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Advisor for Management  
ATTENTION: Mr.  25X1A9A  
Chief, Administrative Services

14 February 1951

Administrative Services Regulations

1. Submitted herewith, per your request are the regulations pertaining to Administrative Services activities for inclusion in the CIA Regulations Manual.

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Date: ~~03 APR 1978~~ By:~~

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ADMINISTRATIVE SERVICES

I. REAL ESTATE AND CONSTRUCTION

A. Space Acquisition and Assignment

1. Space assignments to CIA activities will be made by the Chief, Administrative Services, except as otherwise specified in appropriate CIA regulations.

2. Requests for the acquisition of real property by lease, purchase, or construction will be made in writing to the Chief, Administrative Services. Such requests should state:

- a. Purpose for which property is to be acquired.
- b. Quantity and type of space required.
- c. Desired location.
- d. Period for which space is required.
- e. Negotiations, if any, which have taken place prior to making the request. Negotiations normally should not be made by operating activities without prior notification to and approval by the Chief, Administrative Services.

When the acquisition requires the approval of the Project Review Committee and the Director of Central Intelligence, CIA Regulation Number  will be complied with.

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B. Space Release and Exchange

1. The Chief, Administrative Services, will be notified in writing of assigned space which may be released by a CIA activity.

2. Requests for the exchange of space between two or more activities of CIA will be made to the Chief, Administrative Services.

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## II. BUILDING MAINTENANCE AND UTILITIES - DEPARTMENTAL AREA

## A. Maintenance of and Alterations to Buildings Assigned to or Leased by CIA.

1. All requests for renovations and installations required in buildings assigned to or leased by CIA will be made to the Chief, Administrative Services, on Form No. 36-7, "Requisition for Supplies, Equipment or Service", or as otherwise appropriate.

2. Requests for maintenance services may be submitted in writing or by telephone to the Building Maintenance and Utilities Division, Administrative Services Office.

## B. Moves

Requests for moving of offices or other activities will be made in writing to the Chief, Administrative Services, indicating the building and rooms from and to which the moves are desired. Normally, a minimum period of three days will be required to arrange for moving services.

## C. Parking Spaces

Allotments of parking spaces will be made in blocks by the Chief, Administrative Services, to CIA activities for reassignment to individual employees. Office heads will report to the Administrative Services Office the assignment of parking spaces to individuals, including the space number, name and telephone number of individual to which it is assigned, and the year, make, model and license number of his vehicle. The Administrative Services Office is responsible for the inspection and policing of parking areas.

## D. Telephone and Teletype Service

1. Requests for telephone service will be made to the Chief, Administrative Services, in writing, describing the type of service required, the building and rooms in which service is to be located, and the individual who will provide detailed information. The Chief, Telephone Branch, Building Maintenance and Utilities Division, Administrative Services Office, will prescribe the type of installation best suited for adequate service. A minimum period of three days for change or initial installation of telephone service is required.

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2. Requests to utility companies for telephone and teletype services within the Washington area will be made only by the Administrative Services Office.

**F. Cafeterias**

The Administrative Services Office is responsible for liaison with Government Services, Inc., in connection with cafeterias operated by that organization in CIA buildings. Suggestions or complaints in connection with these cafeterias will be made to this Office.

**F. Installation of Hot Plates**

1. Hot plates may not be used in CIA buildings without the prior written approval of the Chief, Administrative Services.

2. No funds are available to provide adequate protective installations at government expense for non-hazardous hot plate use. There is no objection, however, to providing a reasonable number of such installations at the expense of the users. The cost of adequate protection in such cases will be approximately \$15.00 per installation. The Chief, Administrative Services, may be contacted for further details.

3. The Chief, Administrative Services, is charged with the proper enforcement of this Regulation.

**G. Reporting of Accidents Involving Personal Injuries and Property Damage to the Public Buildings Service.**

1. Quoted below is a memorandum received from the Office of Buildings Management, Public Buildings Service, General Services Administration:

"SUBJECT: Reports of Accidents Involving Personal Injuries and Property Damage

"Since the enactment of the Federal Tort Claims Act, a number of claims have been filed with the Public Buildings Service covering personal injuries allegedly due to accidents occurring in buildings which we operate and maintain. Investigations have disclosed that many of the alleged accidents were reported to the Chief Clerk or other administrative officer of the Agency housed in the building, but were not reported to the Guard office or to the Building Superintendent's office.

