

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 1 November 1950

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FROM : Chief, [Redacted]

SUBJECT: Report of Operations for the Period 2 through 31 October 1950

1. Status of Personnel:

- a. Number of persons authorized----- [Redacted]
- b. Number of persons on duty----- [Redacted]

2. Leave:

- a. Number of hours annual leave used-----75
- b. Number of hours sick leave used-----13
- c. Number of hours overtime worked----- 8

3. Audit:

a. The following information is furnished relative to Branch Accounts audited:

<u>Account No.</u>	<u>No. of Vouchers Audited</u>	<u>No. of Rooms Inventoried</u>
200 A	139	60
230	289	200
240	111	60

b. An audit of Supply Account No. 3 (Office Equipment) is in progress and is approximately 65% complete. It is estimated that the equivalent of 2,560 vouchers have been audited during this period. The audit is being conducted as outlined in paragraph 3b of the Report of Operations for the period 1 through 31 August 1950, dated 1 September 1950.

4. Property Inspection and Utilization:

a. Thirty (30) separate inspections of FWT property were conducted which included one hundred twenty-four (124) items of non-expendable property listed on Property Turn Ins, Form No. 36-24. A tag was attached to each item being returned to the warehouse indicating recommended disposition.

b. Relative to ten (10) of the one hundred twenty-four (124) items listed on Property Turn Ins for which replacement was requested, it was determined that same should be retained within the using activity.

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 DDA Memo, 4 Aug 77
 Auth: DDA REG. 77/176
 Date: 28 MAR 1974
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c. Six (6) investigations were conducted, and findings submitted to Chief, Services Division, relative to requests for Class "A" and "B" equipment.

5. Survey Reports and Reports of Inventory Adjustments:

a. Two (2) Survey Reports (00175 and 00177) were investigated and submitted to the Chief, Services Division for approval.

b. Three (3) Survey Reports were submitted to the Property Survey Board at their meeting held on 6 October 1950. Required follow up correspondence was prepared and distribution made.

c. Seven (7) Reports of Inventory Adjustment were processed and submitted to the Chief, Services Division for approval.

d. One (1) motor vehicle was investigated and Investigation Report prepared. Same will be presented to the Property Survey Board at their next meeting.

6. Miscellaneous:

a. The necessary preliminary action has been taken to effect the separation of Special Support Staff from the Office of Special Operations with regards to property accountability. The Chief, Special Support Staff was requested to appoint an individual within the activity to the position of Accountable Officer for Branch Account No. 250. An inventory of all property now in the custody of Special Support Staff will be conducted by the [redacted]. The results of the inventory will be listed in the form of a credit voucher to Branch Account No. 70 (OSO) and a debit voucher to Branch Account No. 250 (SSS).

b. An investigation relative to the ratio of accidents between CIA Chauffeurs and Couriers was made, and findings submitted to the Chief, Services Division.

c. The monthly monetary value report for all non-expendable property charged to National Security Council was prepared and forwarded to the Chief, [redacted] Supply Branch.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 2 October 1950

FROM : Chief, [redacted]

SUBJECT: Report of Operations for the Period 1 through 29 September 1950

1. Status of Personnel:

a. Number of persons authorized..... [redacted]

b. Number of persons on duty..... [redacted]

[redacted] entered on duty on 12 September 1950
[redacted] entered on duty on 25 September 1950

2. Leave:

a. Number of hours of annual leave taken.....46

b. Number of hours of sick leave taken.....46

c. Number of holidays..... 1

d. Number of hours of overtime used..... 0

3. Audit:

a. The following information is furnished relative to Branch Accounts audited:

<u>Account No.</u>	<u>No. of Vouchers Audited</u>
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180

85

b. An audit of Supply Account No. 3 (Office Equipment) is in progress and is approximately 37% complete, which involves some 3,000 vouchers. The audit is being conducted as outlined in paragraph 3b of the Report of Operations for the Period 1 through 31 August 1950, dated 1 September 1950.

