

**DISPOSITION FORM**

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FILE NO.

SUBJECT

Digest of Staff Conference, 6 July 1954

TO Chiefs of Offices and  
Staff Divisions

FROM

C/S

DATE

7 July 1954

COMMENT NO. 1

1. CHIEF OF STAFF

Announced that the Headquarters Commandant for the new site will report for duty on or before 1 September. In the interim, all Staff and Division Chiefs are directed to finalize their plans for the move to Fort Meade.

The Personnel Management Board has been reorganized with the new board consisting of nine members headed by the Chief of Staff. A meeting will be called in the near future for the purpose of establishing procedures for the board and to initiate actions by the board.

2. LOGISTICS

Reminded Chiefs of Staff Divisions and Offices that excess property must be turned in without delay.

3. CONTROLLER

Reported that effective immediately the Finance Officer is authorized to make advance TDY payment to military personnel.

4. DIRECTOR

Commenting on general housekeeping, it has been noted that there are many areas in need of cleaning. Property that is in excess or in need of replacement should be disposed of.

Again I wish to remind you of the fine talent in many subordinates throughout the Agency. You should get these people into the places where they can do things, and every so often you can include them in "crash" projects. You must bring them to the front, utilize their talents if you ever hope to get the full benefit of their knowledge.

With respect to certain others in our Agency, they should be weeded out; they cannot be developed and have reached their peak of usefulness. If we are to have an absolutely super-duper corps of people working for us, the dead wood must go. It's up to you Chiefs to see that they go.

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