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DIGEST OF THE DIRECTOR'S
STAFF CONFERENCE
14 DEC. 1954

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TO: Chiefs of Offices and Staff Divisions

FROM: Chief of Staff

1. ADJUTANT GENERAL

a. Announced that a change to the Correspondence Manual is being distributed Agency wide. Attention is invited to the preparation of non-military and non-government activity letters.

b. NSA Bulletin No. 38-54, covering Christmas holiday leave, is being distributed.

c. There is a definite improvement in the handling of correspondence through the Agency.

2. DEPUTY CHIEF OF STAFF


Announced the visit of General R. P. Ovenshine and Mr. R.J. Foley who are members of the Clark Committee of the Hoover Commission. General Ovenshine heads part of the COMINT Task Force of this Committee, and with Mr. Foley will be touring the Agency.

b. The Station Commander has called attention to the litter around the NSA building areas. Your cooperation is requested in assisting the Station personnel keep the grounds policed. Don't be a "litter-bug."

3. DIRECTOR

"I would like to remind you that there are a couple of dates we had better keep firmly in mind. I don't like plans that only have a good chance of success; we should come up with a plan that has 99.44% chance of success. During the move period, I feel that we can operate any of our units on a split basis. Split operation basis will not inflict any hardship on any of us. Our move should be completed by 1600 hours on Sunday, 30 January -- I mean that literally. I submit to you that more cases of failure are a result of over-estimating your capabilities than in under-estimating your capabilities.

"Reference the remarks made by AG in connection with correspondence, I repeat all it takes is sitting down at your desk and making up your mind about what you are going to say, then say it. I am not so sure we need so many conferences; we need some positiveness in what we are doing."


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

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