

MEMORANDUM FOR THE RECORD

29 November 1957

SUBJECT: Procedures of ORR Administrative Staff,
Records Management and Services Section

<u>Procedure (or Activity)</u>	<u>Comments & Recommendations</u>
<p>I. <u>Requisitioning</u></p> <p>Volume--40-60 requisitions/ month</p> <p>a. <u>non-expendable items</u> (not requiring justification).</p> <p>1. The requisitioning division may call the R&S Section to deter- mine whether any item can be ob- tained from stock or whether it must be purchased. R&S determines this from Building Supply Office and Logistics catalogue.</p> <p>2. Division prepares requisition (f. 88), sends to R&S Section.</p> <p>3. R&S Section logs in and re- views the f. 88, may attempt to substitute items (with consent of division).</p> <p>4. If item costing over \$10, f. 88 is sent to Budget & Fiscal Section for obligation of funds.</p> <p>5. The f. 88 is logged out, goes to B.S.O. then to Logistics. O/L sends pink copy of f. 88 back to R&S, advising: delivery date. R&S has been filing the pink f. 88 in a folder by ORR component. (This is used only as a reference in case R&S is asked about the requisition). This procedure has been discontinued.</p>	<p>I. (a-c)</p> <p>R&S section is not in a strong position to turn down requisitions; however, it can perform a service in advising divisions regarding availability of items desired, or substitution of other items. The procedure of sending f. 88's for expendable items to R&S serves no useful purpose; it simply adds an additional step to the usual pro- cedure of a division contacting the B.S.O. directly.</p> <p><u>Recommendation:</u> Discontinue prac- tice of sending requisitions for expendable items through R&S. [Firth agrees].</p> <p><u>Comment:</u> There is a question re- garding ability of R&S to evaluate requests for business machines, in view of the increasing complexities in electronic and mechanical equip- ment.</p>

<u>Procedure (or activity)</u>	<u>Comments & Recommendations</u>
I. <u>Requisitioning (continued)</u>	
6. When the item is delivered, R&S meets the delivery truck and arranges entry into the building. R&S or the division will sign a copy of the f. 88 as a receipt.	
b. <u>Business Machines</u>	
1. Division prepares f. 88 and memo of justification.	
2. R&S reviews, may survey proposed utilization of equipment, may suggest substitutions or alternative methods. R&S indorses and sends to B&F Section for obligation of funds.	
3. F 88 & memo sent back to R&S Section for logging.	
4. F. 88 & memo next to Mgt/S for approval.	
5. Procedure then same as above.	
c. <u>Class A Furniture</u>	
Procedure same as on business machines, except that an obligation of funds is required, & f. 88 is approved by Chief, ORR Admin. Staff.	
In addition to the above, R&S Sec. occasionally receives f. 88's for expendable items from outlying ORR components (Map Library, etc.). Procedure same as la above.	
d. <u>Purchases</u>	
1. Division prepares f. 88.	
2. Logged into R&S, which reviews for amount, price & suggested vendor, & arranges to have such information inserted. Reviews for unusual or unnecessary purchase.	d. In other DD/I offices, the individual responsible for maintaining funds accounts is also responsible for inserting into purchase f. 88's date re: prices, vendors, etc. This information is now provided by a clerk in R&S Section. The Chief, R&S Section states that this function could be handled by B&F Section, but he points out that tentative CIA requires a component <u>Logistics</u>

