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DIARY

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ADD/A [REDACTED]

Monday, 9 February 1953

1. Participated in the ~~conduction~~ of Administrative Officers Staff Meeting at 4 o'clock, at which the principal subject discussed was regulations, with emphasis upon the need for expeditious coordination, publication, and dissemination. Also discussed Bureau of the Budget letter of instructions, concerning economy for the remainder of FY 1953 and FY 1954.

2. Because it was alleged that our notice of 4 February had not reached Communications and the DD/P offices, I directed [REDACTED] to make a check on this and he produced receipts indicating that the DD/P notices were delivered at 12 o'clock on 5 February and the Communications notice about 2 o'clock on the same date. This is another clear illustration that our courier service is improperly blamed for slow transmission of documents in many cases.

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3. Discussed the Bureau of the Budget letter with [REDACTED] and Mr. [REDACTED] at some length.

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5. At [REDACTED] request, authorized travel order for [REDACTED] to go to the West Coast on Wednesday to discuss a special project.

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6. Talked with [REDACTED] about a resignation date for the latter. Asked [REDACTED] to make the necessary arrangements to allow [REDACTED] to resign as soon as possible, in order that he can get a lump sum payment for his accrued leave, which will enable him to meet his income tax payments.

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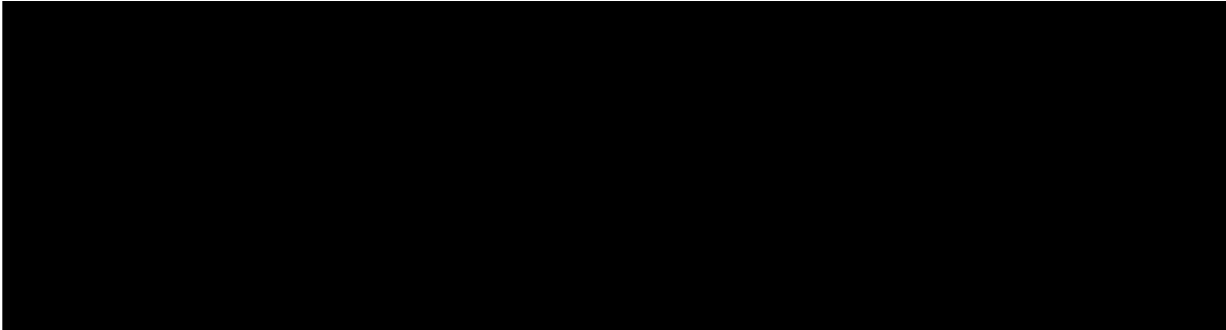
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7. Approved of Shef Edwards being on leave tomorrow. His brother is in town.

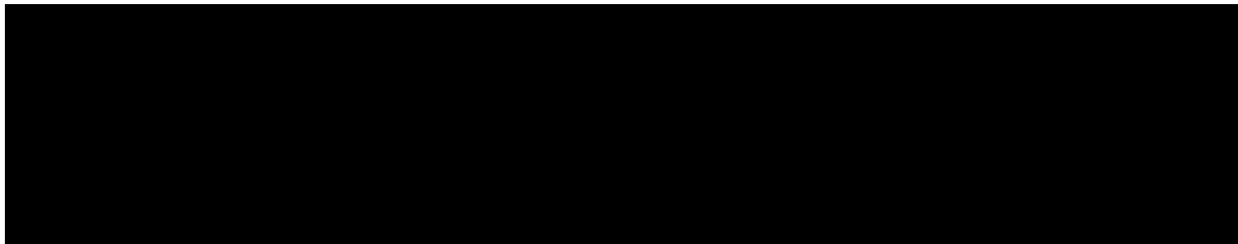
8. Ed Saunders reports that he delivered a check for \$300 to Mr. Dulles, with which he was to pay [REDACTED] for secretarial services rendered on behalf of CIA.

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12. Approved of [redacted] putting three people in process for TSS without specific assignments but with the understanding that specific assignments would be provided at the time they enter on duty.

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13. [redacted] reports that they are working on a paper making specific delegations of authority to field representatives and should be ready for our consideration sometime in the near future.

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14. [redacted] requested that we expedite the regulation which has to do with providing housing to our overseas employees. [redacted] is working on this and he will get it out as fast as he can.

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15. [redacted] again raised the question of whether we are going to centralize graphics. I will follow this up with O&M as soon as possible, but have not had time to do so yet.

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16. [redacted] reports that within two or three weeks they will be in a position to supply us with names of people throughout the DD/P organization which should be carried on our Career Service Board rosters.

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