

**25X1A**

**Approved For Release 2000/05/05 : CIA-RDP73-00027R000100040004-3**

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Sat. - Sun. **14-15** February

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MEMORANDA

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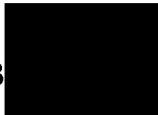
**Monday 16 February**

A. M. P. M.

8:45	1:00
9:00 <i>Morning Meeting</i>	1:15
9:15	1:30
[REDACTED]	1:45
10:00	2:00 <i>Auditorium -</i>
10:15	2:15 <i>Magnetic Bubble</i>
10:30	2:30 <i>Lecture</i>
10:45	2:45
11:00	3:00
11:15	3:15 25X1A
11:30 <i>Staff</i>	3:30 [REDACTED]
11:45	3:45
12:00 <i>Honor Award Helms</i>	4:00
12:15 <i>Richard</i>	4:15
[REDACTED]	4:30 25X1A
12:30	4:45 [REDACTED]
12:45 <i>Whistles</i>	5:00

MEMORANDA *S.L. Blake*

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DIARY NOTES

DD/S

13 February 1970

Agency Garage: The DCI at the Executive Committee Meeting today asked if the garage could be cleaned up. Necessary instructions were passed to Mr. Blake. The garage has gotten pretty dirty as a result of snow and bad weather but it is at a point now where it definitely needs cleaning. (Mr. Blake later advised by telephone that the garage will be cleaned tonight.)

RLB:llc

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GROUP 1  
downgrading and  
declassification

Calendar grid showing months from JULY to DECEMBER with days of the week and dates.

Three calendar boxes for LAST MONTH (JANUARY), 1970 FEBRUARY, and NEXT MONTH (MARCH) with days of the week and dates.

Thursday 12 February

A. M. P. M.

Time schedule table with columns for A.M. and P.M. and rows for times from 8:45 to 5:00. Includes handwritten entries like 'MORNING MEETING', 'MEETING w/OFFICE HEADS', 'PROBLEM SEMINAR #4', 'STAFF', and 'COFFEY (PERSONNEL)'. Some cells are redacted with black boxes.

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MEMORANDA

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DIARY NOTES

DD/S

12 February 1970

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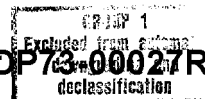
Security Storage - Attorney General's Office: [redacted] called to advise that Mr. Nelson, Security Officer for the Attorney General's Office had accepted the security specifications for safe storage of intelligence information. He will take this matter up with [redacted] for approval and will then proceed to install the protective security measures at Justice Department expense. I asked [redacted] to notify Drex Godfrey of this status and when the installation is complete we can leave official material at that office.

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DIARY NOTES

DD/S

11 February 1970

1. Security Clearances for Congressional Members: A meeting was held on 11 February with the Executive Director, Legislative Counsel, OGC, DD/S and the Director of Security to discuss the package of papers concerning the matter of Congressional clearances. It was agreed that the Director of Security and Legislative Counsel would prepare a short paper for the DCI to obtain his approval to a course of action as follows: Either Mr. Maury or Mr. Houston could meet with Robert Froehke, DOD, set forth the program as follows:

a. The responsibility for the clearances of Congressional staff members is a responsibility of the head of each department in regards to his dealings with the Congress. The current system should not be changed. Certain Congressional committees deal directly with the FBI for the investigative background. The Department of Defense Legislative Counsel arranges for investigations and clearances of a number of staff members of the Congress as DOD has the greatest number of dealings and contacts with the Congress. It was suggested that DOD could serve as the office of central record for all Top Secret clearances granted to Congressional staff members and that all departments and agencies in the national security community could report such clearances to DOD.

b. The CIA Special Security Center could serve as the central repository for the intelligence community of those compartmented clearances granted to Congressional staff members. This would be a service for the community. Again each department and agency would be responsible for the granting of compartmented clearances to Congressional staff members in conformity with existing criteria.

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DIARY NOTES

DD/S

10 February 1970

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1. Medical Technicians: Dr. Tietjen was in to see me today over his concern of medical support to Agency personnel involved in the [redacted] operation. He specifically centered on [redacted] where we have 75 people who are served by a [redacted] doctor and limited medical facilities. Dr. Tietjen will talk to [redacted] about increasing the level of medical support which I think is clearly needed. Since we inevitably foundered on the OPRED limitation I suggested that if [redacted] gives the go ahead but there are no slots available that Dr. Tietjen confer with [redacted] to see whether we could feed medical technicians into the area under [redacted] with the Agency reimbursing [redacted]

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2. Office of Medical Services: Dr. Tietjen

advises that [redacted] is doing extremely well and apparently his last heart attack has not adversely affected his ability to make a strong contribution to the Medical program. Dr. Tietjen is now planning to appoint [redacted] as Assistant Director for Clinical Activities. [redacted] will serve as Assistant to Dr. Tietjen with the front office of Medical Services now constituting Dr. Tietjen, [redacted] and [redacted]. The job will have broad responsibilities across the board of the Medical office and will give [redacted] an active program with which he can fully occupy himself.

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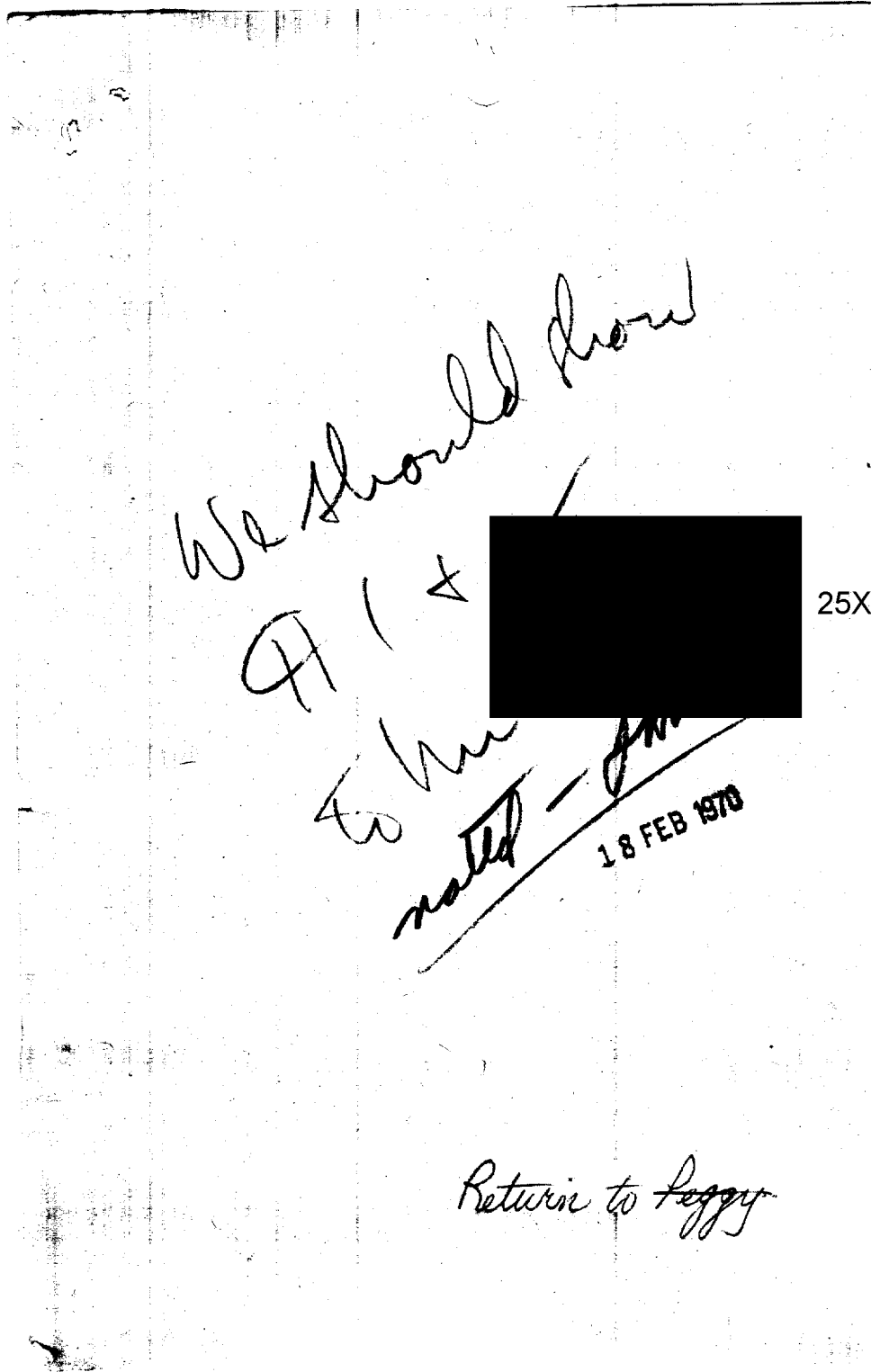
3. Damage to Official Car - Mrs. Ehrlichman: When Tom

Karamessines was visiting the White House on Saturday 7 February 1970 there was an accident to his official car. Mrs. Ehrlichman, wife of a White House official, accidentally backed into his car. I called Jack Blake to advise him that we should go ahead and repair our vehicle but not submit any claim for damages.

