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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 31 March 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 13

STAT

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 41 NO CHANGE  
 IN CLASS/ (DECLASS) /CLASS CHANGED TO: TS & © RET. INST 22  
 I. SIGNIFICANT ITEMS - Non-EXEMPT REV DATE 09 REV DATE 14 Dec 79 REVIEWER \_\_\_\_\_ TYPE DOC. 02  
 NO. FOR 10 CREATION DATE \_\_\_\_\_ ORG COMP 11 OFI 11 ORG CLASS S  
 II. OTHER ITEMS REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

A. OTR/Instructor Development Program

The proposal by the DTR to the DDS to initiate an Instructor Development Program within OTR has been approved by the DDS effective 22 March 1955. The Personnel Officer, OTR, has requested Classification and Wage Division to clarify their plans concerning an increase in OTR authorized ceiling by 20 positions to provide for this program. In addition, action has been initiated on two candidates for this program.

B. New OTR Obligation System

Obligation Procedures and an OTR Notice on the subject are being drafted in connection with the new Obligation Procedures which will go into effect beginning FY-1956.

C. OTR Obligation - Budget Analysis

The HFO/TR is preparing an adjusted obligation report to be used as a basis for an OTR program analysis to determine the potential OTR appropriation surplus and the possibility of its use for projects not originally considered in the FY-1955 budget estimate.

D. OTR Vacancies - GS Positions

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>
Plans & Policy Staff		
Assessment & Evaluation Staff		
*Support Staff (Headquarters)		
**Support Staff <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Basic School		
Intelligence School		
Language & External Training School		
Operations School (Headquarters)		
Operations School <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		
Operations School <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		
TOTAL		

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\* Does not include JOT vacancies.  
 \*\* Includes one  position.

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E. Rehabilitation of [redacted]

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The contract for rehabilitation of [redacted] has been awarded to the lowest bidder. The price of the contract is [redacted]. A contingency fund in the amount of \$2,500 has been authorized by the Office of Logistics to cover possible changes in the contract due to unforeseen conditions in the remodeling project. The contractor has been authorized to proceed with the work.

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F. Registrar Activities

1. A report on the number of people from DDP, by major component, attending the Basic Management Course since January 1954 and the Basic Supervision course since October 1954 was prepared for DD/TR this week.

2. At the request of [redacted] DDS, a formal report is being prepared on the number of exemptions from the Basic Orientation Course for EOD's in the DDS complex. This report will be completed and forwarded by 1 April 1955.

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G. [redacted] IETS Contract FY-1955

The Comptroller's Office has requested that the [redacted] External Training Contract be consummated prior to 31 March to firmly identify the Agency's total obligations to the Department of State for FY-1955. The Chief, IETS, has the proposed contract for consideration. He states that a counter-proposal would be discussed with DTR and submitted to FSI this week.

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H. [redacted]

The [redacted] has advised that it is unable to provide support for Project [redacted] to the extent previously agreed upon because of other commitments within [redacted]. This agreement with [redacted] therefore, is being cancelled. A cancellation notice was sent to the Office of Logistics on 28 March 1955, requesting the termination of the agreement.

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I. Jury Duty, Supply and Services Officer

The Supply and Services Officer has been summoned to jury duty in the [redacted] for an indefinite period beginning 4 April 1955. [redacted] will be in charge of the Section until [redacted] returns.

J. Career Planning [redacted]

[redacted] spent Thursday at [redacted] primarily to help establish procedures for career planning at [redacted]. The identifications of those interested in career planning will be the first order of business. This will be accomplished through personal interviews for all eligible employees at [redacted].

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K. Income Tax

Four cases of unpaid 1953 income taxes for [redacted] personnel are being processed through the General Counsel tax unit without penalty, although the employees will be required to pay the accrued interest. Seven other tax problems for present and former staff agents for 1954 income taxes have been resolved by BFO/TR in consultation with the General Counsel and the Finance Division.

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L. Logistics Orientation of [redacted] Supply Officer

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[redacted] Supply Officer, [redacted] has been scheduled for a three-day tour of the Office of Logistics for the purpose of acquainting him with current trends in the logistical field. [redacted] will visit the Procurement Division, Stock Control Branch, and [redacted] He will be [redacted] on 5, 6, and 7 April.

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M. Delegation of Procurement Authority to the Supply Officer, [redacted]

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Heretofore, the Supply Officer, [redacted] has been exercising procurement authority at [redacted] under the direction of [redacted] but without a specific delegation from the Director of Logistics. The Director of Logistics, therefore, has been requested by the DTR to delegate limited procurement authority to the Supply Officer, [redacted]

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N. Repainting of Room 11-A, Building [redacted]

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A request has been submitted to the Office of Logistics for repainting of the office of the Director of Training. The Director of Training will use Room 11-B during the time his office is being painted.

O. Renovation of the Auditorium, Building [redacted]

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A request was submitted to the Office of Logistics requesting renovation of the auditorium, Building [redacted] These renovations will:

1. Detach, and dismantle into groups of three, the existing tablet arm chairs.
2. Detach and remove the platforms supporting the rear four rows of seats, and restore the floor covering underneath.
3. Remove 1.4 feet from the front of the platform serving as the stage and restore the floor covering on the platform.
4. Install a curtain rail on the outer facing of the limed-oak arch framing the movie screen. OTR will provide the curtain and rail, and install the curtain.
5. Install two blackboards, which OTR will provide, one on each side of the arch frame of the movie screen.

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The Office of Logistics was requested to complete these alterations prior to 25 April 1955.

P. Top Secret Control for OTR

As of 31 March 1955, top secret control will be moved from the office of the DTR to the office of the Chief, Support Staff where it will be handled by [redacted] All top secret coordination within OTR and between OTR and other Offices of CIA will be processed by [redacted]

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Q. Recruitment Request Program

Recruitment requests for Operations School instructor vacancies are being prepared for forwarding to the Office of Personnel. These will reflect positions as approved by the recently completed classification survey of that school.

R. Administrative Branch Training

[redacted] completed the BOC on 18 March 1955. [redacted] are scheduled for this course beginning 4 April 1955.

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S. [redacted]

Weekly report of the utilization of [redacted] from 23 through 29 March is attached.

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[redacted]

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Attachment: [redacted]

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