<u>Procedure (or Activity)</u>	<u>Comments & Recommendations</u>
<p>I. <u>Requisitioning (Continued)</u></p> <p>3. F. 88 sent to B&F Section for funds obligation, back to R&S Sec. for indorsement.</p> <p>4. Copy of F. 88 is filed by B&F Sec., remainder sent to B.S.O.</p> <p>5. Procedure then same as for supply.</p>	<p>d. (continued) <u>Office</u> to supply this information. In view of the fact that a clerical now handles this function, there does not seem to be a valid objection to transfer to B&F.</p> <p><u>Recommendation:</u> B&F Section insert in F. 88's information re price and vendor.</p>
<p>e. <u>Contracts (not including Consultants)</u></p> <p>1. Volume - 12 a year</p> <p>2. Divisions initiate either a Staff Study or a Memorandum. Staff studies are required for external research contracts. AD's special assistant reviews staff studies. Memos are used for the development of equipment and for submission occurring late in fiscal year.</p> <p>3. R&S checks for complete justification and requests clarification if necessary.</p> <p>4. R&S prepares Form 88, obligation of funds by B&F and approval of Chief, Admin required, submits to B.S.O.</p> <p>5. Any questions raised by L. O. are referred to R&S which then contacts the division or the AD's assistant.</p>	<p>F. 88's for purchase are reviewed by R&S, then sent to B&F, then back to R&S for indorsement. Chief, R&S says this is because he must indorse as a last step, after determining availability of funds. This requires unnecessary paper handling. If funds are not available, f. 88 could be processed in any event. Since both R&S & B&F are part of one staff, there appears to be no justification for this final procedure. <i>final</i></p> <p><u>Recommendation:</u> R&S review and indorse F. 88's for purchases, send to B&F for insertion of price and vendor of obligation of funds, and then out to O/L.</p> <p>e. R&S Section is performing purely a clerical service in regard to contracts. The section is rarely involved in planning or developing contract projects, & is therefore in a poor position to make a contribution. Questions (from O/L, for example) are normally referred to the AD's assistant, the Chief, Admin Staff or the division by R&S Section.</p> <p><u>Recommendation:</u> R&S Section be eliminated from the contract initiation procedure. Eliminate the contract folder.</p>

Contract (continued)

6. R&S maintains folders for contract background material. These are convenience, rather than official record folders.

II. Records Disposition

a. Retirement

R&S assists in selection of retirement items, refers to Record Control Schedule Item Number, obtains retirement job. no. from Records Management Staff, reviews shelf list, (required for SI material) maintains Retirement Record

b. Destruction

(1) On files in ORR, R&S form letter requests quarterly report of destruction. These reports are logged and tabulated by components. Interim reports for some components are also recorded as received. Record Control Schedule reviewed.

(2) On files ^{returned} returned to Record Center, R&S receives and screens destruction requests, checks with originating office before authorizing destruction, examines material at Record Center or arranges for recall if necessary to decide on destruction, consults with Records Management Staff if outside Agencies are involved in records.

(3) After internal reorganizations, R&S recommends destruction of duplicate material resulting from change.

II b. Records Management Staff requires annual reports of destruction from operating components. The ORR requirement for quarterly reports is unusual, however, it may be justified on grounds of volume. The interim reports submitted by some components appear to be excessive.

Recommendation: Eliminate interim reporting by divisions of records destroyed.

Comment: Semi-annual reports would require less work by R&S Sec. and would accomplish the same end.

R&S is 6 to 9 months behind in recommending destruction of duplicate material resulting from material ORR reorganizations. Elimination of tasks of lesser importance (as recommended throughout this paper) would permit R&S to devote more time to the more important records management work to be done.

III. Records Maintenance

R&S makes recommendations re types of filing equipment, location of files, (central vs. dispersed) organization of files (Temporary vs. permanent; subject numeric filing).

Records Maintenance (continued)

Clears requests for and recommends consultation with Records Management Staff, and attend procedure improvement demonstrations.

IV. Records Creation

- a. No implementation of correspondence management.
- b. Reports Mgt. Survey completed with 5 reports being consolidated into 4 with reporting frequency extended to quarterly basis from monthly. 39 ORR reports.
- c. Records maintained:
 - Record of Destruction
 - Record of Retirement
 - ORR Regulation Background File
 - External Contract File
 - ORR Forms Background File
 - Reproduction Requests
 - Building Move Folder
 - Maintenance Request Folder
 - Telephone Installation Folder
 - Requisition Log - Non expendables
 - Conference Room Request
 - Agency Telephone Directory Control File
 - Agency Distribution Controlled Regulation File
 - Parking Space Card File
 - Space Utilization Folder
 - Personnel Security Folder
 - Daily Diary
 - Monthly Activity Report

IV. a. See 2 b. above.

b. In a prior study of ORR Admin. Staff work distribution, it was determined that 59 hours per week are spent on administrative reports, including a substantial amount on the Daily Diary. The importance of advising the component chief of important occurrences cannot be over-emphasized; however, the necessity for making this advice ~~or~~ written report is questionable, especially when the report is submitted even in the absence of important occurrences.

Recommendation: Eliminate the Daily Diary. When reports of important occurrences are necessary, make them verbally.