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to be  
rated - *[signature]*

18 FEB 1970

Return to Peggy

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DIARY NOTES

DD/S

9 February 1970

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I met with [redacted] who wanted guidance as to his future with the Agency. We had an agreeable, pleasant discussion. For his benefit and that of the Agency I advised that I had to be completely frank and stated that there was no chance of his promotion to GS-16. Additionally, I was having difficulty placing him into any form of a meaningful job. I pointed out that few jobs existed where his talents could be readily employed and that in light of the ceiling reduction and the overage of personnel I have in all components that there are no vacant positions and the chance of my finding one or creating one were practically nil. I reminded [redacted] that it had been our understanding that upon his completion of tour of duty in [redacted] he would return to headquarters and then retire. In all fairness to him I suggested that he consider voluntary retirement now rather than facing several more years of no promotion and jobs without much challenge. [redacted] appreciated this frank statement and advised that he would retire sometime this summer. He stated that he will formally act upon this and I promised our fullest assistance in helping him locate another job and doing all that we could to make his retirement a profitable transition.

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Sat. - Sun. **7-8** February

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DIARY NOTES

DD/S

6 February 1970

1. Report on Separation of Staff Personnel: I met with Bob Wattles and the Executive Director to discuss the 21 January 1970 report by Mr. Wattles on the separation of staff personnel. In that report he stated that personnel studies show that the Agency is faced with the prospect of slow promotions both grade-wise and job-wise for at least 5 years with the time interval of 7 years in-grade for GS-12 as par for the course. Mr. Wattles presented a number of charts resulting from Office of Personnel studies which statistically showed on a total basis lengthy time in grade in a GS-12-GS-13 area. There was a lengthy discussion as to the basis for the studies and whether or not the studies pointed at what we considered to be the problem rather than the total statistical approach. It was felt that the studies could be refined to point more accurately to certain selected professional groupings which are the focal point of discussions as to the rapidity of promotions for better than average junior professionals. Using more selected groupings for analysis it was felt that statistical findings could give us a better handle as to whether or not we have a serious or merely a routine problem. It was obvious that the steady workload on Personnel would take considerable time and in effect would swamp their facilities. It was felt that the Directorates and components could share in the effort to provide the study base. I suggested that Personnel provide a format of the study which we can farm out to all the components and have them conduct the analysis with the format as the guideline. This can then be combined to give a larger picture of the problem. It was agreed that Mr. Wattles will go to work on this but he needs approximately a month's free time to work out current assignments on the ceiling reduction problem.

2. Executive Dining Room: In regard to the request to redecorate the DCI private dining room I had asked whether the office space adjacent to the dining room could be freed-up to enlarge the dining facilities. The Executive Director advised that he did not want to release this space and I so informed both [REDACTED]

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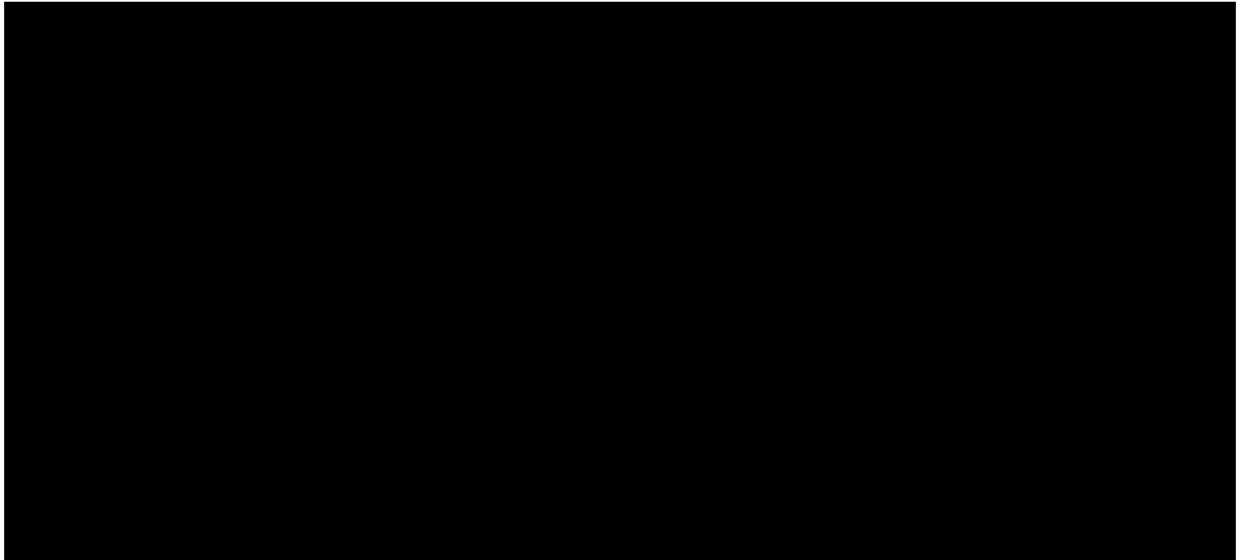
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4. Involuntary Separation: Today I took the occasion to mention to the Executive Director our concern over identifying and informing personnel selected for involuntary separation resulting from our exercise in the Directorate personnel ceiling reduction for FY 70-71. The Executive Director had wanted an early identification, as soon as 1 May 1970, in order that the employee might be prepared and might be given assistance and additional training to fit himself for another job. Under these circumstances it is quite possible an employee could be on our rolls for as much as a year after being advised of his impending involuntary separation. This could raise, in our judgment, rather serious problems in the morale and well being of the employee so affected and we could develop a number of real problem cases. A long notification of this nature would be of definite concern to the Offices of Medical Services and Security as well as the offices and supervisors of the affected employees.

I asked the Executive Director that in any issuance he please not specify a hard early date of notification but to give the Directorates and offices flexibility in final designation and notification to the employee involved. I pointed out that we have a number of options that we can exercise

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in effecting a voluntary separation which are amicable and helpful to the employee and do not carry the onus of an involuntary separation. While the Executive Director was still insistent upon ample notification so the employee can make other plans he was appreciative of my points and will definitely take this under advisement. In dealing with this problem we definitely need flexibility as I think we can effect our ceiling reductions through the variety of options at our command without having to resort in the final instance to involuntary separation.

RLB:llc

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DIARY NOTES

DD/S

5 February 1970

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1. Space Request - OSP: In a memorandum dated 16 January 1970 [redacted] requested 600 square feet of additional space. I asked Jack Blake to arrange for one of his staff space specialists to meet with [redacted] review the requirement for this space and then review space holdings of OSP/DDS&T and see whether there is some alternative solution to this requirement. I expect this solution to be achieved within the existing space framework of DD/S&T. This type of response is the manner in which I expect us to react to space requirements and as our capability develops I would hope that we could plot out space savings that the Directorates might effect in advance.

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2. Space Requirements: As a result of recent briefings by SPA and OSP of DD/S&T, it is obvious that decisions in the several special programs are probably going to be made for a go-ahead in activities. If so, there will be space and facility requirements for each project. At the present time we have only 500 available square feet whereas I anticipate up to 18,000 square feet may be needed for the two projects. Accordingly after talking with Jack Blake with a view to having the Building Planning Staff take over certain aspects of the space project activities I decided we should have a meeting with the interested representatives to determine how definitive these requirements appear to be and the element involved. I called both [redacted] SPA, and John [redacted] OSP, and suggested a joint meeting on Tuesday, 10 February, to deal on a conceptual basis as regards the space requirements that may be forthcoming. If it appears that these are sufficiently definitive and eminent we will then endeavor to staff these out in more detail for justification purposes with a view to requesting an exception from the DCI in order that additional space facilities may be procured for these two projects.

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3. Computer Manpower Savings: At the time of my briefing of the DCI on DD/S programs, emphasis was placed on the SIPS accomplishments. The DCI stated that he had been informed at different times of the manpower savings resulting from computerization but that he had never seen real savings or slots surfaced as a result thereof. He asked that I submit a report specifying the savings in computerization. Today [redacted] called to advise that he had the paper specifying this request but that he had not done anything about it as he was not certain that he had been charged with this responsibility. I asked [redacted] to proceed immediately in pulling together this report and handling it on an Agency-wide basis effecting the necessary coordination with the different components of the Agency employing computers for information processing.

