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Ch/G Staff Meeting
8 April 1959
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1	O/Ch/G to pass on names of those to attend to OAD/RR.	Chief, D/GC, to submit name to O/Ch/G.
2		Divisions to follow the new outline, as discussed.
3	Ch/G to circulate memo re World Directory to all GRA personnel.	IGU questionnaire to be sent in only by those who have legitimate "cover".
4		Divisions to send in their comments on "Office Periodical" to O/Ch/G by 24 April.
5		Chief, D/GG, to put GRA's CEP into operation as soon as possible after the official appointment of the members by the head of the ORR career service.
6		Division Chiefs to give further thought to this problem and suggest to Ch/G what they consider to be the most effective solution.
7	25X1A9a	Chief, D/GG, to submit comments to Ch/G on Parts F and G of [REDACTED] paper.
8	25X1A9a 25X1A9a	[REDACTED] appointed Chairman and [REDACTED] members of a Task Force to consider GRA and ORR War Plans.

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 8 APRIL 1959

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PRESENT: [REDACTED]

1. Briefing on Philco TRANSAC S-2000 Computer

Chief/G announced that a one-day orientation seminar has been arranged by OCR on the TRANSAC S-2000 Computer. This seminar is to be presented on 20 April 1959 in Room 117 Central, commencing at 9:00. Chief, D/GG, indicated that he and [REDACTED] would be interested in attending; Chief, D/GC, would like to have one person from D/GC attend (probably [REDACTED]).

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2. Change in Format of Monthly Reports

The group discussed the proposed change in format for the Area Monthly Report. It was agreed that the Division Reports would follow the new outline as closely as possible, but would include any additional items as they consider necessary for division record purposes.

3. IGU World Directory of Geographers

After much discussion relative to the filling out of the questionnaire sent to many of our people by the IGU for compilation of a revised "World Directory of Geographers", it was decided that only those persons who have a legitimate cover (e.g., teacher at a university) could fill out and return the questionnaire. Chief/G will circulate a memorandum to all GRA personnel relative to this.

4. Publication of an Office Periodical by ORR

The group discussed the memorandum sent to all Division and Branch Chiefs by Chief, St/A, asking for comments on the institution of an "Office Periodical" by ORR. Chief/G asked that the Divisions look this over and submit all comments to O/Ch/G no later than 24 April.

5. Competitive Evaluation Panels

Chief/G will nominate the three Division Chiefs as members of the Competitive Evaluation Panel for GRA, with Chief D/GG as Chairman for the first term. [REDACTED] asked that the Panel be put into operation as soon as possible, in accordance with the procedure outlined in ORR Reg. 20-58. [REDACTED] will make himself available for any assistance needed in the setting up of the Panel, and will sit in on the first meeting of the Panel.

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6. Briefing Program in ORR

Chief/G asked the Division Chiefs for their opinions of the present briefing program in ORR for personnel going overseas for two-year tours. This was discussed, and it was agreed that the present program is pretty standardized, apparently with little thought given to what the individual's real interests and needs might be. It was suggested that to take care of this standard information, Divisions might draw up a concise one-page summary of essential facts about the Division, with briefings set up only on the basis of real interest or need. The Division Chiefs were asked to give this additional thought and try to come up with ideas as to the most effective kind of solution to this problem.

7. Intelligence Research Facilities and Techniques

25X1A9a Chief/G passed on to Chief, D/GG, Parts F and G of the paper prepared by [REDACTED] for his OTR course, and asked that [REDACTED] submit 25X1A9a comments to Ch/G, after coordinating them with Chief, D/GC.

8. War Plans

25X1A9a As considerable work is to be done in the next month on GRA and ORR War Plans, Chief/G announced he would like to set up a Task Force to develop suggested revisions to the current plans. The following were appointed as members of this Task Force: [REDACTED] 25X1A9a

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*9. Briefing on Communications Set-up for Emergency Conditions

Chief/G announced there would be a briefing given on "Emergency Communications" for all members of the Emergency Team who had not yet heard it. This briefing will be presented at 10:00, 10 April, in Room 1121 M.