

PAD STAFF MINUTES

5 Oct 1962

PRESENT:



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UGF

1. [redacted] called the branch chiefs' attention to the suggested amounts list that is posted on the division bulletin board. The amounts requested by grade from Agency personnel are 1/2 the amounts requested by the UGF officials. CIA/PAD(NPIC)'s goal is 100% participation. It was emphasized that the PSAS envelopes and UGF cards must be returned. Loss or destruction of either will require a written memo explaining same to the Agency accountants. Designation lists are available upon request. Checks should be made payable to "Consolidated Charities for UGF". The PSAS provides an emergency loan fund for Agency personnel. The Drive ends 30 October, but all cards and envelopes should be in to the division secretary no later than Friday, October 26.

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Coffee Kitty

2. A two-man committee consisting of [redacted] was appointed by [redacted] to meet with the division secretary to discuss and make recommendations for the future of the coffee kitty. How should the coffee situation be handled [redacted] Should we declare a dividend?

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PI Course

3. [redacted] gave a brief report on the progress of our PI's attending the Naval Intelligence Course. He said the men are doing well and are reported to be highly motivated. The grades from the seven examinations will be forwarded to [redacted]

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4. [redacted] reported that one of his PI's taking the course complained about the time spent on elementary math.

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5. [redacted] voiced the opinion that the spokesman for the group should be a PAD man, not a PD man, since the course is primarily concerned with PI. He noted also that the briefings are given on world events, saying it would seem more beneficial to have the PI's research and brief on their subject, PI.

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General

6. [] said there have been no new developments on the DIA organizational plan. 25X1
7. There is a new method of signing out cans of film from the files. The requestor must sign a punch card for each can he borrows. Anyone having to order large numbers of cans of film may list numbers on Form 80 (in duplicate) and sign at bottom of form. 25X1
8. [] is making up a trial book of photos of selected plot sheets for easy reference. If users find it satisfactory, complete books will be produced. 25X1
9. [] asked if he could bring his PI's back from the PI course for a few days work on departmental projects. This was agreeable to [] 25X1
10. [] explained the distribution on inter-office memorandums. If the memo is outside the system, an additional copy should be made and sent to the requestor's TCO, minus any inclosures. 25X1
11. The new schedule of meetings for expediting handling of requirements:
- Secretariat - Thursday
Advisory Committee - Tuesday
Operations Board - Wednesday
- CIA now handles GMAIC requirements as well as those of SIC and JAEIC.
12. [] reminded the branch chiefs that any problems dealing with the Administrative Staff should be handled by the front office, PAD, and not by the individuals themselves. 25X1
13. [] reported that [] is running 2-5% ahead of schedule. The major move is planned for January. 25X1
14. OAK on 9045 will start October 7th. The SITSUM on Mission 2095 will be read out late Friday night or Saturday. Work will be done on the railroad search October 6th. 25X1
15. [] said that the Ops Center (CIA Special Study Center) at Langley will occupy the seventh, sixth, fifth, fourth and second floors of G wing. It will be at least 6 months before they are set up and operating. It will be an all-source unit. 25X1

The exact setup is still fuzzy. DDI has gotten permission to have [redacted] persons cleared for T-KH, compared to the [redacted] persons who are now cleared. This figure does not include all those people having COMINT clearance. All behind the barriers of the Ops Center will be cleared for T-KH. All COMINT cleared people will not get T-KH.

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16. [redacted] inquired about monitoring requirements received in PAD--about having someone in authority decide which requirements take priority over others. [redacted] said he had requested that ORR and OSI do just this--have someone monitor their divisions' requirements and tell PAD just which ones take priority. In this same regard, [redacted] said that hopefully very soon PAD and the requesting offices can hold joint briefings to educate the requestors on requirements procedures, etc.

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SECRET