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4. SIDES: - Meeting with [redacted] On 5 February [redacted] briefed Mr. Coffey, [redacted] and me of the Information Processing Board's reaction to the SIDES proposal, which had been submitted to the Executive Director. [redacted] also spoke as the Deputy Chief of PPB. There was considerable discussion which highlighted the fact that the IPB approached this proposal on what you would call an individual component interest basis and were not necessarily focusing in on a long-range Agency program for the betterment of all concerned. More important I do not think that the IPB really focused on the long-range aspects of our proposal but tended to look to those aspects which would satisfy their immediate needs and therefore questioned the need for the long-range aspects which they were prepared to perhaps sacrifice to serve immediate solutions. This of course has been the problem in the whole program and that which we were trying to overcome. I advised [redacted] as to my reaction to the above and stated that either the Board simply didn't understand or that we did not sufficiently cover the broad aspects in our briefing. At any rate they missed the point. I also suggested that we dispense with the briefing of large groups of people on this project many of whom had minor and parochial interests rather than those who are concerned with the long-range aspects. This was agreed to and that henceforth consideration of this matter would be limited to a small group who could speak on behalf of the Agency. It was agreed that we would receive our money for the A&E study as this would tend to provide answers on a study basis of some of the questions raised in the course of the discussions. Rather than write down every question and every objection raised by the IPB it was felt that we

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should keep these in mind but proceed with the A&E study. If all these questions and objections were formally officially recorded this might become a stumbling block and lend to these comments an importance that is not justified.

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GROUP 1  
downgrading and  
declassification

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0800-G-B-17 (also Wattle)

Wednesday

4

February

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A.M. [redacted]

P.M.

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9:45	<i>Midcareer Speech</i>	2:00
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10:45		3:00 <i>OP Control Division</i>
11:00		3:15 <i>Briefing</i>
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MEMORANDA

*Caffey - En Com*

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MINUTES OF EXECUTIVE COMMITTEE  
MEETING

A/DD/S

4 February 1970

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1. Mr. Jack Smith responded to the Director's earlier request for information concerning the [redacted] trip. He said that nothing was available directly from [redacted] but that his people had found a report written by [redacted] grandson who accompanied him. The grandson works for the New York Times as a reporter and Mr. Smith considered his report of the recent trip as being quite good. The Director took this report but indicated that he had not decided to respond to the Fulbright question.

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2. Mr. Godfrey referred to an incoming cable giving information about a offer made by [redacted] which Godfrey speculates may be the reason why the Communists have not activated their anticipated heavy attack on Plain of Jars. I have asked [redacted] to get us a copy of the cable.

3. Mr. Godfrey also mentioned that the Tet holidays begin for the Communists today and for the allies tomorrow.

4. Mr. Maury reported a telephone call from Carl Marcy requesting the Agency to send a representative to a committee hearing on the Chau Case along with Ambassador Bill Sullivan. [redacted] stated in the same connection that he had a call from Ambassador Sullivan who discussed the inquiry he had received from Marcy. Marcy told Sullivan that he had intended to call Mr. Helms. Sullivan encouraged him not to do so saying that he would arrange for the Agency's appearance. Mr. Helms reacted positively to this last thought and put everyone on notice that he will not have State or any other department procuring Agency appearance on the hill.

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5. There was some comment about the committee hearing yesterday which apparently was quite routine. It will be resumed at 2 p. m. Thursday, with General Cushman starting off that session on Vietnam. Since no questions were asked yesterday it was anticipated that the Thursday session would be much tougher. The Director decided to cut down the team and will take only Jack Smith, Carl Duckett, Bruce Clark and [redacted] in

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addition to General Cushman.

25X1A 6. [REDACTED] reminded the Director of his BFIAB appearance on Friday. [REDACTED] also reported -- from the fifth grade Potomac School circuit--the story that Stuart Rockwell is supposedly being assigned to Morrocco presumably as Ambassador.

25X1A 7. Mr. Karamessines indicated that his people were pulling together some information to be sent to [REDACTED] for delivery to Ambassador [REDACTED] departure for Washington this weekend.

25X1A 8. Mr. Karamessines also showed a copy which he had personally received of the [REDACTED] surrender document.

9. The Director announced that there would be no Executive Committee meeting Thursday since he and General Cushman are both going to the Congressional Prayer Breakfast.

[REDACTED]  
J. [REDACTED] COFFEY  
Acting Deputy Director  
for Support

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**25X1A**

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Sat. - Sun.

**31-1**

Jan.-Feb.

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P. M.

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MEMORANDA

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DIARY NOTES

DD/S

30 January 1970

1. Supplementary Funds for Essential Services: John Clarke called to say that our list of projects representing essential services for which we are requesting supplementary funding have been discussed with the Executive Director and he agrees in principle with the recommendations. The Executive Director may, however, want some further explanation on some of the items listed. John advised that he was meeting with the Executive Director on 2 February and I suggested that those items which call for further explanation be identified and we will provide that explanation. Clarke also indicated that the Executive Director was hesitant to release this money at this time as he preferred to wait a bit longer and treat these more on the basis of end-of-year funds. Clarke mentioned the \$265,000 for [redacted] has been approved but he was not clear as to whether funds for this purpose were being granted now. After further discussion with Mr. Coffey and [redacted] it was agreed that [redacted] would endeavor to get clarification on whether we could expect funds for these items.

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25X1A 2. General W. Bedell Smith's Portrait: [redacted] advised that [redacted] wished to borrow the portrait of General Smith hanging in the main corridor of Headquarters Building to shoot some more footage for the Agency film. He proposed to take it over to Broyhill Building on 2 February and bring it back in about 4 hours. Since this is a valuable portrait and the only one we have of General Smith I asked [redacted] to assure that any movement of this portrait was accomplished in the proper professional manner and for this purpose it should be so moved by Logistics Services and appropriate protection given the protrait.

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DIARY NOTES

DD/S

29 January 1970

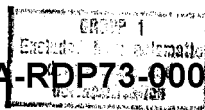
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Annual Meeting - Interdepartmental Savings Bonds Committee:

On 29 January with [REDACTED] of the Office of Personnel, I attended the annual meeting of the Savings Bonds Committee held in the Main Treasury Building. The meeting was chaired by Elmer Rustad, National Director, U. S. Savings Bonds Division. Paul McCracken, Chairman of the Council of Economic Advisors gave a short talk followed by Paul Volker, Assistant Secretary of the Treasury. The meeting was wound up by Gideon Cox, National Sales Representative, U. S. Savings Bonds Division, who gave some details on the 1970 campaign. It was pointed out that the three principles for a successful bond campaign were (1) involving the head of the agency in the campaign; (2) setting an agency goal with an objective of 80 per cent participation; and (3) conducting your campaign on a person-to-person basis requesting their participation. No participation in the meeting by those attending was necessary.

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DIARY NOTES

DD/S

29 January 1970

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1. Safe in the Attorney General's Office: [REDACTED] advises that in a conversation with [REDACTED] a meeting has been arranged with Mr. Clifton Nelson of the Attorney General's office on 3 February concerning the upgrading of safe-record storage. I so informed Mr. Godfrey.

25X1A

2. Separation of Staff Personnel: Executive Director called today making reference to the 21 January report by Personnel on the separation of staff personnel. The Executive Director referred to the paragraph which mentioned studies conducted by Office of Personnel showing limitations in promotion possibilities and that in one instance about 7 years for a GS-12 seems to be about par for the course. The Executive Director advised he wants a briefing on these studies as if the implication of these studies is true we must do something about it. He expressed some doubt that the situation was as dark as painted. I asked [REDACTED] to inform Mr. Wattles of this request and I will set up a meeting with the Executive Director for the first part of next week.

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DIARY NOTES

DD/S

28 January 1970

William Macomber Speech of 14 January 1970 on the State Department Program for the 70's: The speech suggested a number of ways in which the Department will proceed to improve its management, organization, and policy implementation. Of particular note are some of the recommendations in the field of administration. Two such recommendations concerning the "upgrading of foreign affairs communication around the world and examining the feasibility and desirability of centralizing in Washington most of the budget and fiscal work as well as some of other administrative work, now done in the field." I think it is time that we join with State in helping them work out some solution to their problems in these two areas since we are the

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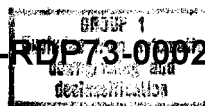
[REDACTED] I feel certain that they do not know in detail our plans for the future and the use of Satellite communications and the availability of data links in that system. Nor are they aware of our development of the SIPS program or our FASERS application which is the model for the future extension to other stations overseas. We have been proceeding on the concept that field record keeping will be reduced to a minimum and most of this will be performed at headquarters on behalf of the field stations. We would do this through the immediate reporting via data links of the majority of administrative actions which would be recorded in our centralized computer (SIPS) system. I believe that we should suggest to [REDACTED] Ralph Meyer and Bill Stearns that they visit the Agency and receive a briefing of our program for the future. This may offer State a number of ideas as to how they will shape their own system.

