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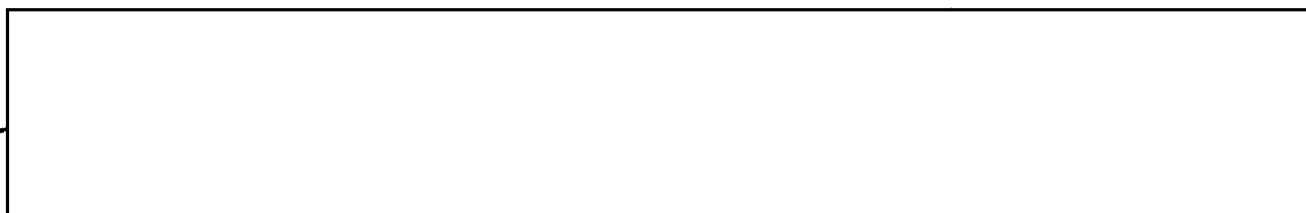
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17 April 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 17 April 1953

1. General



b. 1953 Fund Requirements List ("Shopping List") - (continued item)

(1) The "Shopping List" - Coordination is now being effected by the DD/P with his senior staff members for sign-off and re-presentation to the DCI.

(2) Centralized Type Procurement - The procedures within the Logistics Office to effect centralized type procurement have been distributed to the Divisions of the Office affected. These procedures will be put into effect on 1 May.

(3) Review before Purchase - DD/P area and staff divisions, except EE, WE, SR, and TSS, have advised this office on a case and item basis concerning sterility and proposed sources of supply. It is anticipated that the final review report will be received from EE, WE, SR, and TSS during the next week. With respect to R&D items, the quantities reflected by the "shopping list" and forecasts of 1954 and 1955 materiel requirements were less than economical production lots in many cases. Additional action is being taken to determine whether or not additional requirements for R&D items have arisen since 1 Feb. 1953 which might permit economical procurement of this type item with FY-53 funds.

c. Office Accomplishments and Objectives - (new item)

A quarterly review of the declared calendar year objectives is in process to set forth the accomplishments during the first quarter and re-align the objectives for the remainder of calendar year 1953. The paper prepared will also be used as partial justification in the preparation of the 1955 budget.

2. Administration

a. Agency Regulations - (continued item)

At the first meeting of the Regulations and Procedures Committee, the regulation system was reviewed, blocks of regulation numbers were assigned,

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Information

an outline by regulation number was requested from each member, and a procedure was established for weekly status reporting and review.

b. Personnel Review, New T/O - (new item)

The T/O's of all Divisions of the Office were reviewed, and the majority of the personnel assignment problems were resolved.

c. Internal Security - (new item)

Work has begun on revision of internal security policy and procedures.

d. Briefing - (new item)

Plans are complete for briefing newly joined Logistics Office personnel on the organization, mission, and functions of the Office. This briefing is scheduled for Monday, 20 April, at 9:30 a.m. in Room 117 Central Building.

3. Projects and Studies in Process

a. European Logistics Support Command - (continued item)

In line with views of the DD/P-Adm., the staff study concerning establishment of the European Logistics Support Command has been modified for the time being to cover only the proposed European trip of the Chief of Logistics and the objectives of establishing better logistics understanding between headquarters and field personnel and better control of certain stockpiles in Europe and Africa and of securing helpful information for the establishment of the supply base at [REDACTED]

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b. [REDACTED] Base - (continued item)

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The Chief of Planning Section, [REDACTED], has stated that he will return to this office on 17 April 1953 estimate as to cost of construction. The Real Estate and Construction Division, with the Coordination & Requirements Staff, will then in short order present basic lay-outs and cost estimates to the FE Division for inclusion in their PRC paper.

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4. Staff Items of Interest

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c. Logistics data for SR Division

(1) Completed a study for SR Division concerning availability, price, and weight of [redacted] and commercial items.

(2) Obtained data for SR Division on compact and versatile printing and reproduction equipment.

d. Project [redacted]

Attended meetings with FE Logistics personnel to prepare logistics annexes for FY-54 [redacted] operations.

e. R&D Items Stockpiling in FE

Attended conferences with TSS personnel to prepare recommendations as to stockpiling requirements of TSS items on [redacted].

f. [redacted]

Subject Notice is of special interest to this Office in that paragraph 4-d states that the Chief of Logistics will, of necessity, sign and approve the requirements for each program.

g. NPA Priority

Met with representatives of NPA to discuss priority cases which had been held pending a determination as to whether this Agency enjoys a Department of Defense status. Agreement was reached. NPA accepted the pending priority cases for processing.

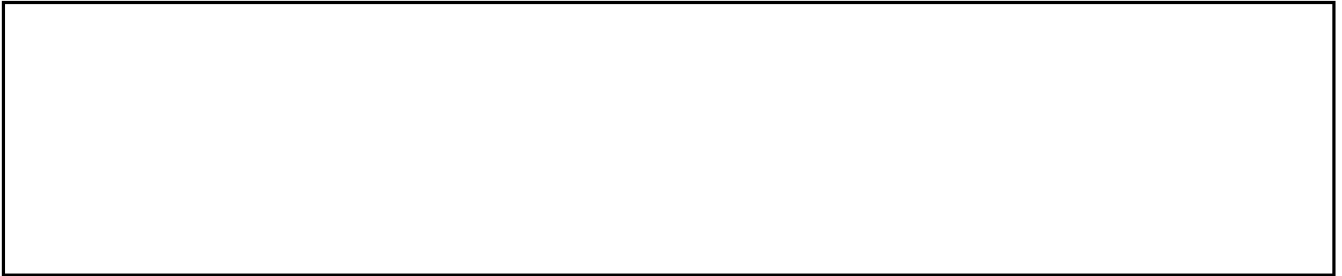
5. Transportation Division

a. Reduction of Backlog in Cargo Branch - (continued item)

An overtime program was started to reduce the backlog of shipments of the Cargo Branch. This program was necessary because stenographic personnel of this Division is not yet up to the required and authorized level.