4. Property Inspection and Utilization:

a. Seventeen (17) separate inspections of FWT property were conducted which included forty-three (43) items of non-expendable property listed on Property Turn Ins, Form No. 36-24. A tag was attached to each item being returned to the warehouse indicating recommended disposition.

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b. Relative to eight (8) items listed on Property Turn Ins for which replacement was requested, it was determined that same was not justified and items remained within the using activity.

5. Survey Reports and Reports of Inventory Adjustments:

a. Three (3) Survey Reports were investigated and prepared for the approval of the Chief, Services Division.

b. Five (5) Reports of Inventory Adjustment were processed and submitted to the Chief, Services Division for approval.

c. Two (2) accidents were investigated and Investigator's Report prepared for each. Same will be presented to the Property Survey Board at their next meeting.

6. Miscellaneous:

a. Limitations on thirty-six (36) "common use" items of non-expendable property have been established for all Branch Accounts with the exception of Nos. 110 (Administration Building) and 220 (Office of Collection and Dissemination). Limitations for these two accounts plus [redacted] will be established within the next month. 25X1

b. Survey and recommendation was made to Security Division to have two rooms in "M" Building secured in order that ordinary key lock cabinets could be utilized rather than insulated combination lock cabinets. It was estimated that this action would result in a saving of approximately nine thousand dollars (\$9,000.00) based on the difference in price of two types of filing cabinets involved. Final action depends on results of survey which will be conducted by Security relative to classification of material involved.

c. Necessary action was taken to have the accountability for all non-expendable property charged to the Depository, transferred to Mr. [redacted] 25X1

d. The monthly monetary value report for all non-expendable property charged to National Security Council was prepared and forwarded to the Chief, [redacted] Supply Branch. 25X1

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 1 September 1950

FROM : Acting Chief,

SUBJECT: Report of Operations for the Period 1 through 31 August 1950

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1. Status of Personnel:

- a. Number of persons authorized.....
- b. Number of persons on duty.....

2. Leave:

- a. Number of hours of annual leave used..... 192
- b. Number of hours of sick leave used..... 33
- c. Number of hours of overtime used..... 24

3. Audit:

a. The following information is furnished relative to Branch Accounts audited:

<u>Account No.</u>	<u>No. of Vouchers Audited</u>	<u>No. of Rooms Inv.</u>
190	79 (Audited in July)	50
220	868 (Audited in July)	105

b. An audit of Supply Account No. 3 has been started. This audit will consist of approximately 8,000 vouchers and will cover a period of 18 months. Supply Account No. 3 is no longer maintained on a separate set of cards, but is maintained on a card in conjunction with the Branch Accounts; therefore it will be necessary to audit not only the posting to Supply Account No. 3, but also the posting to the related Branch Account including the extensions of the monetary value. It is deemed advisable to conduct the audit in this manner considering that while more time will be consumed in the audit of Supply Account No. 3, a greater amount of time will be saved in future audits of Branch Accounts.

4. Property Inspection and Utilization:

a. Thirty-seven (37) separate inspections of FWT property were conducted which include forty-eight (48) items of non-expendable property. A tag was attached to each item being returned to the warehouse indicating recommended disposition.

Monetary value of all items inspected -- \$2,309.33

b. Relative to eighteen (18) of said inspections, it was determined that property concerned could be repaired within the using activity, thus eliminating pick-up and delivery of like item. Total monetary saving accomplished -- \$960.78

5. Survey Reports and Reports of Inventory Adjustment:

a. Two (2) Survey Reports were investigated and submitted to the Chief, Services Division for approval.

b. Two (2) Survey Reports were investigated and will be submitted to the Property Survey Board for approval at their next meeting.

c. Eleven (11) Reports of Inventory Adjustment were processed and submitted to the Chief, Services Division, for approval.

d. Three (3) accidents were investigated and Investigator's Report prepared for each.

