

ASSISTANT DIRECTORS' MEETING

AGENDA

Director's Conference Room, First Floor  
Administration Building  
On Monday, 7 December 1953 at 1100 Hours

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Staff Duty for the Saturdays  
Following Christmas and New Years

Mr. Dulles

~~TOP SECRET~~

[Redacted]

7 December 1953

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25X1  
*[Handwritten signature]*

STAFF CONFERENCE

Minutes of Meeting Held in Director's  
Conference Room, Administration Building  
Monday, 7 December 1953, at 1100 Hours

Mr. Dulles Presiding

- Lieut. Gen. Charles P. Cabell, Deputy Director of Central Intelligence
- Frank G. Wisner, Deputy Director for Plans
- Huntington D. Sheldon, Acting Deputy Director for Intelligence
- Col. Lawrence K. White, Acting Deputy Director for Administration
- Lyman B. Kirkpatrick, Inspector General
- H. Marshall Chadwell, Assistant Director for Scientific Intelligence
- Otto E. Guthe, Assistant Director for Research and Reports
- Sherman Kent, Assistant Director for National Estimates
- George G. Carey, Assistant Director for Operations
- James M. Andrews, Assistant Director for Collection and Dissemination
- James Q. Reber, Assistant Director for Intelligence Coordination
- Col. Matthew Baird, Director of Training
- Col. Sheffield Edwards, Director of Security

[Redacted], Acting Personnel Director  
 [Redacted], Acting Comptroller  
 [Redacted], Auditor in Chief

Lawrence R. Houston, General Counsel  
 Richard Helms, Chief of Operations  
 Tracy Barnes, Chief [Redacted]

[Redacted], Chief, Planning and Program Coordination Staff  
 [Redacted], Chief for Technical Support  
 [Redacted], Chief of Administration, Office of DD/P  
 [Redacted], Sitting in for Chief of FI

Dr. John R. Tietjen, Chief, Medical Staff  
 John Warner, Executive Officer for DD/A

[Redacted], Executive Assistant to the Director  
 [Redacted], Assistant to the Director  
 [Redacted], Assistant to the Director  
 [Redacted], Assistant to the Director

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1. Approaching Session of Congress

The Director noted that the new Congress would soon be in session and asked that the senior officials of the Agency let him know what friends they have among the Congressmen.

25X1 2. [ ] Conference

25X1 The Director mentioned that Mr. Amory was attending the  
25X1 [ ] Conference and noted that this was the first time we had been  
called upon to [ ] such a Conference.

3. Staff Studies

General Cabell requested that any staff study sent up for consideration by the Director or the Deputy Director give a recommended action and that it be thoroughly coordinated before being forwarded. Mr. Dulles further requested that if no action is required on the part of the Director and the Deputy Director that it be so stated in the paper.

4. Saturday Coverage after Holidays

Colonel White explained that a skeleton force would be maintained on the Saturdays after Christmas and New Years. By a skeleton force he indicated a force sufficient to allow the individual offices to function.

5. Payday

Colonel White announced that normally we would be paid on the thirty-first of December. He has arranged, however, to have the checks dated 1 January 1954 for tax reasons, although they will be issued on 31 December.

6. Budget

25X1 Colonel White stated that the Bureau of the Budget had disallowed [ ] dollars on our A Budget. On the B Budget they considered that some items should be transferred to the A Budget and that the rest of the B Budget would be disallowed except for unvouchered funds.

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