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JUL 22 1953

EYES ONLY

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Establishment of the Administrative Services
Division under the Logistics Office

1. **PROBLEM.**--To organize an Administrative Services Division of the Logistics Office to assume most of the functions of the General Services Office, and to recommend realignment of remaining General Services functions.
2. **FACTS BEARING ON THE PROBLEM.**--
 - a. In accordance with the desire of the Acting DD/A, this Office can assume the responsibility for the majority of the mission and functions of the present General Services Office by organizing an additional Division. The machine records and records management functions would properly fit under the Comptroller.
 - b. The current organization chart of the General Services Office, with detailed mission and functions, is attached as Tab A.
3. **DISCUSSION.**--
 - a. A proposed organization and function chart for the Administrative Services Division is attached as Tab B. The Office of the Chief of General Services would be moved in as the Office of the Chief, Administrative Services Division. The Printing and Reproduction Division would be joined as the Printing and Reproduction Branch.
 - b. The Records Services Division would be split. The Machine Records Branch and the Records Management Section of the Records Management and Distribution Branch should go to the Comptroller because that Office is the one with major interest. The Offices of the Division Chief and of the Chief of the Records Management and Distribution Branch, the Records Center Section, and the Mail Control Section should be moved to the Logistics Office as the Records, Mail, and Courier Branch.
 - c. The Space, Maintenance, and Facilities Division would be split within the Logistics Office. The front office of the Division would join as the Telephone and Facilities Branch, with two sections, the Telephone Section and the Building Maintenance, Moving, and Parking Section. The Motor Pool Branch would be moved to the Transportation Division as the Motor Pool Branch. The Space Acquisition and Utilization Branch would be moved to the Real Estate and Construction Division as the Building Space Branch.
 - d. [Redacted]
 - e. If this realignment of functions is effected, this Office would immediately initiate a management survey to review functions against work-load and to reduce the "distance span of control" factor for the Division

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Chief where possible. A Wage and Classification review of the new Division should be conducted immediately after the management review.

f. Necessary regulation changes for implementation are enclosed as Tab C.

g. This change will require after-the-fact cancellation of Series 40, "Services," regulation for inclusion in Series 45, "Logistics," and/or the Comptroller Series regulations.

4. RECOMMENDATIONS.--That the Office of General Services be abolished and that the responsibilities and functions of that Office be aligned as described above by publication of the regulation changes of Tab C.

/s/

JAMES A. GARRISON
Chief of Logistics

ANNEXES

- Tab A - Current organization chart of Office of General Services, with mission and functions
- Tab B - Proposed organization and function chart for Administrative Services Division of LO
- Tab C - Necessary Regulations changes for implementation of this study

APPROVED:

Acting Deputy Director (Administration)

Date