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Minutes of
LOGISTICS OFFICE STAFF MEETING
6 October 1953

PRESENT

Mr. Garrison



25X1A9a

1. Requirements: The question was asked by Mr. Garrison if there was available a tabulation showing the difference between materiel listed on requirements submitted by the Area Divisions and materiel actually purchased for them. He added that it seemed to him that there was little relationship between the two categories of materiels. It was stated that no tabulation exists at the present time and Mr. Garrison requested that one be made.

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2. [REDACTED] On Friday, 9 October, Mr. Garrison met with the Corporation's Counsel to review the current work-load and the method of doing business. He learned that the Corporation's way of doing business had stood up under the tax laws and [REDACTED]

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25X1C4e

3. Supply Team: [REDACTED] stated that they were still trying to hold to the already scheduled departure date.

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4. Security Violations: [REDACTED] stated that the Logistics Office has had a total of 13 physical security violations since 1 May 1953 -- an average of 2.36 per month. This is entirely too high an average and a full report was requested by Mr. Garrison. The seriousness of having even one violation can not be over-emphasized. Thirteen violations in the last 5½ months should be ample warning to each and every employee of the Logistics Office to be absolutely certain that every piece of classified material is in a safe and that all safes under their jurisdiction are closed and locked.

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5. Logistics Support Course: The Logistics Support Course is expected to be under way by 1 November 1953. Mr. Garrison requested that the program of this course be submitted to him.

6. Overtime: All overtime is limited to the amount budgeted for. The Administrative Staff is keeping a record of all overtime worked, per hour, and will submit a copy of the record quarterly to each Staff and Division.

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