

meetings

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Minutes of
LOGISTICS OFFICE STAFF MEETING
22 September 1953, 0900

PRESENT

Mr. Garrison



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1. With Mr. Garrison presiding, the Logistics Office Staff Meeting was held in the Office of the Chief at 0900 on 22 September 1953. Mr. Garrison related a few items of interest regarding his recent trip to

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2. Supply Team. The Supply Team bound for Europe is now scheduled to depart between the 9th and 16th of October. [redacted] added that he expects to depart on the 9th. Transportation Division is making all travel arrangements.

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3. Removal of classified material. It has come to the attention of the Security Officer that classified material is being taken home so that work may be done at home. [redacted] stated that under no circumstances should any material classified higher than "Restricted" be taken home. Any work to be done must be done in CIA Buildings and not in employees' homes.

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4. Present T/O. The total employees on board is now very close to the authorized T/O for the Logistics Office and because of this, [redacted] requested that the Personnel Office be informed as far in advance as possible of any personnel transfers, reassignments or resignations.

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