

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:		TELEPHONE NO.
Chief, SR/Logistics Room 1038 "J"		
		DATE
		24 June 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FILE'D			
1. Chief, SR/DOB	JUN 24 1955	JUN 27 1955		[]		INFO COPY
2. <i>Jerry</i>				[]		1762. Boy! par. 10. means SR/Log takes back "accountability". R/c.
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DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

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24 June 1955

MEMORANDUM FOR: Chief, SR/Administrative Staff

SUBJECT: Report on the Review and Examination of DOB's Supply System

1. As requested by you, I have reviewed DOB's supply system and in this connection have talked with [redacted] and with [redacted] as well as the men who are [redacted] assistants in DOB's supply section. These men are [redacted] whose full time responsibility is the care of and liaison with safe houses and safe keepers; [redacted] who is [redacted] supply clerk and all-round general supply man; and [redacted] whose principal duties consist of the maintenance of motor vehicles and other mechanical equipment.

2. In addition to the normal duties that attach to a supply officer who also is an accountable officer, the supply section of DOB has responsibility for the installation's motor pool and for all of its safe houses. In this connection with this latter it should be pointed out that the section of [redacted] supervision perform recruitment and other personnel administration for safe house keepers. It also is responsible for the payment of safe house keepers' salaries, the purchase of all food stuffs supplied the safe houses and any and all maintenance required under lease agreements as well as equipping and furnishing the houses.

3. DOB is inadequately equipped with storage space. At the Headquarters site proper materials are stored in three locations:

A. In the basement of the Headquarters house, sensitive operational items are kept;

B. In a small brick house on the premises which is not part of the Headquarters property but which is leased separately, miscellaneous administrative equipment, housekeeping supplies, and non-sensitive items such as clothing are kept;

C. In a small shed next to a separate caretakers residence and close to the garage where motor maintenance is performed, miscellaneous pieces of small housekeeping equipment and other miscellaneous items are stored.

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In addition to these storage locations on the premises, non-expendable materials are also kept at Fort Meade, Maryland, and at Fort Bragg, North Carolina. The items of equipment at Fort Bragg are on memorandum receipt to one of the installation's training officers while those items at Fort Meade comprise part of the installation's warehoused stock. All such equipment are reflected on the installation's stock record cards and [] is accountable for them all.

4. The installation presently has seventeen vehicles. These vehicles were procured by the Logistics Office thru the General Services Administration using accepted covert procedures. While these vehicles are actually Government vehicles, the Government's and the Agency's interest in them is concealed by the fact that their registration is made thru cleared contacts in the Motor Vehicle Departments and they variously carry license plates of Virginia, Maryland, and the District of Columbia. Maintaining these vehicles at the installation probably does not demand more than half of the working time of [] who is responsible for this work. During such times when he is not working on the vehicles, [] performs whatever supply jobs and tasks [] assigns to him.

5. DOB formally became an accountable station as of 1 July 1954 and at that time [] was appointed its accountable officer. His existing records satisfy the Agency's requirements for those which must be maintained by accountable officers. He has an acceptable stock record card file and system reflecting his accountability for each line item of expendable equipment that has come into the installation's possession. He has a memorandum receipt file by user and for each safe house. He uses the Agency's standard requisition form and is submitting them direct to the Supply Division. He identifies them by his signature and by his account number which is 925. He also directs how delivery should be effected or how notice should be given when materials requested have been accumulated and are ready to be delivered.

6. It has been known for some time that the installation possessed considerable quantities of various materials judged to be far in excess of any anticipated requirement for them. [] has been urged by this office to return to the departmental depot all quantities of items in excess of their needs. Such a program has been initiated and quantities of items considered excess in two of the Agency's family groups have been returned to the depot. [] calculates that the completion of the return of all of his installation's excess property should be accomplished by the end of September barring the necessity in the meantime of having to move to a new Headquarters location site.

7. On the assumption that the installation's T/O will be reduced by approximately fifty percent in the next twelve months and that such a reduction will reflect a corresponding decrease in training activity, the following recommendations are made:

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A. That the T/O for the supply section be reduced from four to three.

B. That the reduction of the T/O eliminate the job held by [] and that a system of individual responsibility for vehicles and their maintenance be assigned to installation personnel. Such responsibility would not allow the individuals possession of the vehicles as though theirs in a quasi-personal status nor would they be allowed to drive them to their homes.

C. That no consideration be given at this time to the idea of consolidating all storage locations. However, should a new Headquarters site be procured, consideration should be given to the desirability of having sufficient secure storage space in one location rather than in three or more as now exist. It is believed that keeping equipment at Fort Meade and Fort Bragg is probably desirable because of the kinds and amounts of the equipment and of their need in the case of Fort Bragg at the location for training purposes.

8. In view of the inextricable requirement for safe houses under the control of the installation, it is probably desirable from a functional point of view to have the safe houses administered and the safe house keepers controlled by supply section personnel. I am convinced this is a full time job for one man. I also feel that there should be a third member of the supply team that can perform most of the clerical work and on occasion make pickups and deliveries from there to the Washington Depot.

9. Even in the absence of any security factors, it would be very inefficient to attempt to furnish the installation's supply needs thru SR Division's Log office and by utilizing its supply room. It is apparent that the coming and going of sedans, station wagons, and trucks on occasion to these buildings would produce an insecure situation.

10. Superficially there would appear to be some merit in changing the station's supply status from that of an accountable station to a responsible station. The records now maintained by the installation are a bare minimum of those required of accountable stations in order to satisfy their status; as a responsible installation they would still be required to maintain virtually the same records. It should be pointed out that actually it is the kinds and volume of work that determines the extent and complexity of records kept and not the status of the account as to whether or not it is accountable or responsible. I would recommend, however, that the account be changed to responsible status in order to relieve [] of some of the responsibility of some of the more formal procedures that are required and also to eliminate records that

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by regulation would have to be maintained subject to a formal supply audit at any time.



Chief, SR/Logistics

SR/Log/CET:emc

Distribution:

Original & 1 addressee
1 SR/DOB
2 SR/Log

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