

ASSISTANT DIRECTORS' MEETING

AGENDA

Noted by DCI

8/2/54 dt

Director's Conference Room, First Floor  
Administration Building  
on Monday, 2 August 1954, at 1100 Hours

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Doolittle/Clark Committees	Mr. Dulles
Career Staff Meeting, 3 August	Mr. Kirkpatrick
Personnel Management in Hardship Cases	Mr. Kirkpatrick
The 1956 Budget	Colonel White
CIA Watch Office	Mr. Sheldon

2 August 1954

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STAFF CONFERENCE

Minutes of Meeting Held in Director's  
Conference Room, Administration Building  
Monday, 2 August 1954, at 1100 Hours

Mr. Dulles Presiding

Robert Amory, Jr., Deputy Director for Intelligence  
Col. Lawrence K. White, Deputy Director for Administration  
Lyman B. Kirkpatrick, Inspector General  
Harrison G. Reynolds, Assistant Director for Personnel  
Matthew Baird, Director of Training  
[redacted] Assistant Director for Communications  
[redacted] Executive Assistant to the Director  
[redacted] Assistant to the Director  
[redacted] Assistant to the Director  
[redacted] Assistant to the Director  
James M. Andrews, Assistant Director for Collection and Dissemination  
George Aurell, Chief, Far East Division  
[redacted]  
[redacted] Chief, Planning and Program  
Coordination Staff  
[redacted] Chief, Western Europe Division  
[redacted] for the Chief, Eastern Europe Division  
George Carey, Assistant Director for Operations  
H. Marshall Chadwell, Assistant Director for Scientific  
Intelligence  
[redacted] Chief, Soviet Russia Division  
[redacted] for the Director, Security  
[redacted] Auditor-in-Chief  
James A. Garrison, Chief of Logistics  
[redacted] Chief of Technical Services Staff  
[redacted] Acting Chief, Near East and Africa Division  
Otto E. Guthe, Assistant Director for Research and Reports  
Richard Helms, Chief of Operations, DD/P  
Lawrence R. Houston, General Counsel  
Sherman Kent, Assistant Director for National Estimates  
J. C. King, Chief, Western Hemisphere Division  
[redacted] Chief, Management Staff  
[redacted] for the Assistant to the Special Assistant to the  
Director for Plans and Coordination  
[redacted] for the Chief, Southeast Europe Division  
Edward R. Saunders, Comptroller  
[redacted] Chief of Administrative Staff, DD/P  
Huntington D. Sheldon, Assistant Director for Current Intelligence  
[redacted] Chief, Foreign Intelligence Staff  
[redacted] for the Chief, Medical Staff  
Walter Pforzheimer, Deputy General Counsel

1. Clark-Doolittle Committees

Mr. Dulles said that General Mark Clark would be in Headquarters early next week, but probably would not get started on his work until September. Members of his Task Force have not yet been selected. He announced the Doolittle Committee.

2. The CIA Career Staff

Mr. Kirkpatrick repeated his earlier announcement of the 3 August Meeting at the Agriculture Auditorium and said that the general reaction to the idea had been very good including some 500 questions received. He briefly discussed the new Life and Health Insurance Programs.

3. Personnel Management in Hardship Cases

Mr. Kirkpatrick pointed out that in certain limited circumstances there is means available to aid certain hardship cases within the Agency.

4. The 1956 Budget

Col. White announced all 1956 Budget planning figures had been distributed and that nearly everyone had asked for an increase. He pointed out that CIA is not in a position to argue for an increase and cited as an example that the field this year has obligated [redacted] less than their budget. He stated it was recognized that there must be more money in the .01 category to allow for promotions and in-step increases. He said Headquarters would allow 75% of the increase asked for in this category, but said that the remaining 25% would have to be absorbed from other types of funds. Mr. Saunders pointed out that the Administration's policy is to reduce the budget and further said that in spite of warnings that four quarter obligations should not be greater than third quarter unless clearly justified, this Agency exceeded its third quarter obligation in the fourth quarter by [redacted]. He said these increased obligations must be justified and called for such justifications to be turned in. 25X1

5. The CIA Watch Office

Mr. Sheldon pointed out that there are four emergency points of contact in off duty hours: The Cable Secretariat, [redacted] Security Office and the Watch Office. The Watch Office, he said, has many duties besides the principle one indicated by its title and said that two of these were motor vehicle 25X1

dispatch after duty hours and special messengers to the homes of Senior Officers with classified material. Mr. Sheldon also pointed out that Senior Officials should see that their locations in off duty hours have been reported to the Watch Office. Mr. Dulles then suggested that the Watch Office make it a definite policy to contact the offices of such Senior Officers prior to the end of each day for this purpose.

  
V.M.L.