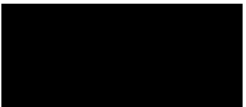


*[Handwritten initials]*

DIARY NOTES

25X1A

A-DD/A



18 August 1953

25X1A9a

1. Told Ed Saunders that it was my understanding that [redacted] of the Organization and Methods Service had been making a survey of procedures in effect in the Contact Division, Office of Operations, and now proposed to travel to certain of the Division's field offices in order to continue this study. Having talked to [redacted] and been told by him that he thought this was unnecessary, I asked Ed to investigate the matter and stated that unless there were strong reasons to justify the continuation of the survey to cancel [redacted] proposed trip.

25X1A

25X1A9a

2. Talked to Mr. Preston about [redacted] comments on the reorganization of the General Services Office and found that [redacted] was home on leave waiting for Mr. Garrison to call him for a further meeting. I told Mr. Preston that I did not want this matter delayed any longer and for [redacted] to present any proposed comments without further delay.

25X1A9a  
25X1A9a

25X1A9a

3. Talked to Mr. Preston about overtime for chauffeurs which represents a very substantial expenditure. I told him to make every effort to cut this expense down to a minimum and that I would give him any assistance he needed to do so.

X1A

4. Told Jim Garrison that Logistics' presentation at the administrative phase of the recent Basic Intelligence Course was the poorest, from the standpoint of audience reception, and asked him to take the necessary action to insure that it was improved.

25X1A9a  
25X1A6a

5. Met with Messrs. [redacted] and others to discuss the shipment of [redacted] items to [redacted]. We concurred in a cable which will be dispatched today attempting to clarify questions raised by General [redacted] and asking him to advise us as to when and where he could accept this materiel. I expressed to the group my disappointment in our failure to comply with the Director's request in this matter, stating that he had asked us to make this shipment on the 9th of July and, here it was—the 18th of August, and nothing had gone out yet.

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25X1A

6. [redacted] tomorrow to settle with [redacted]. The actual financial settlement on our contract with that organization has been made. However, there are certain parts of agent sets, etc., which should be taken out of this

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plant and there may be some deal to be worked out on dies, tools, etc., which are not a part of the regular contract.

7. Had my weekly personnel meeting with [REDACTED] is on leave).

25X1A9a

a. Charlie assured me that the proposed Notice to all travelers notifying them that they are responsible for confirming reservations would be presented to me in the next day or so.

b. Confirmed with him that Personnel has tentatively reserved a Public Law 53 position for [REDACTED]

25X1A9a

[REDACTED]

25X1C

d. Asked Charlie to advise me as to how CIA stacked up on the abuse of sick leave, etc., as compared to other Government agencies and private industry; this is as a result of the Corbett Subcommittee report alleging abuses.

[REDACTED]

25X1A9a

f. Asked Charlie to check to insure that the Personnel Office was not expected to prepare a time-in-grade promotion policy for consideration by the Career Service Board.

g. Told him that we had referred the [REDACTED] case to Security and would probably call [REDACTED] before an Employment Review Board.

25X1A9a  
25X1A9a

h. [REDACTED] reported that a survey of personnel in the Office of Communications should be completed by the end of the week.

25X1A9a

i. I advised him that [REDACTED] had telephoned yesterday to say that he expected to report for duty on 11 September rather than on 1 September and that I had informed him that this was all right. Told Charlie to tell [REDACTED] to adjust the leave records when [REDACTED] came on board.

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25X1A9a

j. Emphasized to Charlie that we must find ways and means to solve the clerical personnel shortage, adding that there may have been some excuse for this in the past when we were in a constant period of expansion, but now that we were leveling off we must lick this problem somehow.

k. Asked Charlie to have the Personnel Office prepare a staff study which we could present to the Director with our recommendations in connection with Public Law 102 which requires that excess leave will be used within "a reasonable period of years."

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l. Told him that I approved of reducing the military authorization of an office by one position upon civilianization and employment of a military incumbent.

m. Discussed the allocation of career development slots and told Charlie that I had decided to put these on the T/O of the Office of Training and to budget funds in the same way, adding that if there were special cases, such as an employee of an area division, for example, being trained in ONE, we could make any exception we cared to at that time.

n. Charlie reported that [redacted] papers and was going to discuss them with [redacted] as soon as he returned [redacted]

25X1A

25X1A

o. He advised that Personnel would start moving to Curie Hall over the weekend and urgently requested that their air conditioning equipment be installed. I told him that this was not possible until sometime in September and that I well recognized that they would be uncomfortable on certain days but that they would have to do the best they could.

p. Charlie reported that we had received a new Security Hearing Board Roster from the Civil Service Commission; CIA nominees are not yet included on the Roster, but this is not our fault.

25X1A

q. I advised him as to the status of the [redacted] Board.

8. [redacted] brought up the Regulation concerning "Regulatory Issuances" and I turned it over to [redacted] to make certain changes suggested by General Cabell. Also gave [redacted] the proposed Regulation on "Confidential Funds" to make certain amendments suggested by General Cabell.

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