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DD/S 58-4

2 DEC 1958 25X1

MEMORANDUM FOR: Deputy Director(Support)

SUBJECT: Headquarters Use [] for Conferences

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1. Not long ago [] informed me that during the month of October, this year, five hundred and sixty nine (569) Headquarters personnel had visited [] on business. He now informs me that this figure includes personnel participating in official Headquarters components' conferences and one day visitors as well. The figure 569 was reached by counting each individual each day, i. e., an individual attending a three day conference was counted as three.

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2. On 9 and 10 October, 53 Headquarters personnel attended the Comptroller's conference. On 27, 28 and 29 October, 52 Headquarters personnel attended a Senior Administrative Officer's conference. During the week 27-31 October, 18 members of the Office of Security used [] for training.

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3. I do not have the number of persons and the number of days used by the [] of the Office of Training, but I believe it was considerable.

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4. I think [] report is evidence of good utilization of our facilities at []. When I reported the gist of the above to you, you asked me to get a breakdown as you thought the DCI might be interested.

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[]
Director of Communications

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Dist: O & 2 - Addr.
1 - chrono

Orig: HMM/mv/12/2/58