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23 April 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. General -

a. Mr. [] states that TSS assumed the responsibility for training support of the Project Training Branch at the time personnel and positions of the former Technical Training Section were transferred to TSS. He is confirming this in writing.

2. Personnel -

a. Mr. [] Office of Security, is temporarily assigned to the Office of Training pending the selection of a permanent Security Officer for the Office of Training.

3. Services and Supply -

a. Plans to relocate provisionally cleared trainees from R&S Building N. W., have been abandoned in view of Agency plans to vacate 2-6 months. A request for other space is being prepared for submission to General Services Office on 23 April 1953.

c. Weekly [] activities report is attached.

4. Budget and Fiscal -

a. Mr. [] was assigned to Budget Section on a temporary basis to develop cost estimates for training courses.

b. [] Recreation Hall Plan approved by OGC and Security Office, and presented to AWD/A for action.

c. CHI Plan submitted [] to determine number of potential subscribers.

25 YEAR RE-REVIEW

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d. Informal discussion with OGC on possible use of government-owned refrigerators and ranges [redacted] by individuals renting living quarters. Conclusion was that such use is illegal even under a service charge arrangement.

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[redacted]
Administrative Officer, OTR

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Attachment:

1. [redacted] Report

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