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4 September 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 4 September 1953

1. General



b. Service Survey of DD/P Logistical Functions - (continued item)

The survey of the logistical functions within the NEA Division was initiated 1 September 1953. A draft of the completed survey for the SE Division was furnished to the O&M Service on 3 September 1953. A final copy of the report of logistical functions for the SE Division was received on 1 September 1953 and is being circulated throughout the Logistics Office.

2. Projects and Studies in Process

a. Proprietary Projects - (continued item)

[redacted] returned from a two-day trip [redacted] Report as to the results of this trip will be forwarded to the I&R Staff, DD/P in the near future. This completes the review of the procurement and supply functions of [redacted]

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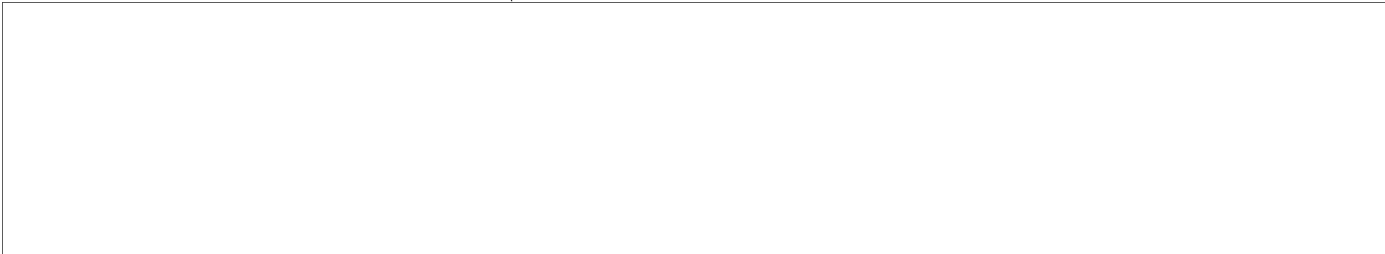
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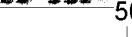
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b. Major Base Program - (continued item)



c. Logistical Problems - (new item)




A memorandum has been received from the Senior Representative,  50X1 indicating individual problems from the viewpoint of logistical functions. Action has been initiated to obtain positive answers to these problems and establish policy guidance in the areas concerned. This information will be forwarded to DD/P for subsequent transmittal to the Senior Representative,  50X1

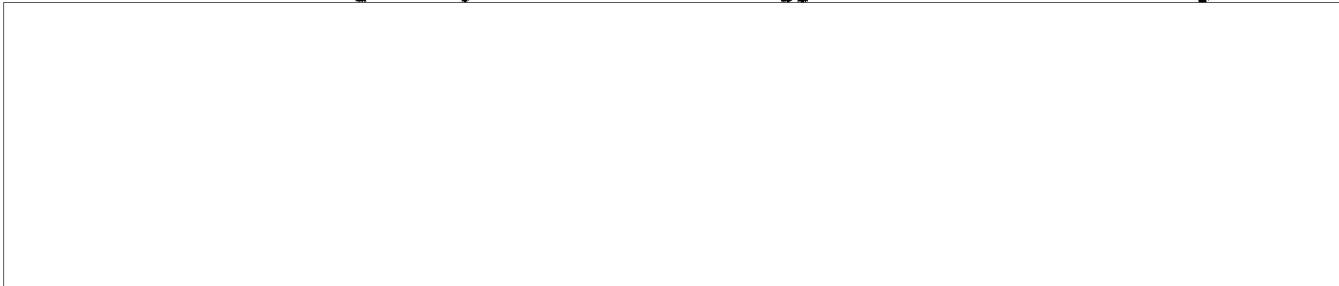
d. Master IIM Supply and Requirements Deck, FE - (continued item)

The processing of corrections to the catalog deck and to the reproduced master deck has been completed. Additional changes to the original catalog deck which will be effected on 25 September 1953 are being incorporated in the reproduced deck prior to transmittal to FE Headquarters overseas. It is expected that the new deck will be forwarded to the Far East in a few days.

