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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

29 June 1953

DISTRIBUTION

Deputy Director (Administration)
Assistant Deputy Director (Administration)
Assistant Director (Personnel)
Personnel Director
Director of Security
General Counsel
Comptroller
Auditor-in-Chief
Chief of Logistics
Chief, General Services
Chief, Organization and Methods Service
Chief, Medical Staff
Director of Training
Chief of Administration, DD/P
Special Assistant (Administration), DD/I
Chief, Project Administrative Planning Staff
Special Assistant to the DD/A

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1. Colonel White outlined the Agency policy pending enactment of the 1954 Fiscal Year appropriations. It was explained that announcement of the policy was being made through issuance of Notice [redacted] approved on 25 May 1953. The policy limits operations at a scale not to exceed that of the final quarter of Fiscal Year 1953. Special advance authorization must be obtained where operations require exceptions. Under this policy new projects will not be initiated, and in general only those activities which were started or operative during the last quarter of FY 1953 can be carried on pending Congressional action on appropriations. Colonel White felt that the policy was consistent with the Joint Resolution approved by the Congress to provide interim funds to Federal agencies pending regular approval of appropriations. Essentially, the Joint Resolution limits activities of the departments and agencies concerned to their current status until final fiscal legislation is passed.

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2. As a matter of advance information, Colonel White stated that it appeared that CIA would sustain a substantial reduction in appropriations as a result of the report of the House Appropriations Committee. It appeared equally certain that a sizeable reduction would be made in the Agency's personnel strength in relation to the number requested in the budget. The Chairman of the House Committee communicated instructions to the Budget Director that the Agency's strength must not exceed the level of the present fiscal year. Colonel White said that clarification would be required to ascertain if this limitation were equivalent to the on-duty strength at the close of the year, the average employment strength for the entire fiscal year, or the number estimated in the 1953 fiscal year budget. As soon as this point was amplified, appropriate information would be forwarded to the Offices concerned. In any case, Colonel White emphasized that no subterfuges would be employed to "get around" the intent of Congress. In the meantime, each Office was asked to analyze the impact of such personnel limitations upon their programs and requirements, in order that the Director could be informed with respect to any specific situations which would need to be adjusted because of these staffing restrictions.

Colonel White asked Offices to forward their budget estimates in response to the current budget call, notwithstanding the developments in Congress. Under the plan previously announced these estimates would still require considerable reworking to harmonize with the overall Agency budgetary policy which each year is shaped into final outline much later in the budgeting process.

3. In connection with his resignation from Agency employment, to take effect 1 July 1953, General Morris expressed his appreciation for the cooperation extended to him and the Personnel Office during his assignment as Assistant Director (Personnel).

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4. Mr. Wolf noted that this meeting represented his last in the capacity of Deputy Director (Administration). He said he would remain with the Agency as a Special Assistant to the Director, and expected to be in Washington frequently. He observed that the organizational concept of the Agency, with respect to centrally locating responsibility for administration, had proved to be sound. It undoubtedly furnished the most efficient framework for carrying on the administrative work of the Agency. Within the framework the greatest single need is to improve the quality of supervision. This need exists in almost every component of CIA. If realized, Mr. Wolf said, he was certain that the Agency's mission could be accomplished with far fewer people than were now on duty. He compared CIA to a trusteeship, and suggested that it was imperative for its personnel to accept responsibility consistent with the trustee role, i.e. to be prepared at any point to report on the character of their stewardship in anticipation of transferring their responsibilities to others. Concluding, he expressed regret at leaving, but hoped that no one would hesitate to ask his assistance in his new assignment.

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