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"The Public Buildings Service is responsible, in most cases, for consideration of these claims. We would appreciate your cooperation, therefore, in directing your representatives, both in the Metropolitan Area of Washington and in the Field, to report all accidents involving property damage and personal injury occurring within buildings operated and maintained by the Public Buildings Service to the Building Superintendent's office or to the Guard office. Such reports should be made as promptly as possible so that a full investigation may be made while the facts are still fresh in the minds of the witnesses and the evidence is still at hand."

2. All accidents involving property damage or personal injuries occurring within buildings used by CIA in Washington and in the Field will be immediately reported to the Chief, Administrative Services, for forwarding to the Public Buildings Service.

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### III. TRANSPORTATION

#### A. Travel

##### 1. Issuance of Travel Orders

a. Travel orders will be issued by the Transportation Division, Administrative Services Office, except as otherwise stated.

b. Chiefs of Missions outside the continental United States may authorize, approve and issue travel orders for temporary duty travel abroad of civilian employees whose official stations are located within their particular theaters.

##### 2. Requests for Travel Orders

a. Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in duplicate. Both copies will be routed to the Transportation Division, Administrative Services, through:

(1) Office Heads or their delegates (not below Division Chief level) in the case of individuals under their jurisdiction.

(2) Personnel Director in cases involving permanent change of station or travel to first post of duty abroad.

(3) Chief, Administrative Services, when a request includes overseas transportation of an automobile.

(4) Personnel Director for travel abroad on temporary duty.

(5) Deputy Director (Administration) in cases of Office Heads.

b. Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Transportation Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

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c. Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Requesting and approving officials will indicate on the requests for travel orders the recommended per diem and mileage rates and will reduce the maximum allowance whenever it exceeds the necessary official traveling expenses. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official traveling expenses under the circumstances.

d. The Transportation Division, upon the recommendation of the Chief, Administrative Services, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

3. Responsibilities of the Transportation Division,  
Administrative Services Office

a. Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Division six weeks prior to planned date of departure.

b. Arrange for the issuance of passports and visas, and secure overseas clearance when necessary.

c. Issue necessary travel orders and verify that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the ticket or Transportation Request to the traveler.

h. Travel by Armed Services Personnel

Armed Services Personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Transportation Division, Administrative Services Office, the Military Personnel Division, Personnel Office, will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division, Finance Office.

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5. Transportation of Dependents

a. The Transportation Division must be advised promptly if arrangements are to be made for the transportation of dependents. Complete information should be furnished showing names, relationship, and in the case of minor children, their sex and age.

b. The Transportation Division will perform the same services as are rendered to the employee and assist the dependents in every way possible whether they travel with the employee or depart at a later date.

c. In cases of undue hardship on parents incurred in the holding of children under two years of age on long journeys, seat accommodations will be furnished the children if desired by the traveler and set forth in the Request for Travel Order. The approval of a request by the initiating office will be deemed a certificate of necessity.

6. Transportation of Household Goods, Personal Effects and Privately Owned Automobiles

a. Existing legislation authorizes the payment of transportation expenses and other expenses incident thereto for the movement of household goods and personal effects in connection with change of official duty stations and to first duty station overseas of new appointees, within certain weight limitations, when authorized by the Personnel Director.



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c. Requests for shipment of household goods, personal effects and privately owned automobiles to overseas destinations, must include the following information:

- Name
- Title and Office
- Present official station
- New official station
- Location of effects (street address)
- Person to be contacted at that address
- Estimated weight of shipment
- Approximate date goods to be picked up

The Transportation Division will make all arrangements to have the household goods and personal effects picked up from the employee's home, packed, crated and otherwise prepared for export shipment, and upon completion of the packing and crating will arrange for shipment to the overseas destination.

