

SECRET

SECRET
SC-A-7
29 January 1951

STAFF CONFERENCE

AGENDA

Director's Conference Room, First Floor
Administration Building
on Monday, 29 January 1951, at 1100 hours

1. Training

Mr. Baird

(Note: The Director of Training has worked out a three day indoctrination course for new employees of CIA. This course will indicate how the agency is organized, describe the work of the non-covert offices, discuss administrative support, and briefly discuss what constitutes intelligence. Agenda attached.)

2. Proselyting

Mr. Carey

(Note: There apparently have been some recent cases where one office has approached employees of other offices with job offers. The agency policy has always been that there shall be no inter-office proselyting.)

3. Coordination of Projects

Mr. McConnell

(Note: Paragraph 2 b. of [redacted] requires that all projects be coordinated in advance with each interested CIA activity and will have written concurrence. Recently there have been a number of projects submitted without adequate prior coordination.)

25X1

4. The Workweek and Overtime

Mr. McConnell

(Note: There appears to be some confusion within the agency as to the standard workweek. It will be suggested that under the six-day, 44-hour week Assistant Directors have their employees work five full days one week, and six full days the following week to arrive at a standard 44-hour average. Also, it will be suggested that overtime be more carefully controlled.)

5. Projects Being Coordinated

Mr. Reber

(Note: So that all will be informed of what inter-Agency projects are being coordinated by the Office of Intelligence Coordination, Mr. Reber will report briefly.)

SECRET