6. Miscellaneous:

a. In compliance with memorandum from Chief, Services Division, dated 1 August 1950, Subject: "Auditing Procedure", a procedure was prepared outlining the most feasible and efficient means of auditing all purchase orders and other acquisition documents prior to the audit of Supply Accounts.

b. In compliance with memorandum from Chief, Services Division, dated 1 August 1950, Subject: "Establishment of a Services Officer for Each CIA Building", two memorandums were prepared, one dealing with the advantages of such a procedure and the other outlining the details involved in the establishment of a Services Officer for CIA buildings.

c. The necessary personnel figures for the establishment of limitations on "common use" items of property were received from Mr. [redacted] on 22 August 1950. Limitations have been established for three Branch Accounts to date.

d. A survey was taken of Branch Account No. 10 for surplus property of which approximately seven hundred fifty dollars (\$750) worth was found and returned to stock.

e. The monthly monetary value report for all non-expendable property charged to National Security Council was prepared and forwarded to the Chief, [redacted] Supply Branch.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 1 August 1950

FROM : Acting Chief,

SUBJECT: Report of Operations for the Period 3 through 31 July 1950

1. Status of Personnel:

- a. Number of persons authorized.....
- b. Number of persons on duty.....

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2. Leave:

- a. Number of hours of annual leave used.....68
- b. Number of hours of sick leave used.....54
- c. Number of holidays.....1
- d. Number of hours overtime worked.....0

3. Audits:

a. The following information is furnished relative to Branch Accounts audited:

<u>Account No.</u>	<u>No. of Vouchers Audited</u>	<u>No. of Rooms Inv.</u>
160	79	20
220	868	Inv. not completed to date.
190	125	Inv. not completed to date.

b. One member of the utilized the entire period checking on shortages and overages in Branch Account No. 70 and assisted the new Accountable Officer in the various phases of his assignment. A detailed report will be prepared and forwarded to the Chief, Services Division, in the near future.

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c. The Fuels and Lubricants Account (No. 9) located at the Garage was audited which consisted of seventy-one (71) vouchers, and an inventory was conducted of the gasoline, lubricating oil, and anti-freeze on hand. The results of the audit and inventory were noted on Certificate of Audit No. 1-9-51, dated 11 July 1950.

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d. The Fuels and Lubricants Account (No. 9A) located at the [redacted] was audited which consisted of seven (7) vouchers. Inasmuch as the Accountable Officer did not have an accurate measuring stick, no inventory was conducted. The results of the audit were noted on Certificate of Audit No. 1-9A-51, dated 13 July 1950.

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e. A final audit was conducted of [redacted] [redacted] This consisted of checking sixty-three (63) vouchers against the corresponding Stock Control Cards. No physical inventory was conducted inasmuch as all of the non-expendable property had either been transferred or disposed of locally in accordance with procedure effective at that time. The results of the audit were noted on Certificate of Audit No. 1-600-51, dated 27 July 1950.

4. Property Inspection and Utilization:

a. Seventeen (17) separate inspections of FWT property were conducted which included twenty-three (23) items of non-expendable property. A tag was attached to each item being returned to the Warehouse indicating disposition recommended.

Monetary Value of all items inspected - \$1,683.60

b. With regards to seven (7) of said inspections, it was determined that property concerned could be repaired within the using activity, thus eliminating a pick-up and delivery of like item.

Total Monetary Saving Accomplished - \$1,183.35

5. Survey Reports and Reports of Inventory Adjustment:

a. Two (2) Survey Reports were investigated and submitted to the Chief, Services Division, for approval.

b. Six (6) Survey Reports were investigated and will be submitted to the Property Survey Board for approval at their next meeting.

c. Six (6) Report of Inventory Adjustment were processed and submitted to the Chief, Services Division, for approval.

