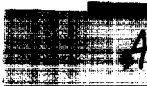


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**WORKLOAD FACTORS**

**SR/Admin/Logistics Section**

- 1. Number of Projects, by type, which require the preparation of Logistics Annexes Approx. [REDACTED] 25X9A2
- 2. Number of Requisitions per month, including price studies, prepared Average 25  
(61 requisitions 1 July thru 22 Sept)
- 3. Number of Property Disposal Actions per month Negative
- 4. Number of Cables and Dispatches prepared per month Very small  
(Stated that cables and dispatches were prepared in the Country Branches and released thru the 'host' division)
- 5. Manhours per month spent attending meetings and conferences 8-12 hours
- 6. Manhours per month spent in review of proposed regulatory issuances 16 hours
- 7. Recurring and intermittent reports per month and man hours spent on their preparation
 

Recurring	0	Manhours	0
Intermittent	few	Manhours	5
- 8. Number of actions and manhours per month on general service type activities
 

Actions	no record	Manhours	53
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LIST OF ACTIVITIES

LOGISTICS SECTION/SR/ADMIN

1. SPECIALIZED ACTIVITIES:

- a. Prepare, or assist in the preparation of, Logistics Annexes to projects and programs and conduct the required coordination, review and authentication within the Division.

Note: It was stated that the Division has completed the preparation of detailed Annexes for all projects having a requirement for materiel.

- b. Prepare, or assist in the preparation of, Forecasts of Materiel Requirements and perform for the Division such review as may be required to assure conformance to plans and policy and to secure coordination and authentication within the Division.

Note: Due to the peculiarities of the Division, it is likely that Forecasts, when required by Logistics Officer, will be prepared totally in the Logistics Section from the detailed Annexes referred to above.

- c. Prepare requisitions and requests for shipment and review adequacy of requisitions prepared elsewhere in the division; follow-up with Logistics Office to assure timely delivery; and make distribution as required of copies of requisitions and VSD's.

- d. Prepare special and recurring reports, or coordinate the preparation of reports by other headquarters of field elements of the division, and review for release to requesting office.

Note: At the present time the requirement for reports is negligible. However, it may be expected that some reports will be required by the Logistics Office from the field and headquarters as procedures are developed to tighten up the supply system control.

- e. Prepare, or assist in the preparation of, special routing, packaging and shipping instructions and plan channels for the movement of materiel to field stations.
- f. Maintain real estate records on property used as safe houses.

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- g. Maintain vehicle records and Declarations of Trust on those vehicles purchased from Agency funds by deep and medium cover individuals.

Note: The keeping of vehicle records is a function of the Logistics Office but that office has in certain instances delegated to Area Divisions the responsibility for records on the above type vehicles.

- h. Acts to assist Transportation Division in problem cases involving the movement of personal effects and automobiles, especially those involving the use of pseudonyms.
- i. Provides supporting data for budgetary compilations concerning materiel estimates.
- j. Maintains liaison with the Logistics Office, Medical, Commo, TSS, Senior Staffs, other area divisions and others on logistical matters of common concern.
- k. Maintains operational stock room for the SR Division and incidental stock control records.
- l. Passes on requests for vehicles, administrative and quasi official, as to justification for purchase, replacement or disposal, type to be used, and similar factors, and prepare requests on the Logistics Office for action.

Note: The question of vehicles is discussed elsewhere in the study.

2. NON-SPECIALIZED ACTIVITIES - Administrative/General Service/ Housekeeping matters

- m. Develop plans for headquarters space, furnishings and telephone outlets moves in the case of major rearrangement.
- n. Maintain records of Class A furniture in headquarters offices.
- o. Acts as clearing point for all division requests for reproduction and processes requests to central reproduction facility.
- p. Maintains reproduction equipment for use by division personnel.

Note: This appears to be an unnecessary activity since reproduction equipment is available to anyone who cares to use it in Room 2027 J and the equipment is maintained for that purpose.

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- q. Acts as clearing point for the division on all demands on the Building Services Officer for repairs and maintenance work.
- r. Acts as a clearing point, and obtains service, on all division requests for typewriter and office machine repairs.
- s. Receives and consolidates all book and periodical requests for the headquarters and field elements, and prepares necessary order forms and services complaints concerning non-delivery.
- t. Receives and transmits to the motor Pool all calls from within the division for use of official automobiles.
- u. Miscellaneous other services.