V. Forms Control

- a. Request for new form reviewed. Rough draft of desired format and information prepared. Form 30 filled in & forwarded to Forms Management Staff
- b. Forms Mgt. notifies R&S when stock is low, R&S checks consumption rate against predicted rate of usage on Form 30. R&S reviews to see if revision needed before reordering.
- c. Survey of ORR forms completed, 10 forms obsoleted. 130 forms for ORR primary interest. Most ORR forms are not stocked by BSO.

Forms Control (Continued)

d. A case folder showing evaluation of ORR forms is maintained.

e. All reproduction requests for forms approved by R&S

f. Some control of duplicating equipment thru location & monitoring of usage.

V f. Control of duplicating machines is maintained by location of the machines near responsible persons. However, such persons have other work to do, and the number of "bootleg" forms in ORR suggests that duplicating equipment is being used improperly. Adequate control of the machines would reduce unofficial forms.

Recommendation: Require users of such machines to sign a sheet (attached to the machine), & to specify reason for use.

VI. Regulatory Issuances

a. Agency regulatory issuances
R&S maintains ORR master copy of regulations "accountability for Distribution Controlled" determines distribution of regs in ORR reviews no. of copies requested by ORR offices comments on coordination copies of proposed regulations; upon publication AD's copy is annotated whether ORR commented (and if comment adopted)

b. DD/I Notices
Same as above

c. ORR Regulations and Notices
R&S originates administrative regulations & notices; coordinates proposals within ORR & outside ORR; if required submits to Chief, Admin. Staff for approval prior to submission to AD. Assigns number (regulations correspond to Agency regulatory categories, notices are numbered numerically within calendar year) Checks at time of preparation for conflict with Agency regulatory issuances. Maintains master copy of ORR regulations & notices maintains historical file of background data.

VI. (a&b)

Recommendation: If comment is made, concurrence to proposal should be made subject to comment to assure adoption of comment.

VI c. Recommendations: Number ORR notices according to Agency categories. Use expiration dates on notices to obviate need of rescission notice. Review ORR regs & notices for conflict as new and revised Agency regulations are published. Consider requesting R.C.S assistance in revising ORR regulatory issuance system.

Regulatory Issuances (Continued)

Comments and Recommendations

- d. Volumes
8 to 10 regulations a year
40 to 50 notices a year

VII. Building Maintenance

a. Maintenance Requests (minor requests are prepared by Offices, major request by R&S). Requests are screened by R&S from cost standpoint and to insure optimum utilization of space and equipment. Actual survey of area is made before R&S indorses request to Space Maintenance.

b. Volume - 20 to 30 a month

c. Cost

Anything fixed to building paid by Logistics Special equipment is paid for by ORR. R&S checks justification of request, estimates cost, determines vendor, sends to Budget & Fiscal for obligation prior to submission to Mldg. Supply Officer. Oct. 57 alteration cost of \$1682.77 - an average month. \$5800 cost of November move of Staff D. Partitions cost \$300-400; electric outlets \$25-30, framing of maps \$20-100.

d. Telephones

Request initiated by office R&S makes survey, recommends best installation, prepares template showing exact location of phone on desk indorses written request to Telephone Section. R&S also provides assistance in securing home telephones for key personnel. (R&S checks "Key personnel" factor, prepares memo to Telephone Section for signature of Chief, Admin.)

e. Char force

R&S processed requests for special cleaning. Receives complaints and takes remedial action by telephoning Space Maintenance.

VII. R&S is responsible for insuring most efficient utilization of ORR space and equipment. In fact, because of various pressures and lack of information, R&S is not in a position to take positive steps along these lines. The cost of building changes and personnel moves is so high as to justify more positive control, logically by Admin Staff through R&S Section. Such control, with long-range planning could reduce costs and insure that space is properly used. Present R&S action is more of a rubber-stamping.

Recommendation: Chief, Admin Staff take steps to assure more positive role in planning and controlling utilization of space and equipment. Management Staff can be of assistance in such planning and installation of controls.

Building Maintenance (Continued)

Comments and Recommendations

7 f. Parking Spaces

R&S assigns 104 ONR parking spaces down to Branch Chief level by slot, spaces for visitors and consultants, medical spaces (6 month assignment, then new medical justification required). Parking space signs and maintenance (telephone to SMF). Parking violations reported to SMF. Official use permits (5) for a fiscal year from SMF arranges special parking in other areas. Call SMF 24 hours before. Maintains parking space control cards.