7. Shipment of Supplies and Equipment

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Division, Administrative Services Office will assign a cargo number to the shipment. Said number will be obtained from the Supply Division, Procurement Office. Upon receipt of advice from the Supply Division that the cargo is packed and ready for shipment, the Transportation Division will request shipping space through available means of transportation and will arrange for delivery of the cargo to the port of embarkation.

8. Motor Transportation

- a. (1) The Administrative Services Office maintains a central motor pool comprised of passenger-carrying vehicles, busses, and various types of trucks and trailers. Passenger cars are operated to meet transportation needs which cannot be secured by use of scheduled shuttle service. Transportation other than by shuttle service to points served by the shuttle may be requested from the Dispatcher, when necessary.

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(2) The "Que" Building passenger motor pool operates on a 24-hour daily basis. After 1700 hours on regular workdays and on Saturdays, Sundays, and holidays, requests for transportation must be routed through the CIA Watch Officer.

- b. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Office Head and approved by the Deputy Director (Administration). It is the policy of the Agency to keep such assignments to an absolute minimum.
- c. (1) Except as otherwise specifically authorized in writing by the Deputy Director (Administration), no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Administrative Services, after appropriate certification by the Testing and Training Branch, Personnel Office, and the Medical Office. Requests for driver's licenses should be made in writing by the Office concerned, to the Chief, Administrative Services, indicating necessity.

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- d. All assigned and pool chauffeurs are supervised by the Chief, Administrative Services, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.
- e. (1) Except as specified in b, below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher, and then not in excess of 30 minutes.

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(2) Office Heads and their Deputies, when using motor pool cars, are authorized to have such cars wait for them at destination regardless of the time involved, or to return for them at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions.

f. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Administrative Services.

g. Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

h. Except as otherwise authorized in writing by the Deputy Director (Administration), all CIA vehicles located in Washington will be returned to the garage at the end of each day. Those vehicles which are not garaged  must be brought in at regular stated intervals for servicing.

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1. (1) Government motor vehicles are to be used by personnel of this Agency for official purposes only.

(2) Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

(3) The Chief, Administrative Services, will make periodic checks of dispatch records, and will discuss with Office Heads any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Deputy Director (Administration) for further action, including statement of previous discussions with officials concerned.

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- j. (1) In order that the Transportation Division may maintain proper records and insure that all Agency vehicles are serviced at regular intervals, a "Monthly Motor Vehicle Operating, Maintenance and Repair Record", Form No. 36-203, will be submitted

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be forwarded at the end of each month to Chief, Transportation Division, Administrative Services Office, through the Office to which the vehicle is assigned.

- (2) Form No. 36-203-A, "Annual Motor Vehicle Operating, Maintenance and Repair Expenses", provides for the accumulation of costs for a specific vehicle for one year. The totals entered on each Form No. 36-203 should be posted at the end of each month to Form No. 36-203-A. [REDACTED] may retain Form No. 36-203-A for record purposes as the Transportation Division will maintain one of these forms for each vehicle [REDACTED] using the information furnished each month on Form No. 36-203.

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- k. Trucks and trailers are operated for the delivery of supplies and equipment to the various Agency offices in the Washington area and for such other local and long-distance hauling as necessary.

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9. Use of Taxicabs

a. When it has been definitely determined that government transportation will not be available within a reasonable time, the use of taxicabs for official business by Agency employees may be authorized by Office Heads, their Deputies, or Chiefs of Field Stations, under the following circumstances:

(1) To meet urgent fixed appointments.

(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

b. Adequate statements of justification must accompany reimbursement vouchers.

c. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations.

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#### IV. REPRODUCTION

##### A. Authorization to Request Reproduction Services

In order to implement effectively the reproduction program for the Agency, each Office Head will appoint an individual or individuals, GS-7 or above, to be responsible to him for the authorization of reproduction services. The names of these authorized persons must be submitted in writing to the Chief, Administrative Services, who will also be informed in writing of any subsequent changes in the persons so designated.