3. Staff Items of Interest

a. Special Shipment  - (continued item)

Information has been received from the Senior Representative,  that they had been unable to fully identify the TSS items involved in this shipment. Further, it was indicated that some items included in this shipment were readily available . Senior Representative was advised to utilize the services of the TSS representative in the EE Area in the identification of the items to be shipped. It was also requested that this Headquarters be notified as to the quantities of items available  Adjustments will be made in the quantity of items to be shipped as indicated necessary.



c. Development of Inspection Check List - (new item)

Action has been taken to secure inspection check lists from the Department of Defense which are utilized in the inspection of logistics activities at military service installations. These check lists will be analyzed to determine what portions may be utilized in the review of CIA logistical activities by the Logistics Office.

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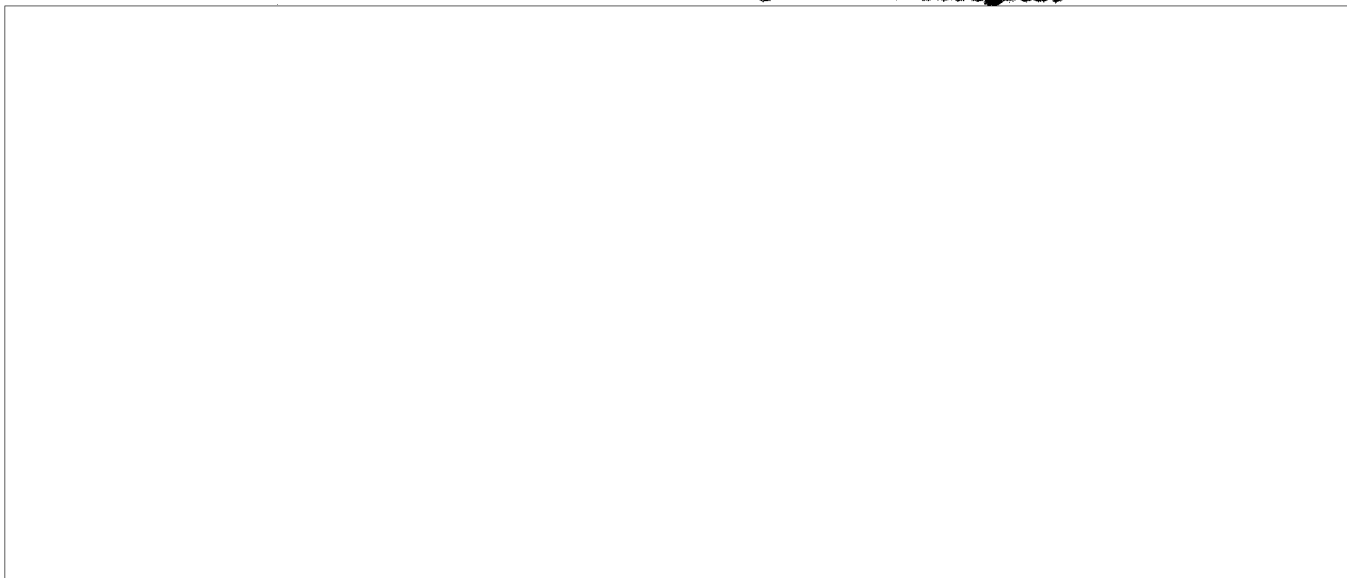
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d. Review of Organizational Elements - (continued item)

Each activity within the Logistics Office is being analyzed to determine existing workload and the manpower requirements for each function performed. It is anticipated that this review will prove beneficial and will enable the Chief of Logistics to make internal changes in order to facilitate better management and maximum utilization of personnel assigned.

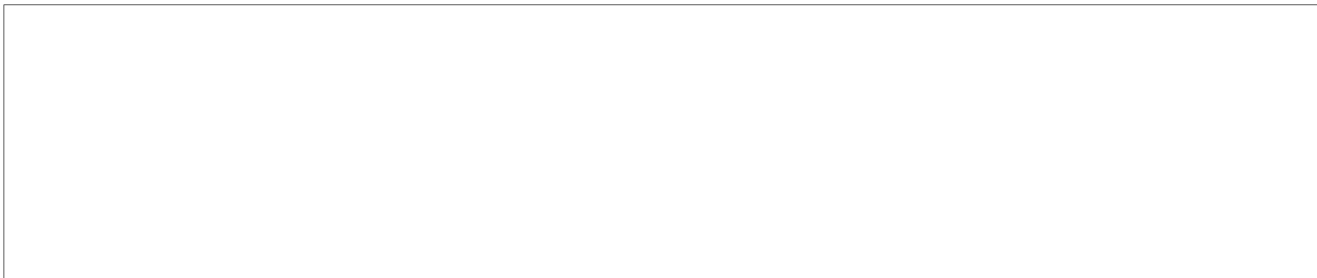
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e. Annual Management Report for the President of the U.S. - (new and completed item)


This office in conjunction with the Office of the Comptroller has developed a list of management items to be included in the annual report which will be submitted to the Chief Executive in accordance with Bureau of the Budget Circular No. A-8. These items included major accomplishments during FY-53 and major objectives during FY-54.

