

DISPOSITION FORM

~~CONFIDENTIAL~~

FILE NO.

SUBJECT

Digest of Staff Conference, 17 August 1954

TO Chiefs of Offices and
Staff Divisions

FROM

C/S

DATE

17 Aug 1954

COMMENT NO. 1

1. DEPUTY CHIEF OF STAFF

Announced that the Director has decided on a mid-November date for the Commanders' Conference to be held at AHS. This will be a technical conference conducted primarily by PROD. Tentative plans call for a limited time, perhaps one-half day each, to be devoted to the problems of COMSEC, F/P, and R/D.

Reminded the Staff that 1 September is the cut-off date for ordering supplies for the interim move.

2. PRODUCTION

A conference was held recently with the personnel who are concerned with the move to Fort Meade. January 28, 1955 has been tentatively designated the "cut-over" date when operations close at AHS and begin at Fort Meade.

3. ADJUTANT GENERAL

Stated that the AG reproduction facilities have become so overworked that all new work is carrying "Urgent" or "Emergency" deadlines for completion. Chiefs of Offices and Staff Divisions are requested to give consideration to the scheduling of printing requests.

4. COMMUNICATIONS

Captain Enderlin will give an oral presentation of his recent tour of Europe and the Mediterranean area on Tuesday, 24 August, in the AHS Post Theater.

5. DIRECTOR

Commented on the scheduling of requests for printing. Better programming by all concerned will result in a reduction of printed material distributed within the Agency.

The Director also discussed the need for improved performance of supervisory personnel.

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