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ATTN : DD/P-Administration
Mr. Andrews
Chief of Logistics

20 April 1953

Items of Interest for DD/P-Administration
Officers' Meeting on 22 April 1953

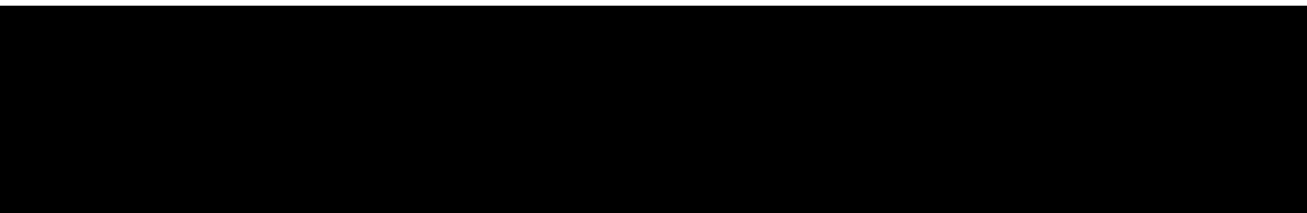
In accordance with your request, the following items are submitted as suggestions for inclusion on the agenda of subject meeting:

1. Real Estate and Construction

a. Formal Request for Services

The Chief of this Division recommends that requests for site inspections and project development be furnished in writing whenever possible. This will avoid misunderstandings, failure to cover all points of Area Division interest during inspections, and will facilitate inter-departmental liaison at proper level as required.

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2. Supply

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a. [Redacted]

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It is planned that all Agency supply warehousing in the Washington area will be moved to the new warehouse [Redacted] by 31 August 1953. The Supply headquarters personnel will remain in Quarters I. This depot will not operate under cover, but the fact that it is a CIA warehouse will not be publicized. [Redacted]

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Street Warehouses will be vacated.

b. Agency Supply Catalog

The second edition of the Agency catalog has now been printed and will be distributed during the next two weeks.

3. Procurement

a. Requisitions

(1) This Division can render faster and more efficient service in the procurement of materiel if requisitions contain accurate nomenclature and stock numbers in the case of standardized military or commercial items.

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(2) The same desired results can be obtained for non-standard items if complete and accurate specifications and drawings are furnished. This service division can then negotiate, or advertise, or purchase over the counter in a manner that will produce exactly the items desired by the requisitioning Division.

b. Lead Time

The matter of "lead time" is very important as to the manner in which procurement is effected. If lead time is adequate, a more thorough survey can be made of available sources. This will result in the Agency's obtaining best quality and prices with better security. Further, faster delivery usually results when procurement lead time is adequate.

4. Coordination and Requirements

Information on Operational Plans

It is believed to be generally known that certain Area operational plans have failed to obtain financial support, or have failed during operational phases, because of the lack of good logistics planning. It is urged that logistics personnel of Area Divisions be read in on operational plans during the very early stages, and that Logistics Office coordinators be read in as early as feasible. This will in most cases cause proper and effective material support when required. Further, it should result in early elimination of plans that are impractical because of impossible logistics requirements. (For proper protocol, it is recommended that this item be presented by a representative of DD/P-Admin.)

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JAMES A. GARRISON

LO/SS/JCB:cc (20 April 1953)

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