

20 May 1953

**OPM 45-250-1**  
PERSONNEL DIRECTOR MEMORANDUM NO. 36-53

SUBJECT: Administrative Supplies and Equipment

1. Compared with other government agencies, CIA is spending an excessive amount of money for administrative supplies and equipment. CIA Notice No. [REDACTED] outlines a program within the Agency to correct this situation.

STATINTL

2. All offices have been asked to cooperate with the Logistics Office in an effort to promote economic utilization of supplies and equipment and reduce the cost of such items per person without handicapping in any way productive efforts. In the interest of this conservation program, Agency officials have requested that the following points be brought to your attention:

a. 'Cost Consciousness' should be developed by all employees in the utilization of supplies and equipment.

b. Administrative supplies are for your use in the performance of your duties.

c. When drawing supplies, ask for only what you need and use what you are issued. Do not hoard supplies.

d. A desk and office check to return excess supplies and equipment to supply channels will be conducted in the near future. All employees are requested to cooperate fully with personnel assigned to this function.

3. Every supervisor in the Personnel Office is responsible for seeing that all employees under his jurisdiction do not store an unnecessary collection of supplies. The Building Supply Officers will maintain an adequate stock level of common items to meet the normal requirements.

4. The Building Supply Officers will discontinue the practice of issuing items to any person requesting them. The new procedure will permit only authorized individuals to draw supplies. Division chiefs, therefore, should designate a reasonable number of people for this purpose and notify the Office of the Personnel Director

*Rec'd by  
5-130-4 (39-55)  
20 Jul 53*

[REDACTED]

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GEORGE E. MELOON  
Personnel Director

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Security Information