

MEETINGS

ER 3-6910

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**MINUTES OF STAFF MEETING**  
**ADMINISTRATIVE STAFF CHIEFS**

9 February 1953

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**DISTRIBUTION**

Deputy Director (Administration)  
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Assistant Deputy Director, Administration (I&S)  
General Counsel  
Comptroller  
Assistant Director (Personnel)  
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Auditor-in-Chief  
Chief, General Services  
Chief, Organization and Methods Service  
Chief, Medical Staff  
Chief, Procurement and Supply Office ✓  
Director of Training  
Chief of Administration, DD/P  
Special Assistant (Administration), DD/I  
Chief, Administrative Staff, Office of Communications  
Chief, Project Administrative Planning Staff

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1. Colonel White requested that he be given special reminders of the time and the subject of Presentations scheduled by the various offices, in that he wants to attend if possible.

2. Colonel White spoke at some length on the problem of Agency Regulations and the progress that is being made in their revision. He pointed out that many of the problems faced by Administration result from inadequate Regulations and said that so far as possible the new or revised Regulations would give Agency policy in as much detail as possible. He pointed out also that the most crying need is in the Field where our people are getting along either with no Regulations or with Regulations quite out of date.

Because of the great need for Regulations, Colonel White emphasized the importance of all possible speed in getting them written, coordinated, and published. In this connection, he stated that outlines for regulatory revisions had not yet been received from Personnel, Medical, Organization and Methods, and Communications. He requested that these and all Office heads give their personal attention to the revision of the Regulations. In particular three schedules for completion of Regulations indicate the need for some personal attention, i.e., Procurement is scheduled for completion by 1 July, the Comptroller by 9 July, and General Services by 14 July. It would seem likely that these schedules could be speeded up.

As in the case of the coordination of Administrative Plans, the principle of competent representation of each office should be applied in the revision of Regulations. The representative of the office should have the authority and the ability to act for his office in regulatory matters.

Colonel White pointed out that policy agreement should be sufficient and that regulatory drafts should not be held up for editorial minutiae. It was recognized that there may be some duplication in the rush of getting the Regulations out, but we should not be overconcerned with duplication so long as there is no real conflict of policy.

3. Mr. Wolf and Colonel White spoke on the subject of the budget review for the balance of Fiscal Year 1953 and for Fiscal Year 1954. It was explained that detailed budget revisions would not be made because for the last one or two years the Agency has been involved in the very procedures envisioned by the memorandum from the Director of the Budget, but that the DCI would certify that the budget presented would represent the essential requirements of the Agency, recognizing, however, that the peculiarities of our business require a flexibility uncommon to most agencies. Specifically, the Comptroller is preparing an outline of the material he needs to supply to the Director, and no reports will be made by the individual offices to the Comptroller until he has made his requests. The final result will be that the three Deputies, the Assist-

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ant Director for Communications, and the Director of Training shall confirm to the Director that the level of requirements reflected in the Comptroller's compilations are essential to their missions within the over-all Agency mission.

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