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DIARY NOTES

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27 thru 29 January 1954

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1. Told Ed Saunders to be prepared to give the Bureau of the Budget a complete picture of our construction in the Far East inasmuch as we would undoubtedly be requested to do this when we requested permission to undertake additional housing construction [REDACTED]

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2. At Mr. Dulles' request have arranged for [REDACTED], Far East Division, and Ed Saunders to be in my office at 10:30 a.m. on Wednesday, 3 February, to review [REDACTED]

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3. Have arranged for [REDACTED] to make a survey of the administrative setup in the Technical Services Staff.

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4. Jim Garrison informs me that he is having considerable difficulty with communications because he is at the mercy of the area divisions. I have told him that this is a common problem in the DD/A area but that I would like specific examples of his difficulties before raising the question with the DD/P or the Director.

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5. Jim Garrison and I discussed briefly the necessity for obtaining more Russian hardware. It may be necessary to send [REDACTED] or someone else back [REDACTED] for this purpose. Have emphasized to Jim that I want to check this out completely before he actually moves in this direction.

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6. Approved of Larry Houston discussing with the Comptroller General the problem of installing cafeteria equipment in the [REDACTED] Reproduction Plant.

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7. The Director has approved of the dissolution of the General Services Office and the assignment of its present functions and components to the Logistics Office and the Office of the Comptroller. Messrs. [REDACTED] Garrison, and Saunders have been notified. Tentatively, the effective date of the reorganization will be 15 February 1954. [REDACTED] Management Improvement Staff, has been requested to draft an appropriate Notice for publication.

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8. Jim Garrison was able to obtain exemption from submitting a detailed automobile report to the General Services Administration. We have merely told them orally that we will reduce our fleet by seven vehicles during this Fiscal Year.

9. Have asked the Assistant Director for Personnel to arrange with the Director to reserve a Public Law 53 slot for [REDACTED] who has been officially notified that he will be retired sometime between now and September.

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10. [redacted] and I briefed the Director on ODM's latest plan for continuing the essential functions of the Executive Branch of Government during wartime. Prior to the Director attending an NSC Meeting, at which time this subject was on the agenda, we recommended that he accept the plan in principle if he could have a clear understanding that parts of it could not be applicable to this Agency and that if finally adopted we must be free to work out our own plan, complying with the principles established for the over-all plan only to the extent practicable in our particular situation.

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11. [redacted] and I talked with [redacted] for a few minutes on Thursday and introduced her to the Director with whom she also visited.

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12. General Cabell, Ed Saunders, and I have talked about the removal of the Management Improvement Staff from the Office of the Comptroller. Subject to the Director's approval, General Cabell has decided to take this step and to revitalize the Management Improvement Program. [redacted] has been asked to draft a proposed statement of functions. If this action has the Director's approval the Staff, presumably, will report directly to the Deputy Director (Administration). I am considering the possibility of placing the Regulations Control Staff under the Management Improvement Staff.

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13. At a Deputies' Meeting the establishment of a Supergrade Review Board chaired by General Cabell and composed of the three Deputy Directors, and possibly the Assistant Director for Communications, the Director of Training, and the Assistant Director for Personnel, with advisors including the Inspector General, the Director of Security, and the Chief, Medical Staff, was approved by the Director. The Board's function will be to make recommendations to the Director concerning all promotions to supergrades, etc., and will become active immediately.

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14. Met with General Cabell, Shef Edwards, Larry Houston, and Harry Reynolds to discuss the procedures to be taken when the Security Office disapproves of the employment of an applicant or consultant. It was agreed that (a) the Director of Security should notify the Assistant Director for Personnel of his disapproval and that the latter should, in turn, notify the sponsoring office; (b) if the sponsoring office declined to accept the disapproval the Director of Security should, insofar as he felt appropriate, brief the head of that office as to his reasons for disapproval; and (c) if the sponsoring office still declined to accept the decision the head thereof and the Director of Security would jointly take the matter to the Deputy Director, General Cabell, for appropriate decision or other appropriate action.

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15. Have arranged for Dr. Tietjen to brief the Director personally on a medical report received from [redacted] concerning [redacted] condition.

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16. At Mr. Dulles' request telephoned Mr. Arthur Flemming, Office of Defense Mobilization, and offered to come over there and explain the [redacted] case to him. He will call me early next week.

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