

19 November 1953

MEMORANDUM FOR: DD/P MANAGEMENT SURVEY TEAM

25X1

SUBJECT : Logistics Branch/Administrative Staff/ []

1. This will serve to furnish more detailed information concerning the above subject than what was possible to provide in the time allotted for your survey of the [] administrative organization and functions on 6 November 1953.

25X1

25X1

2. [] has been considering the advisability of organizing a Logistics Branch in lieu of the present Supply and Services Branch of the Administrative Staff for the past year. The recent inspection of [] by the I & R Staff/DD/P recommended that the advisability of consolidating logistics and supply type activities throughout [] be considered. The Chief of [] has approved in substance the formation of a Logistics Branch which will provide for the handling of logistics, supply, maintenance, general services, transportation, contract liaison, special procurement, safety, inventory inspection, office space, planning, etc., functions.

25X1

25X1

3. The following data is attached for the purpose of providing an explanation as to the purpose, organization and functions for subject unit:

a. Attachment 1 outlines the services performed for the technical divisions of [] services for the Area Divisions and other components of the DD/P, the general mission of the branch and the objective it is planned will be attained.

b. Attachment 2 consists of an organizational chart of the Logistics Branch.

c. Attachment 3 provides a brief description of the duties required for the efficient operation of the Logistics Branch/Administrative Staff/ []

4. It is felt that a period of at least six (6) months will be required to ascertain the manner in which the proposed organization will be capable of handling the workload and problems involved. The organizational and functional pattern is what we consider necessary to operate a logistics component of the type described; it is based upon the experience personnel in this staff have had with similar functions that demanded approximately the same level of responsibility and workload.

25X1

5. Finalized position descriptions have not as yet been forwarded to Classification and Wage Division, Office of the Personnel Director. However, the data outlined on attachment number 3 represents substantially what will be included in the finalized position descriptions.

[Redacted] 25X1
Chief, Administrative Staff
[Redacted] 25X1

3 Attachments:
As described above.

[Redacted] /JTH:bjp

Distribution:
Orig & 7 - Addressee
2 - [Redacted]