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DIARY NOTES

DD/S

28 January 1970

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Deputies' Meeting, 28 January 1970: The following items were considered at the Deputies' Meeting: (1) Mr. Wattles' proposed memorandum from the Executive Director to the Director of Personnel on personnel recruitment and utilization under reduced ceiling. The proposal was aimed at considering either surplus or interested Agency personnel to fill known vacancies before recruiting on the outside to fill such vacancies. This was readily agreed to by the Deputies. It was further recommended that this be circulated in notice form so that all employees would be aware of this possibility. It was further suggested that lists of vacancies be put in the hands of all personnel officers so that employees could readily consult such lists for consideration of transfer from their present position to that of a known vacancy. In the course of the discussion it was made known that some employees fear that if they show interest in another job they then find themselves in difficulties with their current supervisors. It was stated that some employees have to resort to some subterfuge to overcome this situation. The thought of reprisal was strongly condemned by all Deputies and it was specified that the notice to all employees should strongly affirm, and that all Deputies endorse, the freedom of employees to seek transfers without repercussion. (2) Interdirectorate Rotational Plan: This proposal was discussed at length and it was clearly evident that the Deputies did not want a highly organized centralized plan. It was agreed that we would try an informal approach to this with each Deputy naming two officers who would be available for rotational assignment. The names are to be submitted within a week to the Director of Personnel and then will be the subject of a discussion at the next Deputies' Meeting. (3) I raised the issue of the overtime regulation and the fact that we had agreed that GS-15 and above employees would not receive overtime but the regulation has now changed. We now have inconsistency in attempting to apply a principle whereas the regulation authorizes to the contrary. The Deputies readily agreed that the regulation should be changed to reflect that GS-15's and above do not receive overtime, Saturday or holiday pay. (4) Personnel Ceiling Reduction: This came in for a lengthy discussion. It was felt that the senior officers are

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quite aware of a personnel ceiling reduction but there has been no formal statement to the employees of the Agency that this is taking place. It was felt that we should have a formal announcement. This was readily agreed to. The Office of Personnel will initiate a draft to this effect. In the course of discussion the following points were made: The Deputies must organize our T/O's to reflect the facts of life and this should be done in a relatively short time. As a result of the ceiling reduction where do we have our problems and how big are those problems. In the ranking of our personnel on a competitive basis the question developed as to whether this has been completed with all the Deputies and is there uniformity in the system of ranking. Larry Houston pointed out that if this ranking is then followed by a selection-out or reduction in force the system must be orderly and cannot be capricious in nature, otherwise we could expect some appeals and possibly court actions. Again it was further stated that lateral transfers within the Agency to fill vacancies was highly desirable. If we have to go to a reduction in force to effect the ceiling reduction the Agency is prepared to do so. It was further mentioned that there should be ample opportunity for employees who are being involuntarily separated or encouraged to separate that they should have sufficient time to look for other jobs. And, if necessary, we might provide some training courses for them on the outside so that they would be prepared to effect a second career. The essence of the discussion was that we should be quite open with the employees in announcing the reduction and letting the employees know that we are going to have to take various steps to effect these reductions and this should not come as a surprise to those employees directly affected.

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DIARY NOTES

DD/S

28 January 1970

Agency Film: At the Executive Committee the DCI discussed a recent report from the DD/I on the showing of the Agency film to a selected group of DCS contacts in the [REDACTED]. After some discussion DCI advised that we should accept the Agency film as constituted. DCI accepted the premise that the showing of the film outside the Agency was to be under the auspices of an Agency officer who would introduce the film and answer questions after the showing of the film. The DD/I was authorized to consider its showing to selected groups where the showing would be beneficial to the Agency. It was agreed that the film should not be shown to groups known to be hostile to the Agency. The film is now available for showing within the Agency and within Government as deemed appropriate and necessary. In the discussion I pointed out that the DD/S had been making an analysis of the comments on the film and that in general terms we found that in most cases they canceled out each other. But, by a considerable majority, the film was considered acceptable to those who had viewed it.

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Subsequently I discussed with [REDACTED] the format of a guideline for the use of the film and an attachment giving some background for the film.

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DIARY NOTES

DD/S

27 January 1970

1. Intelligence Reports - Attorney General's Office: OCI had wanted to leave some intelligence reports with the Attorney General but found that he did not have an approved safe storage facility for overnight storage. We had raised this question in April of 1969 but Walt Yeagley speaking for the Attorney General, decided it was not necessary. This problem was discussed at the Executive Committee Meeting this morning and was agreed that Drex Godfrey would check with the Attorney General's office and if they desired this capability we would take the necessary action. About noon on this date Godfrey called to advised that this action was desired, namely, to provide an appropriate safe and alarm so that the Attorney General could retain intelligence material. I will notify [redacted] to take the necessary action.

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2. <sup>25X1A</sup> [redacted] I called <sup>25X1A</sup> [redacted] this date suggesting that if it has not already been done that we mention to [redacted] the idea of moving the jar from [redacted] as soon as possible down to [redacted]. There is always a chance that military action in the area might preclude its movement and we should do so now.

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DIARY NOTES

DD/S

26 January 1970

Logistics Actions: I met with Jack Blake to discuss a number of actions being taken by the Office of Logistics together with some problems. They are as follows:

1. Building Planning Staff: We both had questions as to its current status in light of the unlikelihood of obtaining any money or authorization in the next three years to construct an Agency building. I suggested that we have a meeting a little later as to what program this staff should carry out, what additional duties it might assume, or whether we should disband the staff.

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2. [REDACTED] It is expected that the jar will be airlifted from [REDACTED] on 8 February and be [REDACTED] by 14 February.

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3. Logistics has obtained a generator which will be mounted on a trailer for emergency use here at headquarters as a supplement for our existing emergency generator power.

4. Cafeteria Survey: As a follow-up with Roy Eckert and Mr. Marcus of GSA, a survey by GSA of the Agency Headquarters cafeteria has been authorized. As a first step Mr. Marcus and his inspectors should first meet with the cafeteria committee.

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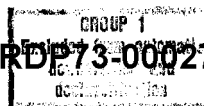
5. [REDACTED] Jack Blake showed me a letter to Roy Eckert in which a strong position is taken urging that GSA move quickly to complete contract proposals with Capital Transit for the occupancy of the [REDACTED]

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[REDACTED] It was further agreed that in view of the limited time remaining that we will press GSA very hard to complete these negotiations so that we can complete a contract and provide the necessary supplemental funds that apparently will be necessary.

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6. Survey of GSA Electric Capability at Headquarters: GSA has agreed to send one or two inspectors to view the staff qualifications and problem of maintaining electric power capability at headquarters. This action is being taken with a view to upgrading both the quality and the level of the GSA force.

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7. Personnel - [REDACTED] Subject is ready for his orientation in preparation for his assignment to [REDACTED]. It was proposed that he be relieved of his position as Chief of the Supply Division and that [REDACTED] be appointed Chief and [REDACTED] when he returns from [REDACTED] would be appointed as Deputy Chief. To this I agreed.

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8. Headquarters Electric Power: Mr. Blake advised that arrangement for VEPCO to bring on site a 75,000 KVA transformer and a 100 ton crane to be followed by GSA bringing on site our 2,500 KW generator. I also authorized Security to park these crates on the outer roadway of the South Parking Lot until they can be unloaded and placed in position. This should be not more than several days.

9. Team Technicians for Electric Power Maintenance: A group of approximately 30 technicians will be briefed and trained in the monitoring and operation of the emergency generators at headquarters. This group will represent the 24-hour stand-by capability to assure the operation of emergency generators in case of a power blackout.

10. Reduction of Logistics Personnel to Meet Ceiling: Mr. Blake advised that he found this hard going and that he had directed that no one would EOD in Logistics without his specific personal approval. I emphasized that he is going to have to take hard action to get down to ceiling and that by shutting off recruitment he may have to reduce for a time being certain levels of services. I advised that I was prepared to announce this reduction in services to the other Deputies. I also advised that I was perfectly prepared to propose involuntary separation to meet a reduced ceiling. Mr. Blake will be back to us on this problem at a later date.

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11. Ames Building Cafeteria: GSA has proposed that a number of people at Foreign Service Institute in Rosslyn be offered the opportunity to use our Ames Building Cafeteria. Security has given it a tentative green light but I asked Mr. Blake to check with the Chief of each Agency component stationed in Rosslyn as to whether FSI use of this cafeteria would pose a problem. I then asked Mr. Blake to put this in writing with his proposal which I will then take up with the Executive Director.

12. Space Planning: I advised Mr. Blake that the space planning problem had always been one where components of the Agency would level requirements and we would then respond in an effort to satisfy that requirement. Our space planning in effect was passive in nature. I advised that in light of my briefing of the Director and Executive Committee on the shortage of space and the need for each component requesting additional space to provide a means of satisfying that requirement out of their presently existing space that we need to take a new approach. We cannot really leave it to the Agency components to do an effective job in this area. I therefore want Logistics to take the initiative in space planning whereby they should review the space holdings of each major component and be prepared to recommend to that component ways in which new space facilities could be obtained out of existing space. I suggested that perhaps the Building Planning Staff could be utilized for this purpose. Mr. Blake will come back to me with a proposal in this regard.