6. Miscellaneous:

a. Form No. 60-74, Files Inventory Report, was prepared for all files within the Audit Section.

b. An audit report for the period 1 January through 30 June and an audit schedule for the period 3 July 1950 through 18 January 1951 was prepared and submitted to the Chief, Services Division. Said audit schedule was set up for four (4) auditors and, inasmuch as there are only three (3) auditors presently in the Audit Section, it is possible

that the schedule will have to be revised; however, every attempt will be made to keep the schedule current.

c. In the absence of the Accountable Officer for Branch Account No. 60, an inventory was conducted and a Property Turn-In prepared for items located in Room 209 North Building which were charged to said account. 25X1

d. Arrangements have been made with Mr. of OCD to secure the necessary breakdown of personnel by property account in order that a ratio and limitation for "common use" items may be established. This information is expected on 1 August and immediate action will be taken to accomplish this phase of the property utilization program.

e. The regular monetary value report for all non-expendable property charged to National Security Council was prepared and forwarded to the Chief, Storage & Issue Section Supply Branch.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 3 July 1950

FROM : Acting Chief, Audit Group

SUBJECT: Report of Operations for the Period 1 through 30 June 1950

1. Status of Personnel:

- a. Number of persons authorized
- b. Number of persons on duty.

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2. Leave:

- a. Number of hours of annual leave taken. 23
- b. Number of hours of sick leave taken. 22
- c. Number of hours of overtime worked 0

3. Audits:

a. The following information is furnished relative to
Branch and Accounts audited:

<u>Account No.</u>	<u>No. of Vouchers Audited</u>	<u>No. of Rooms Inventoried</u>
40	116	39
180	90	All property charged STAT on M/R
70	300	236
300	243	Entire area at <input type="text"/>

b. 570 Vouchers were audited for Supply Account No. 2. In addition to this a complete recheck of the vouchers, Stock Record Cards, and physical count was made relative to each item for which a shortage or an unusual overage appeared in the recent physical inventory.

A Report of Inventory Adjustment indicating shortages and offsetting overages and overages of previously unaccounted for property was prepared and is now being typed. A list of items for which shortages existed as a result of the recent physical inventory was submitted to the Chief, for necessary action in the form of preparation of a Survey report.

4. Property Inspection and Utilization:

a. Eighteen (18) separate inspections of FWT property were conducted which included twenty-one (21) items of non-expendable property. A tag was attached to each item which indicated to the Chief, disposition recommended for each item. Total monetary value of all items inspected --- \$1,692.14.

b. Relative to seven (7) of the inspections, it was determined that the property listed on the Turn-Ins could be repaired within the using activity, thus saving pick-up and delivery of like items. Total monetary value of items repaired within the using activity --- \$1,001.37.

5. Survey Reports and Reports of Inventory Adjustment:

a. Five (5) Survey Reports were investigated and submitted to the Chief, Services Division, for approval.

b. Four (4) Survey Reports were investigated and will be submitted to the Property Survey Board for approval.

c. Seven (7) Reports of Inventory Adjustment were processed and submitted to the Chief, Services Division, for approval.

6. Miscellaneous:

a. A memorandum was prepared and distributed to all Accountable Officers relative to changing Voucher Number sequence as of 3 July 1950.

b. A memorandum was prepared and distributed to all Accountable Officers and Responsible Officers regarding the procedure to follow in turning in and requisitioning of like items of non-expendable property.

c. A form was devised to be used in connection with the inspection and repair of non-expendable property by typewriter and furniture repairmen of the

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d. The regular monetary value report for all non-expendable property on hand in the National Security Council was prepared and forwarded to the Acting Chief, Supply Branch.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 31 May 1950

FROM : Acting Chief, Audit Group

SUBJECT: Report of Operations for the period 3 April through 31 May 1950

1. Status of Personnel:

a. Number of persons authorized

b. Number of persons now on duty.

