pers file and
applications to Mr.
[redacted] for action;
DDA subj (Train. 3-2
and chrono; 1-JAC.

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[redacted]
6 Oct 54

Memorandum for Director of Training, subject:
"Junior Officer Training Program," re status
of program and need for additional positions.
ER-6-1064

JAC suggests review
of JOT population
around Apr 55. Orig
w/basic to adse. ccs
to C/JOTD; C/PPD; DDA
subj (Train 3-2) and
chrono.

DD/A
6 Oct 54

Memorandum for the Record, subject: "OO/C Contact
with Aliens ," - discussion between Col. Edwards,
Col. White, and [redacted]
Office. (R 60-110). ER-6-1067

DD/A suggest that
D/Sec; A/GC; and AD/
OO meet to see what
further can be done
to help out in this
situation. 2ccs-AD/
1-A/GC; 1-D/Sec; 2cc
DDA subj (Sec 5) and
chrono. Outgoing by
spec. messenger.

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[redacted]
6 Oct 54

Letter to Mr. Edmund F. Mansure in reply to Mr.
Mansure's ltr of 23 Sept re PL 766, 83rd Congress,
stating that it is questionable whether this
Agency can participate in centrally operated pool
ER-6-0509/A
ER-6-0509

Signed by DD/A. O&I
to adse; ccs to GC;
C/LO/ [redacted]
[redacted] (designated to
work with Mr. Hansen
GSA) 2ccs-DDA subj
(Vehicles) & chrono

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