VIII. Personnel Moves

VIII. See 7 above.

a. Planning

Upon request for move, R&S makes survey to determine alterations required, lighting requirements, electric outlets, electric circuits for special equipment, amount and type of equipment and unauthorized Class A furniture, feasibility of safe area storage, telephone and intercom requirements. A space plan is then prepared (using templates) and approved by requesting official.

b. Implementation

Memo to SMF prepared. If safe area is involved, memo is routed to SMF through Security who initiates Security requirements. Space plan is attached to memo. Memo to Telephone Section with Space Plan. Necessary new equipment ordered.

c. Supervision of Alterations

Two copies of T-54 (work order) received from Logistics. Workmen contact R&S before beginning work. R&S returns 1 signed copy of T-54 to LO upon completion of work. The second copy is filed. SMF is then telephoned for actual move and Telephone Section is called.

Personnel Moves (Continued)

d. Volume

3 personnel office moves a month. The moves are necessitated by internal rearrangements, consolidation of offices, swapping of space etc.

e. Cost

Reimbursed by IO to GSA. Even if a truck is not used, there is still a charge of \$4 per hour for truck and driver. The moving crew is paid \$2.35 per hour. A normal crew includes 9 to 10 men.

IX. Physical Security R&S supports Chief Admin, the ORR security officer.

a. Security violations in restricted areas

Upon report of violation, R&S notifies Chief, Admin, makes daily diary entry conducts investigation of violation with OCI Security Officer. When ORR office has reported on reprimand given, R&S makes thermofax copy and places in Personnel Security Folder. R&S checks for previous security violations.

b. Security violations outside restricted areas

Same as above with Office of Security in place of OCI.

c. Defective Safes

R&S notifies OCI for restricted areas, Office of Security for non restricted areas.

d. Combination changes

R&S arranges with OCI and OS

e. R&S Security briefing cover securing safes, mail routing, storage of carbons, waste material, securing room, loss of Agency badge, reporting security violations, preparation of requests re outside activities, proper storage of classified material.

IX e. Each new ORR employee is subjected to 4 or 5 briefings, including 3 in ORR - by the R&S Section, division and branch security officers. The division security briefing relates to division policies, the branch briefing relates to the employee's specific work. R&S briefing is for application to all ORR. Since the individual will be most concerned with the division and branch environment, since the policies of division and branch must be consistent with office policies, the briefing by R&S seems superfluous.

Recommendation: Discontinue R&S briefing. Since R&S includes Asst. Security Officer, this section should prepare a briefing outline, to insure adequate coverage of all material.

X. Safety & Emergency Planning
Chief, Admin ORR is Safety Officer
Emergency Planning Officer, Evacuation Officer.

a. Safety
R&S responsible for initiating remedial action on safety hazards discovered in annual inspection by Safety Officer and GSA Fire Inspector. Whenever an accident or injury occurs, R&S investigates, and if physical hazard the cause, R&S notifies SSG. R&S makes verbal report to ORR Safety Officer and telephones CIA Safety Officer.

b. Emergency Planning - Evacuation
R&S prepares revision of ORR emergency plan and 8 annexes (only annex #8 designating area wardens is revised annually. R&S revises plans when required by office moves. R&S secures copy of evacuation plan for other buildings where ORR units are located but ORR does not have primary responsibility. R&S briefs new wardens. Last briefing last year.

XI. New Building Planning

This is actually handled by Asst. to AD/RR, who also handles Vital Materials. R&S has distributed Utilization of Floor Space Plan to all Admin Assts. From this R&S has compiled data on:

Sq. footage of each room, average sq. footage per employee, sq. footage occupied by occupant, tabulation of filing equipment in use.

XI. See 7 above.

XII. Reproduction Services

a. R&S approves reproduction request for all forms for ORR.

b. R&S approves reproduction request for OAD Staffs (Staffs C, I, A, EIC)

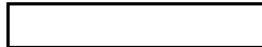
1. Seans request for complete information
2. Logs in request by component
3. Assigns job number
4. Maintains follow up suspense
5. Expedites requests by establishing priority systems.

c. Other approving authorities for reproduction in ORR

1. Publications Staff - Economic Area
2. Cartographic Reproduction Clerk
3. Map Library - Information Control Section



d. Graphics are obtained directly by each office.



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