##### B. Process - Copies

The heavy demands upon CIA Reproduction facilities make it essential that the persons authorized to sign requests familiarize themselves with each type of reproduction service available, the time required for each, and the relative cost, so that the most efficient and economical process will be selected and the number of copies to be reproduced kept to a minimum.

##### C. Submission of Requests for Reproduction Work

All requests for reproduction work, when properly signed, will be submitted to the Chief, Reproduction Division, Administrative Services Office, for processing.

##### D. Requests for Reproduction Equipment

Requests for all types of reproduction equipment must be submitted to the Chief, Reproduction Division, Administrative Services Office, accompanied by a written justification, for approval, before procurement action can be initiated.

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V. MACHINE RECORDS

A. The Administrative Services Office is responsible for the maintenance of a Machine Records Branch (IRM) for the purpose of providing Machine record and reporting services to meet requirements of administrative activities. Information maintained will be furnished only on the request or approval by the Chief of the administrative activity primarily concerned with the information desired.

B. Requests for application of machine record techniques for administrative records will be forwarded in writing to the Chief, Administrative Services; and such projects will be undertaken only after concurrence has been obtained from the Advisor for Management.

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## VI. RECORDS MANAGEMENT

- A. 1. Records of CIA are defined to include all books, papers, maps, photographs, films, recordings or other documentary material regardless of physical form or characteristics, made or received by any portion of CIA in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by CIA or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations or other activities or because of the informational value of data contained therein.
2. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Instruction. "Records" and "record material" may be used interchangeably.
- B. There is established a Records Management Program for CIA. The Chief, Administrative Services is charged with operational supervision of the program through a CIA Records Officer designation by him and Records Officers designated by each Office and Staff section.
- C. The program will cover, but not necessarily be restricted to:
  1. Inventories of all files and filing equipment to determine the volume, types, filing arrangement, record character and retention periods for documents and the quantity, value and effectiveness of use of filing equipment and space occupied by files.
  2. Designation of offices of record at points of use to contain the record copies of documents.
  3. Standardization of filing systems, filing equipment and procedures for the maintenance of files.
  4. Development of disposal lists and disposal tables for all file series to provide for the systematic retirement of all files no longer required by law or policy.

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5. Records Management surveys to obtain data for recommending changes to promote efficient operations relating to records.
  6. Training courses for Records Officers who will execute the Records Management Program.
  7. Recommendations for labor-saving devices to assist in reducing the costs of preparation and storage of records.
  8. Establishment of (a) a Records Center to provide secure storage of semi-active Agency records of value for a limited period, (b) the CIA Archives for the storage of Agency records of enduring value.
  9. Development of microfilming projects for records which lend themselves to the process for the reduction of space required for storage, for assisting administrative processes in the use of these records, or for preserving copies of documents as a security measure.
  10. Advice on other matters relating to records, including procedures for the downgrading of security classifications of documents.
- D. Responsibilities for the Records Management Program are defined below:
1. The Advisor for Management will provide policy advice and general guidance to the entire program.
  2. The CIA Records Officer will formulate, define, and review progress of the various phases of the program, will serve as the CIA Archivist and as the CIA Liaison to the National Archives, Bureau of the Budget, and other agencies on records problems, through prescribed liaison control channels.
  3. Each Office will implement the program internally, and designate a Records Officer for this purpose.
  4. Each Office will destroy, in accordance with law and Agency regulations, "non-record" documents which are no longer required. The definition of "records" and criteria for determining which documents are neither records nor record material are included in paragraph A., above.

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5. Each Office will transfer to the CIA Records Center or Archives semi-active or non-current records no longer essential or necessary for retention in the physical custody.

6. The Administrative Services Office will operate the Records Center for non-current documents which must be retained in the Agency for a limited period, and will maintain records of enduring value in the CIA Archives. Documents received in either the Records Center or the CIA Archives will be stored in a secure manner and under any necessary restrictions as to access approved jointly by the Office having custody, the Inspection and Security Office, and CIA Records Officer.

7. The Chief, Administrative Services will authorize the ultimate disposition of CIA records to the National Archiver.

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