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Approved For Release 2001/03/02 : CIA-RDP78-03991A000200020007-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 30 July 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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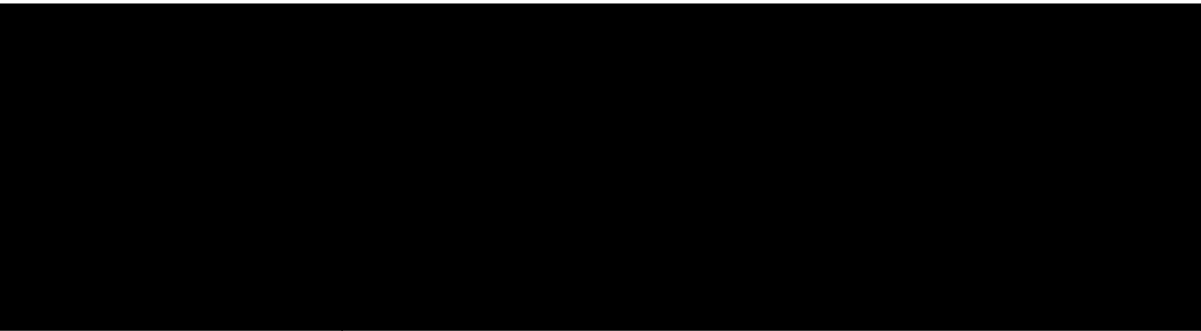
a. [redacted] (continued item): A copy of a memorandum of the EE Division was received pertaining to the Insurance Claim and transportation of the boat to its final destination. The EE Division, working in conjunction with the [redacted] has commissioned a top metallurgist to prepare an analysis and rebuttal report concerning the failure of the connecting rod. The memorandum also raised the problem of transportation pointing out methods of effecting such transport. Since a copy of this memorandum was forwarded to the Transportation Division, consideration will be given to the problem.

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2. PROJECTS:

a. Pool of Cleared Sources for Procurement (continued item): No change.

3. OTHER ITEMS OF INTEREST:



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b. Conversion of Letter of Intent to Definitive Contract with [redacted] (new item): The definitive contract for the Multiple Link Systems for Commo cannot be consummated until after the report as requested from the Field Audit Branch is received. Since this means that no work can begin this matter may become important to Commo in the near future. The urgency has been explained to [redacted]

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No change ✓

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c. Modification of Research Order No. 1 with [redacted] (new item): By reason of security restrictions placed on construction of item under order and the consequent deletion of item from order, the contract price of Research Order No. 1 has been reduced by \$2,000 - to \$59,600. In accordance with Contractor's application which has been approved by APD/TSS a request is being submitted to the Acting Deputy Director (Administration) for authority to make an advance payment of

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\$12,000 to [REDACTED] for performance of the required work. The advance payment is necessary since the operating capital normally available to the Contractor has been expended and invested in a research program of interest to the Government. This research program is currently at a standstill because of security restriction imposed by Presidential Directive which has prevented the Contractor from manufacturing the equipment involved or receiving invested interest, and his present working capital is restricted to personal savings.

d. Status of Requisitions:

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought fwd.	17	20	52	310	399
Received	25	15	14	146	200
Completed	37	25	8	125	195
Pending	5	10	58	331	404

4. SPECIAL PROBLEMS:

a. Vacancies in T/O (continued item): No vacancy was filled this week.

b. Diversion of Personnel from Primary Duty (continued item): The number of persons presently attending and scheduled to attend the various training courses, basic intelligence courses, Administrative Support course, etc. will have an adverse effect on the work productivity of this Division.

5. MAJOR OBJECTIVES:

a. Objectives for Calendar Year 1953 (continued item):

- I. Establish Pool of Cleared Resources for Procurement 50%
- II. Indoctrination of Procurement Personnel with Procurement Practices of Other Government Agencies 100%
- III. Development and Implementation of Procedures for Procurement through GSA
 - A. [REDACTED] Depot 100%
 - B. [REDACTED] Depot 100% *
- IV. Activate Covert [REDACTED] Purchasing Office 60% **
- V. Program for Educating Other Office of the Agency in Correct Requisitioning Practices 10%

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VI. 

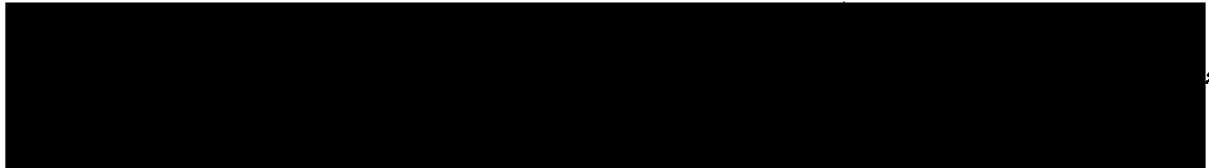
30%

VII. Promulgate Procurement Policy

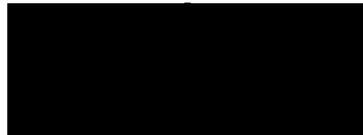
- A. Procurement Division Procedural Manual
- B. Agency Regulations

100%
55%

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** Activity on this item is suspended since staff study establishing this office was returned without approval.



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