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2. Leave:

a. Number of hours of annual leave taken. . . 236

b. Number of hours of sick leave taken.49

c. Number of hours of overtime worked37

3. Audits:

a. An audit and inventory was conducted for Branch Account No. 230 (OPC) and Account No. 90, Services Division. 616 vouchers were audited in Account No. 230 and 168 rooms inventoried. 156 vouchers audited in Account No. 90 and 20 rooms inventoried.

b. A complete physical inventory was conducted of Supply Account No. 2 which consisted of 1132 items. This was accomplished in six days. In order to bring the audit of the vouchers up to date, it was necessary to audit 1140 vouchers for said Supply Account. This has been 50% completed.

4. Property Inspections and Utilization:

a. Thirty-one (31) separate inspections of FWT property were conducted which included 60 items of non-expendable property. A tag was attached to said property which indicated to the Chief, Storage disposition to be made of each item.

b. In ten (10) of the inspections it was determined that the property listed on Property Turn-Ins could be repaired on the spot, thus saving pick up and redelivery of said items. It is estimated that the actual monetary saving effected by the Property Inspection Program is approximately one thousand dollars (\$1,000.00) per month.

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c. Upon request of Mr. [redacted] Acting Chief, Supply Branch, an inspection was made of the Karlo Office Machine Stand. It was determined that the Karlo stand was not as desirable for use with Adding and Calculating Machines as the Tiffany Stand, which was inspected by the Audit Group during March. It has been recommended that 24 of the Tiffany Stands be purchased for issue to the Branch Accounts to replace inadequate stands or where consolidation of Calculating Machines or long carriage typewriters can be accomplished.

5. Survey Reports and Reports of Inventory Adjustment:

a. Six (6) Survey Reports were investigated and submitted to the Chief, Services Division, for approval.

b. Four (4) Survey Reports were investigated and will be submitted to the Property Survey Board for approval.

c. Six (6) vehicle accidents were investigated, five of which will be presented to the Survey Board inasmuch as damage to CIA vehicles was involved, and one (1) which did not involve damage to CIA vehicle was sent to General Counsel for necessary action.

d. Eight (8) Reports of Inventory Adjustments were processed and submitted to the Chief, Services Division, for approval.

6. Miscellaneous:

a. A memorandum was prepared and distributed to all Accountable and Responsible Officers relative to reporting missing property.

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b. Inventory submitted by the Property Officer [redacted] Account No. 700, was compared with the records maintained in the [redacted] Supply Branch. Necessary adjustments were made and all differences were reconciled.

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c. Two days were spent with Miss [redacted] Property Officer for [redacted] Account No. 1100, discussing problems relative to the maintenance of property records and other problems involving nomenclature, expendability and installed property.

d. The regular monetary value report for all non-expendable items on hand in National Security Council was prepared and forwarded to the Acting Chief, Supply Branch.

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*Noted
for [redacted]
5/31/53*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 4 April 1950

FROM : Acting Chief, Audit Group

SUBJECT: Report of Operations for the period 1 February thru 31 March 1950

With reference to proposed program submitted to Chief, Services Division, on 30 January 1950, the following has been accomplished:

1. Revise property accounting procedure for property accounts.

a. Administrative Instruction [] Subject: Revision of Property Accountability Records has been prepared, concurred in by the Acting Chief, Supply Branch, approved by Chief, Services Division and forwarded to Management Branch for review.

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b. Form No. 36-99, Employee Property Issue Record has been drafted and approved by Forms Control. A sufficient supply for all accountable officers is on hand in the Audit Group pending publication of the revised Administrative Instruction []

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c. Instructions pertaining to the preparation of Form No. 36-99 have been prepared, concurred in by the Acting Chief, Supply Branch, and approved by the Chief, Services Division. A sufficient supply for all accountable officers is on hand in the Audit Group pending issuance of Form No. 36-99.

2. Establish procedure for accounting for expendable items utilized by the [] Supply Branch (AS), and the Motor Pool Garage, Transportation Branch (AS).

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Procedure is now in effect for the accounting for expendable items utilized by the [] Warehouse and the Motor Pool Garage.