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h. Administration

a. Agency Regulations - (continued item)

(1) Logistics Office Notice No.  has been issued. This notice requires all Division and Staff Chiefs to advise the Administrative Staff as far in advance as possible of any personnel actions which require the recruitment of a replacement.

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b. Career Service Program - (continued item)

New and revised job descriptions have been prepared based on current responsibilities and functions. Pilot models have been developed and have been tentatively approved by the Personnel Office as to format and content.

c. Allotment of Funds for FY-54 - (new and completed item)

Request for quarterly allotment of funds for FY-54 are in the process of preparation and will be submitted to the Comptroller prior to 9 Sept. 1953.

d. Overtime - (new and completed item)

A Logistics Office Instruction has been prepared regarding the use of overtime under the new budgetary allocations. Every effort will be made to hold the use of overtime in the Logistics Office to an absolute minimum.

e. Logistics Support Course - (continued item)

A memorandum announcing the establishment of the Logistics Support Course has been prepared for the concurrence of the Director of Training and the Chief of Administration, DD/P. The Logistics Office will be prepared to begin the Headquarters phase of this program by 15 September 1953.

f. Human Resources Training Program - (continued item)

The Fourth Human Resources Training Program is completed. The Fifth course is scheduled to begin on 9 September 1953.

g. Basic Intelligence Course (SUP) - (continued item)

The Logistics Office presentation of the Administrative Support Course was given by [redacted] on 28 August 1953. The next presentation of this kind is scheduled for Friday, 18 September 1953.

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5. Transportation Division

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**b. Classification of Letters to the [redacted] - (new item)**

Request has been made to Security to establish a ruling as to the security classification of transportation requests forwarded to [redacted] for action.

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**6. Supply Division**

**a. [redacted] - (continued item)**

A visit to [redacted] is scheduled for Friday, 4 Sept. 1953 for the purpose of reviewing additional construction requirements which will enable [redacted] to operate more effectively. The Communications Office, the Medical Office and the Logistics Office will be expected to justify additional construction requirements.

**b. Supply Training - (continued item)**

An active training program has been established [redacted] by personnel of the Logistics Office in conjunction with personnel of the DD/P. This training program will cover such functions as rewarehousing, identification of stock, inventories, stock records, and issues.

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**c. Flex-O-Print Catalog - (continued item)**

The Comptroller has approved the expenditure of Logistics Office funds for the purchase of services and allied equipment to install the Flex-O-Print Catalog for listing Agency materiel. Action will be taken to effect procurement of the necessary equipment as soon as possible.

**d. Issue Analysis Report - (new and completed item)**

The second report which summarizes the issues for the six months, March through August 1953 is in the process of preparation. This report will be utilized for reviewing stock levels taking into consideration recent issue experience.

**7. Procurement Division**

**a. Research Order No. 1 with [redacted] - (continued item)**

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Cashier's check in the amount of \$12,000. was obtained from the Finance Division and delivered to AFD/TSS for transmittal to the contractor on 28 August.

**b. Purchases through GSA - (new and completed item)**

A procedure has been established for the procurement of special equipment from GSA in [redacted]. This arrangement will be of great value to this office since it will not be necessary to channel all requests for [redacted] through the Washington office of GSA. Further, savings will be effected in man-hours and money when items required are for stock [redacted] or for shipment overseas [redacted].

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**c. Multiple Link System - (continued item)**

A meeting is tentatively established for 10 September 1953 in Chicago to discuss various aspects of the Motorola proposal for furnishing the UHF system. The Audit Branch has been requested to attend this meeting. It is hoped that additional information can be secure which will enable this office to give the Motorola proposal a complete evaluation.

