

ADMINISTRATIVE CONFERENCE

October 23, 1946

Present: Col. Wright
Major White
Capt. Partain
Mr. Lay
Mrs. DeVore
Mrs. Neil
Mrs. Atkinson
Mrs. Sheerin
Miss Christensen

Subject: Internal Distribution of Papers.

1. Mail addressed to General Vandenberg or Col. Wright, personally, to be sent directly to Col. Wright through the Executive Office Registry.
2. Mail addressed by name or office to Executive to Director, Executive Director, Assistant Executive Director, Secretary NIA, or Advisory Council, to be processed directly through Col. Dabney or through Mr. Lay (clearing first through Executive Office Registry.)
3. Papers from JCS groups or committees, SWNCC, USCIB, or USCIC will normally come directly by courier and go to Mrs. DeVore or Col. Huston. If they fall into routing channels, they should go to Mrs. Neil (Exec. Office Registry) and then to Mrs. DeVore. Mr. Edgar gets the SWNCC papers after Mrs. DeVore has processed them.
4. No internal papers should go to Col. Wright that have not been fully coordinated by interested offices.
5. Incoming papers which are obviously "information" or "intelligence" items should go to the Office of Collection -- to be routed directly to them by Central Records.
6. Items incorrectly routed must be returned with suggested routing to Central Records for further handling. Suggest offices re-read CIG Admin. Order No. 16.
7. If more than one copy of an item is received, indication should be placed on routing slip where the extra copies have been routed.
8. A code system to identify originating offices of letters, memos, etc., is under study.
9. Papers submitted for General's signature should clear through Col. Dabney or Mr. Lay (first through Executive Office Registry). Efforts to be made to guard against hand-carrying of items without first clearing through Executive Office Registry.

APPROVED FOR RELEASE DATE:
30-Aug-2010

10. If material is hand-carried and does not clear through Exec. Office Registry, Mrs. Neil must be advised of the control number. If no control number has been assigned, it will be necessary to register it with Exec. Office Registry.

11. Those papers routed by Col. Harris to the Executive offices, must clear through Exec. Office Registry.

~~TOP SECRET~~

OCTOBER 23, 1946

- 0900 *McHugh re case for office papers.*
- 0915 Called Col. Galloway to come over to discuss items.
- 0930 Col. Briggs re possible contact with Czech air officers in Prague.
ACTION: Col. Wright would turn over to Special Operations.
- 1000 Mr. McHugh - Auditing
- 1015 Col. Galloway - Rumania
Turned over information received by Col. Briggs re possible contact with Czech Air officers in Prague. ACTION: Special Operations will arrange to secure names of Czech officers.
Discussed personnel in China, Italy.
Discussed letter from MA, Brazil, re retention of agent at Sao Paulo.
Discussed activities of USFET with reference to Col. Wright's discussion with Gen. Chamberlin of 10/18 (See Memo of Record--TSC)
- 1100 Mr. Edgar - re CIG 15 - Agreed that the directive should be published strictly along the "coordination phase".
Discussed suitable name for commercial contact office.
Discussed redesignation of OR&E to Office of Intelligence, as suggested by General Vandenberg.
- 1115 Col. Shannon - discussed briefly new organization charts; name of OR&E. (Col. Shannon reported on passport for Mrs. McCrory, Fort Benning, Ga. Col. Wright called Mrs. McCrory to advise of passport number, etc.)
- 1230 Army-Navy Club - lunched with Col. Galloway, Gen. Sibert.
- 1330 Mr. McHugh - discussed Administrative Order "Personnel Review Committee"-- membership of committee.
- 1400 Talked with Col. Galloway.
- 1410 Mr. Flynn of National Defense Committee of Senate, inquired date General Vandenberg appointed Director of Central Intelligence.
- 1415 Conference re internal distribution of papers; clearance through Executive Office Registry. In attendance: Maj. White, Capt. Partain, Mrs. DeVore, Mr. Lay, Mrs. Neil, Mrs. Atkinson, Mrs. Sheerin, Col. Wright, Miss Christensen. *(notes attached hereto.)*
- 1445 Col. Pruden, Mr. McHugh - re personnel.
- 1500 Mr. Kennan - Discussed Daily Summary and other publications; organization; flow of information from diplomatic posts; immediate personnel needs of OR&E.
- 1630 Gen. Sibert - applicant McKay "not desired in Operations".

~~TOP SECRET~~

OCTOBER 23, 1946 - 2

~~TOP SECRET~~

1645 General Vandenberg re conference with Mr. Myron Taylor.

1650 General McClure, 2d Army Hdq, Baltimore, called re possible
release to him of Lt. Col. Huston.

~~TOP SECRET~~