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MINUTES

LOGISTICS OFFICE STAFF MEETING

14 July 1953

THOSE PRESENT

Mr. Garrison



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1. Items from the Administrative Staff Meeting, DD/A: The following items from the Agenda of the Administrative Staff Meeting held the previous day were presented by Mr. Garrison:

a. Mr. Wolf will be in his office as an Assistant to the DCI on Tuesdays, Wednesdays, Thursdays and Fridays. He will be available to assist us in any problems which we may have to bring to his attention.

b. Budget: A letter from Mr. Dodge to Mr. Dulles was read which stated that the 1955 budget is to be less than the 1954; that the 1954 budget is to be reviewed and will be less than the 1953 budget.

(1) Personnel: Present policy is to go ahead and continue to bring employees on duty then when and if the freeze to hold the Agency to the 30 June 1953 ceiling is authorized, a 90-day period will be allotted in which to transfer employees overseas and to take other action to bring the T/O to the 30 June total.

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(2) Personnel problems: The importance of putting personnel problems in writing was again stressed by Mr. Garrison.

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c. Space: Moves are to take place as planned and it was suggested that [REDACTED] be contacted regarding this space.

d. Part-time employees: This item was mentioned but nothing definite was decided.

e. Overtime: The Logistics Office uses more overtime per employee than any other office in the Agency. Use of overtime will have to be cut and it was suggested that a possible solution would be to change the working hours of some of the Logistics Office so that a certain percentage in critical areas would be reporting for duty later thus working later.

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f. Orientations: The Operating Divisions feel that orientations, such as the one given to [REDACTED], are well worth the time spent.

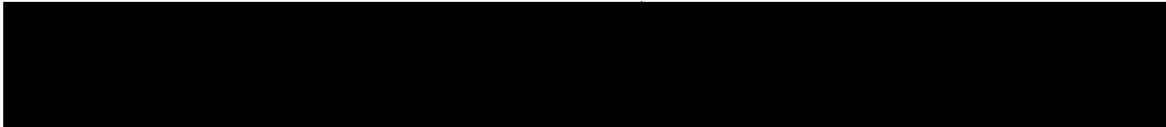
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g. Basic Intelligence and Administrative Support Course: This should be completed and delivered today. It was mentioned that [REDACTED] will visit [REDACTED] on Thursday.

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h. Bills in Congress: There are a number of Bills before Congress which may effect purchases by this Office. The General Counsel's office is our contact for guidance on these Bills. Mr. Garrison specifically mentioned the Potter Resolution, stating that it contains one sentence which "lets us off the hook".

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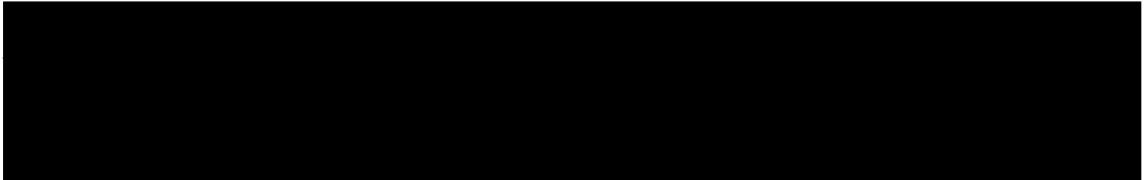
3. Survey of Administrative Positions in DD/P area: The DD/P and DD/A have come to an agreement to have a survey made in the DD/P area of all administrative positions. Logistics Office will receive a list of these positions and will then determine if there are too many or too few

4. Employees on Unvouchered Funds: The DD/P has recommended that employees on unvouchered funds be under his jurisdiction. It was felt that he was not aware of the fact that this Office has sixteen employees on unvouchered funds.

5. Career Boards: The Career Board will no longer pass on appointments but the Board can establish standards for appointment. This Board will continue to pass on promotion of employees on duty.

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An employe enroute from [REDACTED] purchased a sailboat and has requested that the Agency pay for shipping it to the States. Operations has also taken the attitude that the Agency should pay for this and the matter has been turned over to the General Counsel for decision.

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[REDACTED] felt that the use of appropriation symbols was necessary when requesting transportation services from the Armed Services. It was brought out that SCOP-53 should take care of this problem. However, a Staff Study is being prepared by [REDACTED] to more fully state the problem.

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