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Assistant Director, OCD
Chief of Procurement
Book Procurement

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Mr
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1. On 24 January 1951 a meeting was held in this office with Messrs. _____, Chief, Library Division; _____, Chief, Cataloging Branch; _____, Chief, Fiscal Division; and _____, Assistant to the Chief of Procurement, in which it was proposed by the Procurement Office to transfer physically, on a detail basis, personnel and records from this office to the office of the Library Division, OCD. This proposal, which was concurred in by the above-named officials, will greatly facilitate the processing of requests for Library material, and will expedite delivery of items ordered.

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2. In view of the above, this office will effect said transfer on 5 February 1951. Personnel and positions to be assigned to the Library, on a detail basis, pending replacement by new personnel to be interviewed for GS-7 and GS-3 positions by the Library Division, OCD, are as follows:

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- Miss _____ Purchasing Officer
- Miss _____ - Clerk-Typist

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Miss _____ assigned to this office on a detail basis from the Personnel Pool, has been granted an X clearance by the Security Office which permits the handling of classified material up to and including Secret. Since the major portion of Library material handled by this office is unclassified, and has never exceeded the Secret classification, _____ is eligible, from a security viewpoint, to be assigned to this position. In addition, arrangements will be made by this office to furnish a part-time messenger to perform assignments in connection with book procurement.

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3. The Procurement Office will be responsible for the administrative control of personnel detailed to the Library Division; however, the Library Division will be responsible for exercising complete control from an operational viewpoint. It is requested that all procedures devised by your office to effect efficiency in the operations of Library book procurement be concurred in by this office. The Procurement Office will be most happy to assist in the formulation of such procedures.

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4. Approximately six months after the transfer has been made, it is desired that a joint study be carried out by representatives of your office, the Procurement Office, and a representative from Management, for the purpose of determining if further streamlining can be accomplished. Arrangements will be made at such time by this office.

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cc:
A-DD/A
Management ✓
Ch, Fiscal Div
Ch, Library Div
Ch, Cataloging Br
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