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see admin. stuff
d. Central Processing Branch - (continued item)

The problem of transferring subject function and personnel to the Transportation Division was reviewed with the ADD/A. The question as to the redistribution of personnel between Personnel Division (C) and Transportation Division requires final resolution.

d. GSA Bills of Lading - (continued item)

A proposed procedure is in process of coordination within the Office which proposes the use of GSA bills of lading for out shipments from the Washington area.

6. Supply Division

a. Supply Catalog - (continued item)

The operational portion of the second edition of the Supply Catalog has been printed. Reproduction of the administrative portion will be completed within the next few days.

b. Headquarters Warehousing - (continued item)

The plans for re-warehousing at are the same as presented in last week's report. There is a possibility that the new warehouse will not be completed as planned because of the bad weather conditions during the past week.

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d. Supplies Economy Program - (continued item)

A project officer has been assigned for the immediate implementation and follow-through on this program.

e. Supply Personnel Training - (continued item)

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A Division representative is now at to determine the feasibility of that base operation being utilized for the training of Supply personnel.

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7. Procurement Division

a. Assignment of Contract Officer to TSS - (continued item)

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[] is now in place with TSS, to be fully utilized as contract negotiator for that Staff.

b. Lapse of FY-51 Funds - (new item)

Contract (RD) XG-425 with [] will expire on 30 June 1953. [] has advised that they will terminate work on 3 May because they are not agreeable to delays involved in payments through [] Efforts are being made to negotiate a new contract for completion of the work in process.

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c. Economical Procurement - (new item)

This Division has procured [] worth of office equipment and furniture from Government offices in process of liquidation. These purchases represent a savings to the Government of [] inasmuch as cost to the Agency was initial cost less 2/3.

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d. Contract Documents

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[Redacted content]

(2) Contracts Pending and/or in Process 93

(3) Requisitions - by Division Branch

25X1

[Redacted content]

Security Information

8. Real Estate and Construction Division

a. Projects

25X1 (1) [] Supply Base) - (continued item) - 25X6

Preliminary site and building lay-out plan was received from []
25X6 [] Meetings are scheduled to expedite arrangements for transfer
of funds and to prepare construction arrangement documentation.

25X1 (2) [] (Training) - (continued and new item) - (a) Amendment
No. 3 to general contract was accepted by the contractor. This amendment covers
25X1 items of additional work. (b) The Office of Training has requested a construc-
tion estimate [] Training recommends new construction in lieu
of rehabilitation of residences in scattered locations.

25X1 (3) [] (Communications) - (continued item) - Contract
negotiation will be effected as soon as concurrence is obtained from the Office
of Communications.

25X1 (4) [] (Communications) - (continued item) - (a) Construction
was resumed after a temporary delay due to weather conditions. (b) Right-of-way
negotiation (power by VEPKO) is waiting completion of an estimate of cost.

25X1 (5) FBIS [] - (continued item) -
25X1 Plans, specifications, and pre-bid documents are in the hands of GSA Regional
Office, [] Invitations for bids were issued on 16 April, bids to
be received by 14 May. FBIS has prepared a staff study to include an estimated
25X1 [] for additional construction. It has been stated that this study will
be presented to PRC to obtain FY-53 money. The additional work includes road
construction, power and communications cables, and antenna field erection.

25X1 (6) [] (Training) - (continued item) - Unofficial word has been 25X1
25X1 received to the effect that the Office of Training has chosen a site []
[] for this project. Training has been requested to submit formal require-
ments. This Division will proceed with a detailed survey as soon as the require-
ments are received for the purpose of utilizing existing structures.

25X1 (7) Air Conditioning [] Office - (continued item) - GSA
Regional Office has been requested to proceed with revised leasing terms whereby
the owner will install the required air-conditioning equipment.

25X1 (8) [] Water System - (new item) - (a) This Division concurred in a
25X1 report and recommendation submitted by [] (b) Office
25X1 of Communications has requested a construction estimate for a Communications
laboratory to be erected at [] It is understood that the Office of Communica-
tions is weighing the advantages and costs for constructing a laboratory at this
location against locating the laboratory at [] 25X1

b. Other Items of Interest - (continued items)

25X1 (1) FBIS [] - This station is now in operation. The

fencing of the site is pending receipt of security requirements. The road improvement program is in process.

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(2) FBIS [redacted] - The construction of eight [redacted] under fixed price in lieu of cost plus fixed fee is pending receipt of a proposal from the contractor.

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(3) [redacted] - This Division recommended approval of the staff study on this subject prepared by NEA Division, DD/P. No indication has been received as to PRC action.

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(4) Vaults for I & S [redacted] This project is pending receipt of a new estimate of cost from GSA.

(5) Storage for Mobile Communications Equipment - Arrangements have been completed for the use of the parking area at [redacted] for mobile communications equipment. Orders are being prepared by [redacted]

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(6) SR Requirements for Training Site - Preliminary discussion

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JAMES A. GARRISON
Chief of Logistics

LO/SS/JCB:cc (17 April 1953)

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