

~~CONFIDENTIAL~~DIGEST OF THE DIRECTOR'S
STAFF CONFERENCE
28 DEC. 1954

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TO: Chiefs of Offices and Staff Divisions

FROM: Chief of Staff

1. R/D

Announced the appointment of Mr. M. M. Matthews, Jr., as Acting Chief of NSA-31 during the absence of Mr. Howard Barlow.

2. ADJUTANT GENERAL


a. Reported that additional portions of the Organizational Manual are being distributed. As copies of other elements of the Agency become available, they will also be distributed.

b. Announced that a supplement to the current Agency telephone directory is being published incorporating the Fort Meade telephone numbers.

c. Announced that Chapter 5 of the Communications Manual will be distributed this week. Contained in this chapter is information on the preparation of outgoing messages.

3. HqC

Advised that electrical power will be turned off in Buildings 4 and 20, NSS, on 8 and 9 January. Present electrical facilities are being expanded during this power cut-off.


E. J. COGAN
Major, USAF
Asst. to the C/S

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