RLB:llc

~~SECRET~~ GROUP 1  
downgrading and  
declassification

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DIARY NOTES

DD/S

26 January 1970

Tax Committee: 25X1A

25X1A  
25X1A  
25X1A  
25X1A

[redacted] telephoned to advise that [redacted] was retiring and that [redacted] was resigning for another job. [redacted] will take over as Acting Chief of the [redacted] until a new chief is decided upon. [redacted] asked me if in the meantime [redacted] could serve as acting Chairman of the Tax and Allowances Committees. I advised that this was fully acceptable to the DD/S.

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RLB:llc

~~SECRET~~ GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

**25X1A**

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Sat. - Sun. **24-25** January

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MEMORANDA

**SECRET**

25X1A



DIARY NOTES

DD/S

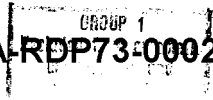
23 January 1970

\* \* \* \* \*

Involuntary Separations: In regard to the cuts in ceiling there has been tentative talk at different times as to the willingness of the DCI to exercise his authority in the involuntary separation of surplus personnel. In a discussion with the Executive Director today I indicated my willingness to recommend the use of this authority if I find a real problem in the DD/S in this area. For my information the Executive Director advised that the DCI is agreeable to using his authority if it is necessary to meet reduction in ceiling.

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DIARY NOTES

DD/S

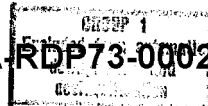
23 January 1970

Electric Power, Headquarters Building: On this date Jack Blake advised that the test operation of the 55 KW was conducted successfully last night with that unit supplying emergency power to the Operations Center and Signal Center. The new VEPCO transformer was put on line about 1 a.m. this morning. We now have complete redundancy in our circuits. The program called for two 2000 KW generators to be put on line around midnight as part of the test operation. The GSA engineer Collier said that he didn't feel very well and did not wish to try to manipulate in his condition the intricate controls for the operation of these two generators. As a result the test was called off.

Mr. Blake was very much disturbed by this performance and felt that this demonstrated the inadequacy of the GSA electric power staff. He accordingly is going to check the arrangement at the Pentagon whereby the Pentagon maintains an individual operating force and can take over power generators for that building. He also plans to complete shortly a study on the power situation here and then take it up with Mr. Eckert, GSA, and insist that there be an upgrading of technical capability and a definite training program to ensure the technical capabilities of the GSA Staff at Headquarters Building.

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DIARY NOTES

DD/S

21 January 1970

25X1A

1. Career Training Program: Hugh Cunningham and I met with Tom Karamessines and [REDACTED] to discuss the Career Training Program proposal. This meeting was a result of a lengthy discussion at an earlier Deputies' Meeting where we could not come to agreement on the format of this program. There was a frank discussion for approximately one hour and the following points were agreed upon:

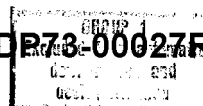
a. In the selection of career trainees the DD/P will rely on the Career Trainee Staff. They will perhaps replace their present representatives but will not insist upon a pre-selection and separate group to satisfy the interests of the DD/P;

b. The time that the CT stays on the OTR CT rolls will be flexible and certainly it will not exceed two years. It was envisioned that in those cases where after training the individual is clearly designated for and acceptable to the DD/P that the individual should transfer to the DD/P rolls;

c. The program proposal should provide for the first promotion only after nine months of successful completion of training. This would be granted by OTR. No commitment or promise would be made regarding a second promotion as the CT upon entering the rolls of any of the Directorates then falls within the promotion policy of that Directorate;

d. The length of training should remain flexible and largely at the discretion of the DTR. Mr. Cunningham outlined the general length of time he expected to put the CT's through training and the type and number of courses involved. This was agreeable providing that this was not a rigid format and that the training would be flexible to match the needs and qualifications of the individual CT;

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25X1A

e. There was a lengthy discussion on personnel recruitment and the participation of DD/P in the recruitment. Mr. Karamessines was quite familiar with this problem but [redacted] was not. I pointed out that every effort had been made to encourage DD/P participation but we had failed to get any response from Operational Services. On the other hand I pointed out that there was very active participation in field recruiting by both DD/I and DD/S&T. Mr. Karamessines acknowledged the failure of DD/P to participate but advised that he would take steps to correct this for a more meaningful participation. Various ways and means of spotting talented young men were discussed along with means by which DD/P could assist in participating. There was no disagreement in this area and DD/P was encouraged to identify talented young professionals and then with the Office of Personnel get their applications and put them into processing for employment purposes.

After the meeting I asked Hugh Cunningham to take the key points that had been agreed upon and incorporate these in his CT proposal and we will again submit it to the Deputies' Meeting. This should present no problem as neither DD/I nor DD/S&T have strong positions on this matter.

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25X1A

2. Problem Cases [redacted] I asked [redacted] to give me a rundown on action taken concerning the series of problem cases at [redacted] reported that appropriate action had been taken in every case as we had previously discussed with a few follow-up interviews to take place in the Washington area. I asked [redacted] to write me a short summary report citing the action taken so I could report these to the Executive Director.

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DIARY NOTES

DD/S

21 January 1970

1. Briefing of Dr. Kissinger: On this date Mr. Helms advised that his briefing of Dr. Kissinger on the personnel strength of the Agency may take place Saturday morning or Saturday afternoon. Helms advised that he is having hard going in trying to make this an effective briefing. He spoke to the Executive Committee meeting and said that he may have to call upon those present to assist him in the briefing and therefore they should keep their plans for Saturday relatively loose. After returning to the office I asked Mr. Coffey to check with John Clarke to get the specific figures for the Support Directorate that are being used in the briefing chart together with some of the discussion material so that I can speak, if called upon, to the exact figures and discussion as contained in the briefing material.

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2. [REDACTED] At the Executive Committee today the Director advised that [REDACTED] is returning from [REDACTED] to discuss the size of the [REDACTED]. It appears that [REDACTED] is entering a strong challenge as to the size of the Station, and this matter will have to be reviewed. I asked [REDACTED] to pull up for me all the necessary facts as to the strength of the Station with particular emphasis on the Support positions and the Commo setup so that this can be considered in any discussion with [REDACTED].

25X1A  
25X1C

25X1A  
25X1A

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3. [REDACTED] This morning [REDACTED] advised that [REDACTED] is about to retire on disability grounds. He understands that her position is a Support position and that we will furnish a replacement. He hopes that we can arrange for an overlap to learn the job and he passed a quick judgment that he thought the job was about worth a GS-12. I do not know what grade [REDACTED] is but certainly we can use our own judgment in the grade of the job.

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A.M.
Tuesday
20
January
P.M.

<p>8:45</p> <p>9:00 Morning Meeting</p> <p>9:15</p> <p>9:30</p> <p>9:45</p> <p>10:00</p> <p>10:15 Dr. Tietjen</p> <p>10:30 DD/S Staff</p> <p>10:45</p> <p>11:00</p> <p>11:15</p> <p>11:30 Staff</p> <p>11:45</p> <p>12:00</p> <p>12:15</p> <p>12:30</p> <p>12:45</p>	<p>1:00</p> <p>1:15</p> <p>1:30 25X1A</p> <p>1:45 [REDACTED]</p> <p>2:00 [REDACTED]</p> <p>2:15 Blake</p> <p>2:30</p> <p>2:45</p> <p>3:00 Wattles</p> <p>3:15 Col. White w [REDACTED]</p> <p>3:30 Col. White w [REDACTED]</p> <p>3:45 25X1A</p> <p>4:00 [REDACTED]</p> <p>4:15 [REDACTED]</p> <p>4:30</p> <p>4:45</p> <p>5:00</p>
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MEMORANDA SL 25X1A [REDACTED]

DIARY NOTES

DD/S

20 January 1970

1. Early Dismissal - Snow: We had a series of reports about snow emergency conditions today and a mounting number of road accidents. About 3 p.m. Mr. Wattles gave me a rundown of the situation and recommended a one hour early dismissal of all employees based upon their shift times. This would mean that employees would depart on the hours of 3:30, 4:00 and 4:30. I called the ExDir and recommended that we have an early dismissal. He in turn checked with the DCI who approved and all employees were immediately notified through the Personnel notification system.

\* \* \* \* \*

25X1A

2. [redacted] called to inquire whether [redacted] was expected to continue in his present assignment or to be assigned to [redacted]. John asked us for his staff planning purposes. I advised that as things stood now Keith was not going to [redacted] and that I had not made up my mind whether he should stay in EUR or be given some other assignment. [redacted] advised that he would be most happy to have [redacted] continue on his staff.

