

DISPOSITION FORM*S/H. T. ...*

FILE NO.	SUBJECT
	Records of Decisions on Course of Action

TO	FROM	DATE	COMMENT NO. 1
Deputy Directors Chiefs of Offices and of Staff Divisions	C/S	15 Feb 55	

1. In order to facilitate dissemination of needed information and coordination of staff action, the Chief of Staff must have a regular procedure whereby he and his deputies are informed of decisions reached by line and staff officials.

2. Accordingly, it is desired that the addressee concerned (or his representative) promptly furnish me with a M/R subsequent to each briefing, conference, or consultation in which the Director is involved, summarizing any decisions reached regarding policies, plans, operations, or other courses of action. Only so much background information, and record of discussion, as is considered most necessary, need be included.

3. The presence of the Chief of Staff or either of his Deputies at a meeting does not eliminate this requirement.



JOHN S. ACKERMAN
Major General, US Air Force
Chief of Staff

Approved for Release by NSA on 05-28-2014 pursuant to E.O. 13526