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Office Memorandum UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

FROM : Advisor for Management

SUBJECT: Central Agency Property Accountability.

DATE: 17 January 1951

DISCUSSION:

1. Discussed and considered for more than one year the possibility and practicability of a central CIA property accountability service to account for Agency property and to remove responsibility from all office segments of CIA. To replace the office responsibility, the Procurement Office will install one Procurement Office employee in every building or group of small buildings to handle the ordering, accountability and disposal of all Agency property.

2. Items which are removable will be accounted for at the discretion of the building accountable officer by securing note or memorandum receipts from the individual users (such items as expensive pen sets, slide rules, portable typewriters, cameras, brief cases, etc.; the basic list consists of approximately 16 or 20 items, experience may add or subtract).

3. The system will require approximately 15 Procurement Office employees for implementation. These 15 will not be a net increase in the long run, as the Management Staff will be able to pick up approximately that many grades and positions in the operating offices in the next 90 days. Initially, we will only be able to save five or six positions, but we should be able to prevent OCI's three positions.

FINDINGS:

1. The proposed plan is feasible and desirable. Attached is a memorandum from Mr. Van Esso which reports a meeting of 2 January 1951 with the Property Survey Board and indicates the concurrence of that Board and simultaneously with Security that such an accountability system is practicable and acceptable.

RECOMMENDATIONS:

That the recommended increase [] positions be approved for the Procurement Office to implement this procedure (they will provide two from their existing staff to make a total [])

Present T/O
Additional request
Total
On duty
In process
Vacancies

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25X1

25X1

25X1

25X1