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SECRET

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DIARY NOTES

DD/S

20 January 1970

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25X1A

██████████ The Executive Director advised today that Howard ██████████ is considering retiring and had been to the Retirement Section, Outplacement Unit in hopes of obtaining another job. He was interested in public relations work in either the academic field or industry. ██████████ reports that the only assistance he received from Personnel was a statement that he should contact his friends in the academic field or read the Wall Street Journal for ads concerning public relations work in industry. The Executive Director questioned whether retirement placement was really functioning effectively if this is all the assistance that they can provide a retiree. The Executive Director pointed out that with the urging we are now giving eligible employees to retire early that we may well have a considerable number who are looking for assistance in second careers. The above incident was not known to either ██████████ or me and ██████████ is to look into this matter and report back.

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**Monday 19 January**

A.M. P.M.

	8:45	1:00
	9:00 Morning Meeting	1:15
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	9:30	1:45
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	10:45	3:00
	11:00 Tietjen	3:15
	11:15	3:30
	11:30 Staff	3:45
	11:45	4:00
25X1A	12:00 Award Ceremony - [redacted] - IMM w/Helms and lunch with [redacted]	4:15
	12:15	4:30
	12:30	4:45
	12:45	5:00

MEMORANDA



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DIARY NOTES

DD/S

19 January 1970

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25X1A

25X1A  
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25X1A

Special Activity Staff: [redacted] called to see me today for the purpose of considering [redacted] as a place where certain activities might be conducted. After some discussion of a review of other sites I called [redacted] OTR, and asked that he arrange a special flight for about 6 people on 21 January to [redacted]. I asked [redacted] to accompany the group and to assure that the Chief of Base was prepared to fully brief the visiting team on the facilities available. [redacted] said he would make all the necessary arrangements but he has not reported the outcome.

25X1A  
25X1A

RLB:llc

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DIARY NOTES

DD/S

19 January 1970

Power Outage: This morning I briefed the Executive Committee on the fact that over the weekend we had replaced the emergency generator that serves the Operations Center and Signal Center. I advised that this was a new generator and should be reliable to the degree possible in the field of electrical power.

RLB:llc

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Sat. - Sun. **17-18** January

A.M. Saturday Duty **25X1A** P.M.

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MEMORANDA

**25X1A**

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Friday

16

January

A.M.

P.M.

8:45	1:00
9:00 Morning Meeting	1:15
9:15	1:30
9:30	1:45
9:45	2:00
10:00	2:15
10:15	2:30
10:30	2:45
10:45	3:00 To Airport
11:00 Blake	3:15
11:15	3:30
11:30 Staff	3:45
11:45	4:00
12:00 Brookings Luncheon	4:15
12:15	4:30
12:30	4:45
12:45	5:00

MEMORANDA

~~SECRET~~

DIARY NOTES

DD/S

16 January 1970

25X1A

██████████ Subject had been to see me on 14 January about the possible transfer from FE Division to the DD/S. He asked if I would advise him by today as he has a job opportunity outside the Agency on which he must make a final statement by Tuesday, 20 January. I asked

25X1A

██████████ to check with several offices to see if they could use his services but this proved fruitless in light of ceiling reductions. I

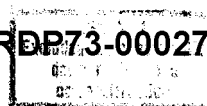
25X1A

asked ██████████ if he would communicate our regrets to ██████████ on this matter on 16 January.

25X1A

RLB:llc

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**25X1A**

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25X1A

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DIARY NOTES

DD/S

15 January 1970

25X1A

1. Car <sup>25X1A</sup> [redacted] The Executive Director checked to see whether [redacted] had turned in his car. I subsequently learned that this had been arranged and the car is being turned in. The Executive Director was so advised. 25X1A

25X1A  
25X1A

2. [redacted] I checked with [redacted] DD/I, as to whether Project [redacted] would have any effect on the NPIC operations that DD/S should be concerned about. [redacted] advised there would be no problem as regards space, commo, or special equipment. DD/I has already taken the action to obtain or adjust its equipment for the processing of the take from Project [redacted]

25X1A

25X1A

3. Relocation - Motorized Shelving: Today I met with [redacted] et al concerning the program of motorized shelving and the renovation of [redacted] for the relocation of 16,000 cubic feet of space for supplemental distribution. After some discussion it was agreed that we would proceed with requests for money and authorization to (a) convert [redacted] to a record receptacle (b) negotiate with the vendors for further proposals on motorized shelving with an idea of putting in half of the Records Center on motorized shelving thereby creating about 21,000 cubic feet. This will require that we proceed quickly with our program on emergency relocation to eliminate food stocks and furniture holdings in [redacted] It was further discussed that the long range solution would be to develop a uniform system for the microfilming of records for storage and the attendant costs of such storage.

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25X1A

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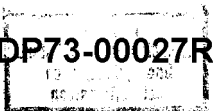
25X1A

\*4. Car <sup>25X1A</sup> [redacted] The Executive Director called today to advise that [redacted] desires, and I guess we should go along with his keeping the car which we assigned to him when he first came to the Agency. We had a note to recover this car around September 1969 but we might as well forget this and let [redacted] keep the car.

25X1A

\*Extract to D/L

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5. Personnel Assignments: Today I met with [redacted] Chief, FE to discuss the following assignments:

25X1A

25X1A

[redacted]

25X1A

[redacted] advised that he did not know either [redacted] very well and would like to further consider the [redacted] assignment. On the latter it is not a question of [redacted] capabilities but he simply wants some assurance that [redacted] can perform along the levels of high performance as given by [redacted] Bill heartily approved all the other assignments. He was concerned about losing [redacted] because of his exceptionally fine work but felt that this clearly was in the interests of the Support picture in [redacted] I also advised that with the exception of [redacted] who have been sounded out informally there has been no official approach to any of the others involved. I asked [redacted] to proceed with the more formal approach and after obtaining the proper endorsements we will then submit the nominations of [redacted] as Chief of Station and [redacted] as [redacted] to the DCI for approval.

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RLB:llc

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**Wednesday 14 January**

A.M.	P.M.
8:45	1:00
9:00 Morning Meeting	1:15
9:15	1:30
9:30	1:45
9:45	2:00 25X1A
10:00 Wattles --CT Program	2:15
10:15	2:30
10:30 Elaine	2:45
10:45	3:00 OC/Admin & Program
11:00	3:15 Coordination Briefing
11:15	3:30
11:30 Staff	3:45
11:45 25X1A	4:00
12:00	4:15
12:15	4:30 Meeting w/new DD/S
12:30	4:45 Midcareerists
12:45	5:00
MEMORANDA	5:10 Osborn

SECRET



DIARY NOTES

DD/S

14 January 1970

\*1. OSS Archives: At the Executive Committee Meeting today there was a discussion of a request from the British concerning the availability of information from the OSS archives. It seems that the British are planning to compile a classified history of intelligence in World War II. Hopefully after its completion an unclassified version could be compiled and released. The Director was concerned about the content of these archives and the sensitivity of relationships created in World War II which continue up to the present time. The Director asked [redacted] if he would take over responsibility to consider the British request and review the OSS archives and report back to the Director with recommendations of what might be done. After the meeting I talked to [redacted] and pointed out our interest in the archives and suggested that we get together to discuss the handling and examination of these archives. [redacted] stated he really knows nothing about them and that he would ask Walter Pforzheimer to take over the initial job for him. [redacted] will ask Pforzheimer to contact me with a view to working with our records management group in this activity. I made the point that we do not have an archivist in the Agency nor have many of these records been exploited properly by professional historians. [redacted] said he was quite aware of this and that this is the kind of an issue he could raise in his paper. As soon as Pforzheimer contacts me I will refer him to [redacted] whom I expect to have lined up the necessary paper and access to these records.

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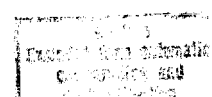
25X1A

25X1A

2. Power--Headquarters Building: At the Executive Committee Meeting today I informed the group that we had completed our repairs and full power was restored at midnight last night. I further advised that there was a possibility that something still might go wrong when we reactivate the previously damaged circuits and that if so there was a possibility we could damage the sole remaining VEPCO transformer which would cause a serious blackout of both the Agency and the McLean area. I advised that we had insisted that VEPCO officials be present and examine the repairs that we have made and assess the situation and that we would not go back on line until we had their full approval. This was done last night with VEPCO officials and technicians and they approved the reopening of the circuits which was accomplished

\*Extract to C/SSS

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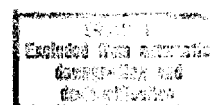


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successfully and without a problem. I further apologized to the Director that our transformer went out yesterday just at the time that Secretary Laird was visiting him. The Director laughingly commented that Secretary Laird said, "This is not the first time that CIA has been in the dark." In conclusion the Director indicated his very serious concern with this problem because this Headquarters building without power becomes a health and operating hazard and it is imperative that we maintain a proper level of emergency power to meet any situation.

RLB:ksb

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Tuesday

13

January

A.M.

P.M.

