

ANNUAL MANAGEMENT IMPROVEMENT REPORT

LOGISTICS OFFICE

1. Major management problems which are beyond Logistics Office authority to solve.
 - a. None.
2. Major areas of potential improvement selected for emphasis in Fiscal Year 1955.
 - a. Accomplish all continuing objectives of the Logistics Office, as reflected in the functions assigned, in an effective, efficient and economical manner.
 - b. Develop and implement policies and procedures designed to assure timely consideration of logistics implications in the development of operational plans.
 - ✓ c. Develop and issue a logistics planning manual for use by operational personnel in the development of logistics support plans.
 - d. Reallocate and redistribute strategic reserve material world-wide to meet operational requirements based upon current projected strength concepts.
 - ✓ e. Complete initial coverage of logistics policies and procedures in appropriate Agency regulatory issuances.
 - f. Develop reporting system and establish a central control facility to maintain current records and review all actions pertaining to Agency motor vehicles, including allocation, operation, use, maintenance, redistribution, procurement and disposal.
 - g. Develop and implement an internal Reports Management Program designed to: eliminate and prevent unnecessary reporting by minimizing reporting consistent with maintenance of adequate management controls; improve progress reporting; provide a means to appraise performance; and provide a central reference point for information on reporting.
 - h. To publish an "Organizational Manual" for use by all personnel of Logistics Office.

✓ i. To write "Standard Operating Procedures" for the operating divisions of Logistics Office to effect maximum manpower utilization.

3. Specific action taken during Fiscal Year 1954 to solve major program or operating problems and improve management.

✓ j. A Management Review of the entire Office was completed which resulted in organizational and staffing changes designed to clarify and refine functional responsibilities and improve manpower utilization.

✓ k. A Classification Survey of all Logistics Office positions was completed.

l. Substantial improvement was made in the accomplishment of all continuing objectives of the Office.

m. Logistical support base studies were completed for [REDACTED]

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✓ n. A performance type budget was implemented for operational use which reflects the programmed objectives of the Logistics Office.

✓ o. A total of 56 Agency Logistics Regulations were developed covering all aspects of logistics operations.

p. Instructions and procedures for guidance of field elements in preparing forecasts of materiel requirements were completed.

q. Supply procedures were installed by a team of Logistics Office personnel in field stations located in Eastern Europe and Near East Area.

r. A Special Accounts Section was established to maintain records of accountability for materiel held by non-accountable field stations and material allocated to Headquarters controlled projects.

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[REDACTED]

✓ s. A Materiel Reference Data Manual of 735 major supply items was completed and distributed.

t. A library of technical logistics reference material was established.

u. The Logistics Support Course was established to provide technical training for all logistics personnel of the Agency.

n. A Pricing Guide for use by all Agency activities was developed and published.

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o. Purchase procedures were developed for use at the [REDACTED] Depots.

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p. The vital materials phase of the records management program was activated.

q. Detailed operating procedures for the Headquarters Motor Pool were completed and placed into effect.