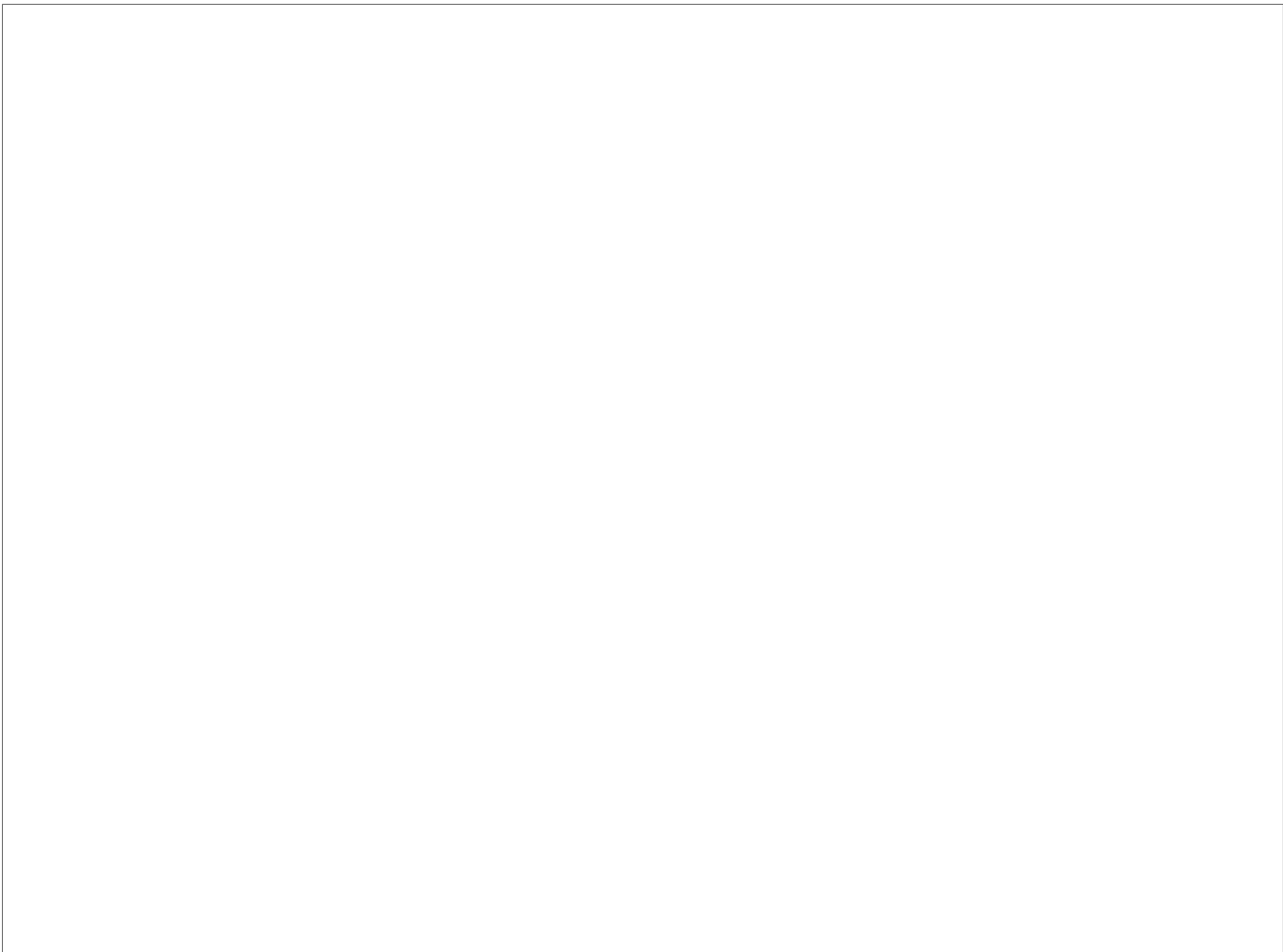
**d. Contract Documents**

**(1) Executed - 10; Total \$12,264**

The principal contracts were:

<u>Contractor</u>	<u>Commodity &amp; Quantity</u>	<u>Dollar Value</u>
50X1 	Printing press & paper	\$1,300
	Continuation of sub-project A	7,200

**(2) Requisitions - By Division Branch**



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