8:45	1:00
9:00 Morning Meeting	1:15 CT ORIENTATION Speech--
9:15	1:30 Wattles took for RLB Emergency Power Meeting--
9:30 Col. White w/Houston	1:45 Blake
9:45	2:00
10:00	2:15
10:15	2:30
10:30 DD/S Staff Meeting	2:45
10:45	3:00 25X1A
11:00	3:15
11:15	3:30
11:30 Staff Meeting	3:45
11:45	4:00
12:00	4:15
12:15 POWER OUTAGE	4:30
12:30	4:45
12:45	5:00
MEMORANDA	5:30
SL - Cunningham	5:35 Blake

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25X1A

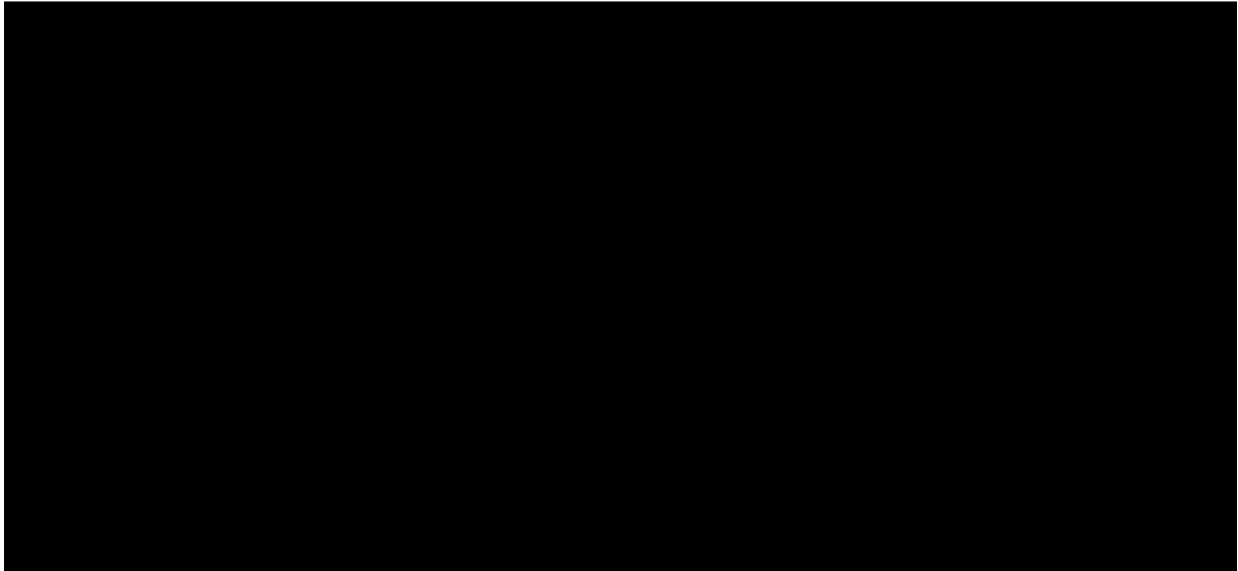


DIARY NOTES

DD/S

13 January 1970

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\* \* \* \* \*

2. Essential Service: The Executive Director advised that the Director was concerned with the maintaining of essential services in the Agency Washington complex. It was stated that for the next two or three fiscal years the financial resources of the Agency will be limited and the chances of effecting any major repairs or improvement will be negligible. Accordingly, the Director advised that I should endeavor to effect within FY 1970 as many repairs, improvements or additions to our essential services as is practicable and within available end of year funds. Following the DD/S Staff Meeting I met with the Directors of Communications, Logistics, Security and Training, Mr. Coffey and [redacted] and outlined the above. I asked that each submit a list of essential service items by close of business January 20. We will then review these and meet with the Executive Director as to those we feel are necessary within the scope of this program.

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DIARY NOTES

DD/S

12 January 1970

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The Director called a special meeting of the Executive Director, General Counsel and DD/S to discuss the situation in the Executive Office of [REDACTED]. It had been indicated that a certain number of employees in [REDACTED] office are unhappy with the manner in which they are employed and treated and approximately 18 have been talking of resignation. Both Larry Houston and I advised that we had heard nothing of this nature of recent date but we did know that in the past there have been a number of instances in which complaints were registered about [REDACTED] arbitrary treatment of his employees. Rather than raising a direct issue with [REDACTED] I advised that I will endeavor to find out quietly whether this is actually the case or not. Mr. Helms advised he wanted me to report back to him within two weeks which would be prior to 26 January. Additionally there was discussed the request of [REDACTED] for extension of service beyond his retirement date so that he could serve from age 62 to age 65. The Director advised that he would not consider such an extension and [REDACTED] therefore will be expected to retire when he reaches age 62. The Director then advised that he wants me to locate a suitable replacement for [REDACTED] (either one or two persons) and restructure the operation of the organization in more traditional lines rather than on the single super-qualified individual. It was acknowledged that [REDACTED] has few equals in his ability and that he has done a tremendous job. On the other hand, however, he does have one defect, that of adequately dealing with subordinates and sharing of responsibility. I briefed Mr. [REDACTED] on this matter and asked that he in turn meet with me as to how we will take action in this matter. In the course of the conversation the name [REDACTED] was mentioned and I presumed that [REDACTED] in some way had a part in raising the question of [REDACTED] ability to manage his office. The Executive Director immediately stated that [REDACTED] had been and may still be a very heavy drinker and because of a very embarrassing public incident in [REDACTED] he was terminated by [REDACTED]. I advised that he had been picked up on contract by DO Division and that just recently we had brought him into the [REDACTED] office on a contract. I advised that he was a capable person but that basically I felt he was unreliable both because of his drinking and the manner in which he operated.

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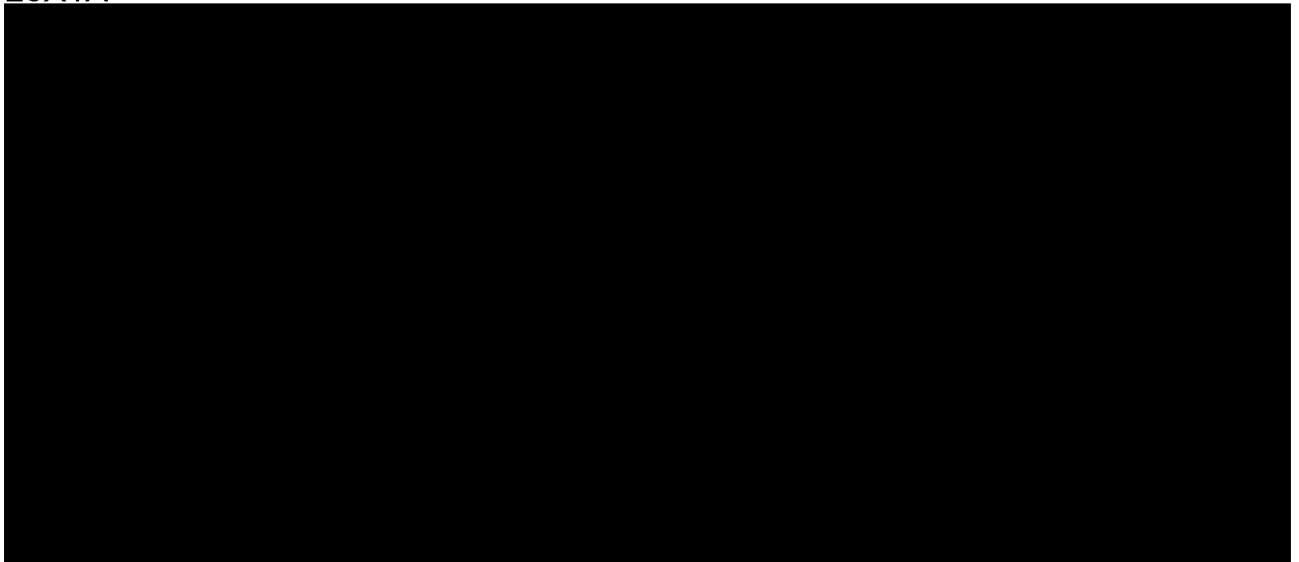


DIARY NOTES

DD/S

12 January 1970

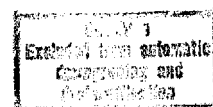
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3. Negotiations--White House: At the meeting of 12 January the Director advised that in negotiations with the White House on Agency proposals, particularly in the operations field, he wants to be assured that only certain designated representatives conduct these negotiations. Either he or the Executive Director will designate the representatives. He is doing this because he feels that this must be a controlled area and that junior representatives may negotiate at a level where their proposals do not meet appropriate consideration with the chances of a turn-down being very great. Once a turn-down has resulted it is very difficult to overcome the disapproval position.

