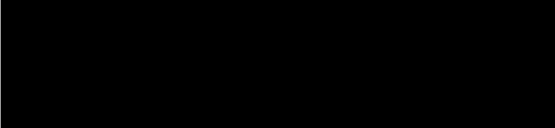


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MEETINGS 3-1

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Ch/G Staff Meeting
28 January 1959
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1		None Required.
2		None Required.
3		Division Chiefs to caution their personnel.
4		D/GG to submit request for consultant services covering the remainder of the Fiscal Year. Also, to report on activities quarterly.
5		Division Chiefs to brief themselves thoroughly on function statements.
6	25X1X7	
7		Division Chiefs to explore this possibility further with their Branch Chiefs.
8	Ch/G to explore possibility of incorporating GRA needs into ERA statements.	
9		Chief, D/GG, to submit memo to Ch/G before Friday's meeting.
10		Plans to be made for attendance at Pittsburgh meetings of AAG.
11		None Required.

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 28 JANUARY 1959

25X1A9a

PRESENT: [REDACTED]

1. Freeze on Upgrading of Clerical Slots

Chief/G reported that there is currently a freeze on the upgrading of clerical slots in the Agency. The action results from an Agency survey of average grades of clerical positions elsewhere in government which showed Agency grades to be the highest.

2. Letters of Availability

Chief/G announced that it is no longer necessary for potential employees to supply letters of availability before being processed for Agency positions.

3. Discussion of Classified Matters with Ex-Employees

Chief/G asked that the group caution their personnel not to discuss matters of a classified nature when speaking to ex-employees of the Agency.

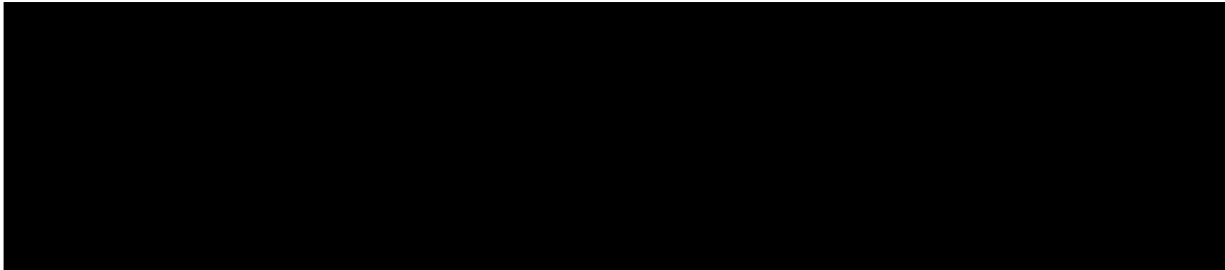
4. Requests for Consultant Services

Chief/G advised the group that it was no longer necessary to request services of consultants each pay period. The next request submitted can cover the remainder of the Fiscal Year. [REDACTED] also informed the 25X1A9a group that a report of consultants' activities should be submitted to St/A each quarter.

5. Survey of Agency Activities 25X1A9a

Chief/G reported that [REDACTED] of OO -- who is a member of the team surveying Agency activities -- started his seven-week tour of ORR yesterday. He will be around to the divisions and will talk to personnel down to Branch Chief level. [REDACTED] asked that the Division Chiefs 25X1A9a brief themselves thoroughly on their functions as recently reported, and be ready to give background on these functions.

25X1X7



7. Placement of DD/I Personnel in DD/P

Chief/G reported that [redacted] of DD/P(FE) spoke to Area and Staff 25X1A9a
Chiefs on the procurement of an ORR man as Reports Officer. [redacted] 25X1A9a
indicated that from discussion at the meeting, it appeared possible that
further opportunities of this sort might develop in the future. This
matter was discussed and [redacted] asked that it be explored further 25X1A9a
with Branch Chiefs.

8. "Gaps in Intelligence" Requirements

Chief/G explained to the group a recently initiated requirements
program in ERA, under which priority requirements are submitted for each
major subject in their field of responsibility. The requirements are
called "Gaps in Intelligence", and list the priority needs in each subject.
After considerable discussion, it was decided that the GRA should wait for
DD/P field reaction (perhaps 6 or 8 months) before instituting a similar
program. In the meantime, [redacted] indicated he would investigate with 25X1A9a
Deputy Ch/E the possibility of having existing ERA statements incorporate
GRA needs.

9. Meeting on UW Studies

25X1A9a Chief/G announced that he is to meet with [redacted] 25X1A9a
of DD/P on Friday, 30 January, to discuss UW studies. [redacted] asked that 25X1A9a
[redacted] submit certain information on [redacted] TAB studies in
advance of the meeting. 25X1A9a

10. AAG Meetings

Chief/G asked that the Divisions start making plans for attendance
at the April meetings of the AAG, which are to be held in Pittsburgh.
He indicated that we should be as lenient as possible in granting
administrative leave so that personnel may attend, and that the number
of personnel sponsored would be about the same as in past years.

11. Author Recognition on ORR Reports

Chief, D/GG, stated that, outside of one branch, little interest was shown in his division on the naming of authors of GRA reports. In view of this, he suggested that the Area take no action pending the outcome of the ERA experiment.

*12. IGU Meeting in Stockholm

Chief/G stated that he had spoken to the AD on the IGU meeting scheduled for 1960. [REDACTED] asked that Chief, D/GG, submit names of 4 or 5 of his people who are able to converse in Russian (in order of fluency) and should be considered for attendance at the meeting. 25X1A9a

ACTION: Chief, D/GG, to submit names to Chief/G.