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PRESENT FUNCTIONS

SR/Admin/Logistics Section

(quoted from memorandum, SR/Division, the Acting Chief, dated 8 October 1952, subject: Table of Organization, SR Division)

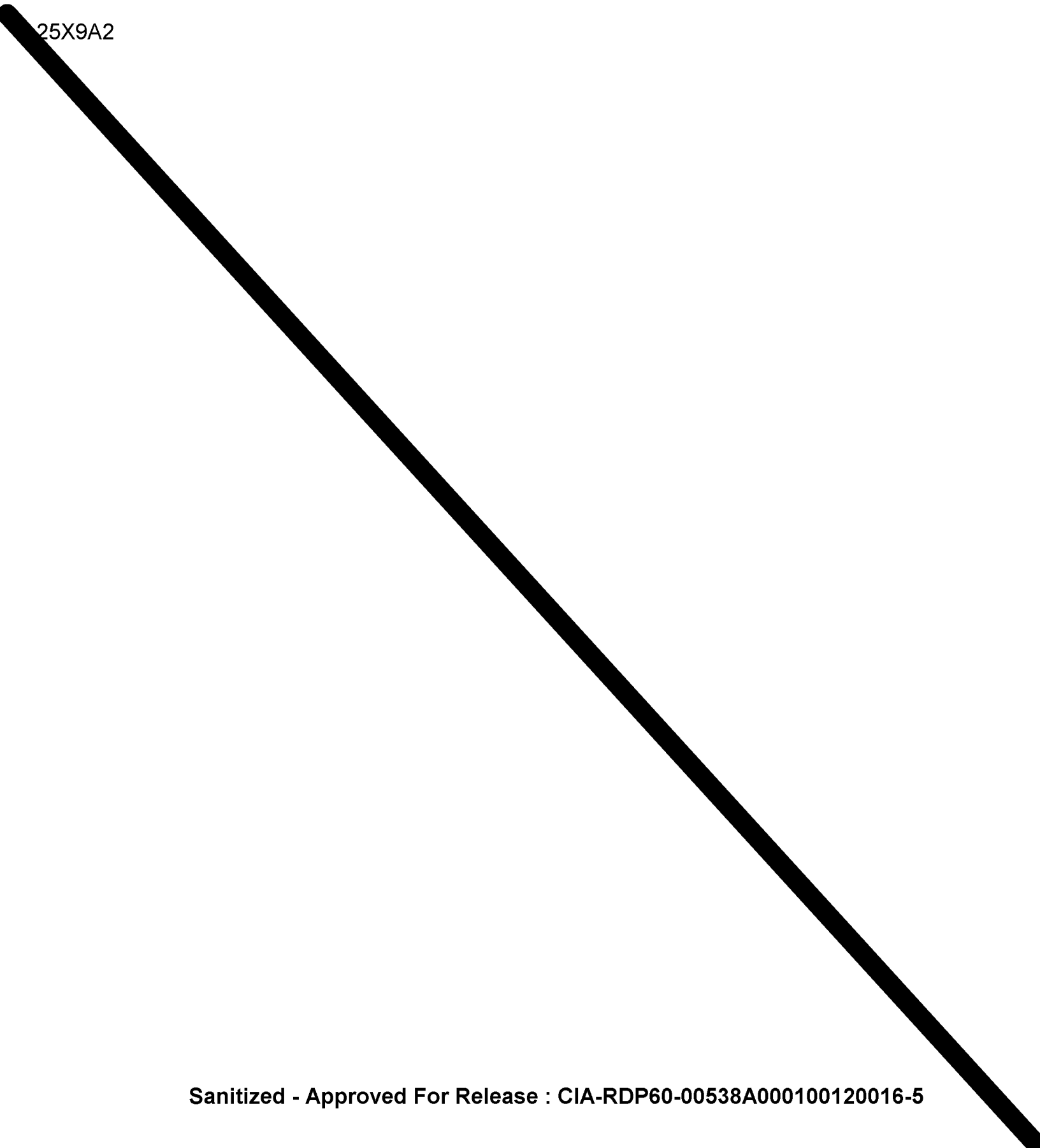
FUNCTIONS OF THE ADMINISTRATIVE STAFF

2 c. Logistics

- (1) Maintains continuing liaison with technical specialists, Agency policy officers and administrative officials and maintains a current knowledge of Division operational requirements in order to properly conduct logistics planning.
- (2) Prepares and coordinates all plans for the Logistic support of Division operations including such factors as personnel, facilities, services, funds and material.
- (3) Prepares all logistic reports and annexes to Division plans, programs, and projects.
- (4) Provides staff supervision and guidance to the Division operations branches on logistics problems.
- (5) Is responsible for a continuous review of operational logistics requirements to insure that commitments are within current capabilities and available resources.
- (6) Formulates, reviews, and obtains approval of Division T/E's, T/A's and special allowances for field support activities including formulation of standard supply and replacement factors and consumption rates.

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