RLB:ksb

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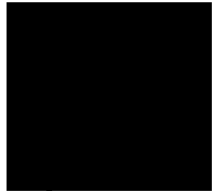
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MEMORANDA

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DIARY NOTES

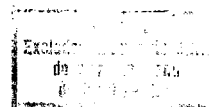
DD/S

10 January 1970

Power Outage at Headquarters: Today starting at 4:15 there was a major power outage at Headquarters lasting until 8:50 p.m. Full details of the incident are set forth in a memorandum from the Director of Logistics dated 11 January 1970. At the Excom meeting on 12 January I briefed the story of the power outage, its causes, actions taken during the power outage and the fact that a number of corrective actions are being taken. At the Excom the Director asked that we take those steps necessary to assure that a power outage of this nature does not occur again as particularly our Operations Center and Signal Center must always be in operation. Subsequently on 12 January I had a meeting with the Director who referred again to the necessity of keeping the Operations Center and Signal Center in full operation. He indicated that he wanted the emergency power for these two centers to be so structured that continuity of operations will always be maintained and he suggested that the Agency take over its operation and assure that its maintenance and utilization will be accomplished by qualified engineers. I assured the Director that we will take all necessary steps to assure that this does not occur again. I will meet with the Director of Logistics and members of his staff to go over some of the problems that developed and begin framing out those corrective steps that we must take.

RLB:ksb

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Friday

9

January

A.M.

P.M.

	8:45		1:00
	9:00	Morning Meeting--Records	1:15
	9:15	Space Briefing	1:30
	9:30		1:45
	9:45		2:00
25X1A	10:00	████████ Coffey	2:15
	10:15		2:30
25X1A	10:30	████████████████████	2:45
	10:45		3:00
	11:00		3:15
	11:15		3:30
	11:30	Staff	3:45
	11:45		4:00
25X1A	12:00	████████████████████	4:15
	12:15		4:30
	12:30		4:45
	12:45		5:00
			Dentist Appointment

MEMORANDA

AL - Cunningham, Tietjen

**SECRET**DIARY NOTESDD/S9 January 1970

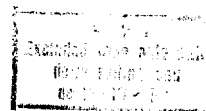
\* Excom Briefing on Space and Records Management: At the Excom today I briefed the group on the space holdings of the Agency in the Metropolitan Area and the problem of records management against the creation of records and the availability of storage space at our Records Center.

I used the same charts and briefing outline for the Excom that I used in briefing the Director and the DDCI on the DD/S program.

In the space briefing I pointed out to the group the increasing growth of special-purpose space and the fact that we have only 500 square feet of available space in the Metropolitan Area. I pointed out to the members that any request by any Directorate or office must be accompanied by a consideration of how they would alter their own space to provide for their new space requirements. It was pointed out that I have no additional space and it is up to each Directorate and office to realign their own space allocations to take care of any new requirement. I pointed out that if there is any significant increase in technical space requirements for computers, etc. we may have to consider moving them to [REDACTED] and connecting them up with appropriate communications cable links to Headquarters. At the conclusion of my briefing the Director reiterated the policy to the group that he does not want to increase Agency space holdings and we must live within our present space allocations.

In the records management briefing I pointed out that the massive creation of records in the Agency and the yearly growth of records for storage at our Records Center will quickly eliminate any leeway that we currently have. I advised that there were two approaches, namely, the use of certain mechanical things to create additional space for record holdings through motorized shelving which would be rather costly and the promotion of a microfilm program for records storage. I pointed out the tremendous saving space-wise of the use of microfilm but at the same time pointed out that the Agency has 58 separate and different systems of microfilm applications. I pointed out that we must have some uniformity and compatibility both in our system and associated equipment and that I would actively promote such a program through the Records Management Board. I advised that we had had a decentralized records management program in these past years but the problems are now reaching a degree of magnitude where we must now

\*Carbon copies to C/SSS, D/L

**SECRET**

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revert to a certain degree to centralization of records management and I asked their full support in such a program which will be mounted through the Records Management Board. I also made the point of the designation of the Office of Record citing the numbers of copies made of a single document and the fact that the chances are that more than one copy of the same document is being preserved in record holdings and that this is wasteful and unnecessary. I cited also that this was a problem that the Records Management Board would deal with.

RLB:ksb

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Tuesday

6

January

A.M.

P.M.

8:45	1:00
9:00 Morning Meeting	1:15
9:15	1:30
9:30	1:45
9:45	2:00
10:00	2:15 25X1A
10:15	2:30 [REDACTED]
10:30 DD/S Staff Meeting	2:45 [REDACTED]
10:45	3:00 [REDACTED]
11:00	3:15 [REDACTED]
11:15	3:30 25X1A [REDACTED] Coffey - Personnel
11:30 Staff Meeting	3:45
11:45	4:00
12:00 25X1A [REDACTED]	4:15
12:15	4:30
12:30 Luncheon for [REDACTED] w/ [REDACTED]	4:45 25X1A [REDACTED]
12:45 Col. White	5:00 [REDACTED]

MEMORANDA

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Wednesday **7** January

A.M.

P.M.

8:45	1:00
9:00 Morning Meeting	1:15
9:15	1:30
9:30	1:45
9:45	2:00 Cunningham
10:00 Wattles, Coffey, 25X1A	2:15
10:15 Reorganization CSB	2:30 Deputies' Meeting
10:30 Coffey, 25X1A	2:45
10:45	3:00
11:00 Haircut, #5	3:15
11:15	3:30 OC/Covert Communications
11:30 Staff	3:45 Division Briefing
11:45	4:00
12:00 25X1A Coffey	4:15
12:15	4:30 25X1A
12:30	4:45
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MEMORANDA

AL - Cunningham



**25X1A**

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25X1A



DIARY NOTES

DD/S

6 January 1970

25X1A

\* IG Survey of Firearms Regulations: Today ██████████ called to advise that the recently completed survey by the IG of firearms regulations affirms the status of gun controls in this area but does suggest some minor improvement actions. Frank advised that ██████████ had been appointed by the DD/P to be the focal point for actions in the DD/P area. I advised in turn that Logistics would be the DD/S action office and presumably ██████████ and ██████████ of Logistics would be our action officers. I called Jack Blake and informed him of the above. We must, however, await the Director's approval of the IG report.

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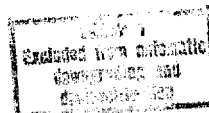
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\*Extract to D/L

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DIARY NOTES

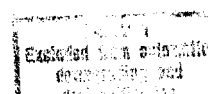
DD/S

5 January 1970

Fourth Problem Solving Seminar: On 5 January I was briefed with others on the findings by the fourth problem solving seminar and the topic of "What steps can be taken to ensure open and mutually understanding communication between DD/S management at all levels and the young professional, and how can young professional employees be increasingly involved in major problems and the decision making process." The group will submit their written report in about two weeks. I thought they did an extremely good job on a difficult topic and they obviously had inquired into the problem in some depth. They had a number of very good suggestions which I think will be helpful and may definitely contribute to a better understanding in this area. Their report as expected dealt with the young professional and various reasons on the "whys" and "hows" of communication and understanding. In so discussing we did come to a point that was of interest, namely, the bypassing of officials by senior management and dealing with subordinate groups on a direct basis. This poses problems. At the same time I find from the briefing the question of GS-14 - GS-15 officials in the line offices have a feeling of inability to exercise authority because of the trend to centralization where many minor decisions are made on a more senior level. This may be partially the case and presumably does not occur too often. It could well be, however, that there is enough of a condition involved that these officers are uneasy and perhaps we should take steps to try to ease this situation.

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**25X1A**

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Sat. - Sun.

**3-4**

January

25X1A

A. M.

Saturday Duty-

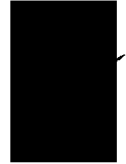
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MEMORANDA

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25X1A



DIARY NOTES

DD/S

2 January 1970

25X1A

1. [REDACTED] called and asked the status of the application of the subject who is the daughter of an official of Standard Oil of California. I checked the record and found that she had been fully approved and notification had been sent to her on 24 December concerning her entrance on duty date. I called [REDACTED] and informed him of the above.

25X1A

\* \* \* \* \*

2. [REDACTED] Today Tom Karamessines called concerning Frank [REDACTED] who was promoted to GS-16 in November 1957 and has not had a promotion since. Tom desires to consider him for promotion to GS-17. I acknowledged that [REDACTED] still appears on the DD/S career rolls but has been serving in positions in DD/P for a number of years. I indicated I had no objection to his promotion to a GS-17 but would have to rely on Mr. Karamessines' recommendation as I have no personal knowledge of [REDACTED] performance for a number of years.

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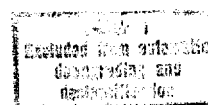
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	21	22	23	24	25	26	27		18	19	20	21	22	23	24		22	23	24	25	26	27	28		22	23	24	25	26	27	28
	28	29	30	31					25	26	27	28	29	30	31		29	30							27	28	29	30	31		

Thursday

1

January

A. M.

HOLIDAY

P. M.

8:45	1:00
9:00	1:15
9:15	1:30
9:30	1:45
9:45	2:00
10:00	2:15
10:15	2:30
10:30	2:45
10:45	3:00
11:00	3:15
11:15	3:30
11:30	3:45
11:45	4:00
12:00	4:15
12:15	4:30
12:30	4:45
12:45	5:00

MEMORANDA