

MINUTES

LOGISTICS OFFICE STAFF MEETING

21 July 1953

THOSE PRESENT:

Mr. Garrison                      Presiding



At the Staff Meeting held the morning of 21 July 1953, the following items were discussed:

1. Human Resources Program: Mr. Garrison requested that support be given to this program being conducted by [REDACTED].
2. Budget Hearings: Beginning Thursday, 23 July, Division and Staff Chiefs will be called to present their budgets to Mr. Garrison.
3. Quarterly Review of Office Objectives: Special Staff is preparing the quarterly review of office objectives and expect to be able to tie it in with the budget.
4. Weekly Reports: In order to be more fully informed of office activities, Mr. Garrison will try to go over each report with the Division and Staff chief.
5. Purposes of Staff Meeting: Mr. Garrison stated that these weekly staff meetings are the proper place to discuss and to ask questions concerning Division and Staff Activities.
6. Training and Orientation Lectures: Those giving presentations and training lectures should be able to speak in an interesting and authoritative manner; and if the speaker is not fully informed on the subject, an expert in the subject should accompany the speaker.

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7. [REDACTED] As the result of [REDACTED] visit to [REDACTED] it was found that they are not really ready to set up the training course.

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8. Mr. Garrison again affirmed that Division and Staff Chiefs are responsible for the documentation of personnel under their command.

9. 1955 Budget: Providing the Budget hearings are held by the Division and Staff Chiefs this week, the complete budget should be ready for submittal in final form by 15 August, the deadline date.

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