

27 October 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 89-53

SUBJECT: Office Supplies and Equipment

1. Each Division and Staff Chief of the Personnel Office is hereby requested to appoint one individual in each section or branch in his area to conduct a survey with a view to ascertaining if there are any supplies or equipment which are either excess or not being utilized.

2. It is believed that since the physical move of the Personnel Office has now been accomplished and the divisions and staffs have settled into the new organizational pattern, savings may be realized in certain supplies and equipment by reason of changes in functions or reductions in on-duty strength.

3. The survey should include everything from staplers to file cabinets. Reasonableness is the only guide to the amount of supplies or the number of items of equipment that any single individual or unit should maintain. For example, there would seem to be little justification for one person to have two stamp pads or two paper punches. Similar considerations should apply to such items as classification stamps, bottles of ink, list finders, pens and pen points, etc. Or it may be found that certain items such as cardex files or costamers are no longer used or needed. All such items should be turned in as surplus property.



Acting Personnel Director

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