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3. Make recommendations relative to utilization of stands for office machines.

a. An inspection of the various types of stands for office machines has been conducted and it was determined that the stand, Model S, manufactured by the Tiffany Stand Company was the most desirable from the standpoint of safety, durability, and economy.

b. A survey of the Branch Accounts which utilize office machines such as calculators, adding machines and long carriage typewriters discloses that this stand would be acceptable.

c. It is contemplated that the issuance of above described stands will make the return of several office machines to stock possible by better utilization.

d. It is the opinion of the undersigned that the use of subject stands will materially reduce the number of accidents resulting in damage to office machines throughout the using activities.

4. Make a survey of property accounts with regard to property utilization and excess property.

This will be accomplished in conjunction with the regular periodic audits of the various using activities.

5. Streamline the audit of property records for Supply Account No. 2

A revised procedure for auditing Supply Account No. 2 was drafted and forwarded to the Chief, Services Division on 14 March. As a result of a discussion between the Chief, Services Division and the Acting Chief, Audit Group, it was agreed that, although "short cuts" in the audit procedure were desirable from a time saving standpoint, those suggested in the revised procedure for Supply Account No. 2 were impractical from the standpoint of a complete and accurate audit of said account.

6. In addition to the above the following has been accomplished by the Audit Group during the period 1 February thru 31 March:

a. A new property account has been established for General Division Branch Account No. 240 with Mr. [] as accountable officer. 25X1

b. A complete physical inventory was conducted of Supply Account No. 2. The audit of the records for this account is nearing completion after which an audit and inventory of Supply Account No. 3 will be conducted.

c. An audit and inventory of Branch Account No. 140-A (Building [] has been completed. A detailed report covering the problems and action taken relative to this account will be furnished to the Chief, Services Division in the near future. An audit of the records for Branch Account No. 230 (GPC) has been started.

d. An audit and inventory of Branch Account No. 60 was conducted.

e. Procedure for establishing accountability for housekeeping equipment and hand tools in the [] has been drafted and concurred in by the Chief, Supply Branch, SSS. This procedure will be effected in the near future. 25X1

f. Procedure has been drafted and effected to establish accountability for typewriter repair parts, maintained in the typewriter repair shop at the [] Warehouse. 25X1

g. Procedure has been drafted and effected to establish accountability for gasoline at the [] 25X1

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h. As a result of a study made of the various types of seat covers available, a recommendation was made and approved by the Chief, Services Division that plastic type seat covers be used on all CIA cars in the future.

i. An audit and inventory was conducted of the 25X1 Office on 24 March 1980. Report was prepared and forwarded to concerned individuals.

j. Eleven (11) Survey Reports were investigated and submitted to Chief, Services Division for approval.

k. Three (3) Reports of Accidents were investigated and presented to the Property Survey Board for approval.

l. Five (5) Survey Reports were investigated and submitted to the Property Survey Board for approval.

m. Approximately ten (10) Reports of Inventory Adjustments were processed and submitted to the Chief, Services Division for approval.

n. In cooperation with the Acting Chief, Supply Branch, a procedure has been prepared and forwarded to all Accountable Officers relative to the processing of Property Turn Ins listing unserviceable property. Five (5) such turn ins have been processed to date.

o. All Branch Accountable Officers were personally contacted relative to a list of fourteen (14) critical items, purpose of which was to effect the return to stock of such items not being utilized. It was agreed that this type of survey would not again be conducted except in conjunction with regular audits.

p. All forms utilized by the Audit Group were sent to Forms Control for approval and assignment of a Form No. This has been completed and all Forms now being used by the Audit Group bear a Form No. assigned by Forms Control.

q. The feasibility of establishing ratios and numerical limitations for "common use" items within the various using activities has been discussed with the Chief, Services Division and the Acting Chief, Supply Branch. This program will be carried out when a practical method of obtaining the necessary information relative to the various tables of organization can be devised.

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