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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff

DATE: 17 September 1953

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

A meeting was held with representatives of the Regulations Control Staff, Transportation Division, Supply Division, and the Administrative Staff in order to clarify certain points of joint responsibility with other components of the Agency for writing and revising Regulations; and changes in Agency travel regulations along the lines of State Department regulations.

It was agreed that in order to comply with the DD/A's request that immediate publication be accomplished, the Regulations Control Staff will publish revisions of existing Regulations

[Redacted]

[Redacted]

Proposed Regulations [Redacted] subject "Motor Vehicles" have been submitted to the Administrative Staff for final review and submission to the Regulations Control Staff.

b. Supplemental Budget Fiscal Year 1955 (continued item)

The supplemental FY-55 budget for the Logistics Office was submitted to the Comptroller 12 September 1953.

The annual allotments of funds for FY-54 will be issued by the Comptroller by Friday 18 September 1953. These allotments will supersede obligational authorities granted by the tentative fund allocations for July and August 1953.

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2. PROJECTS AND STUDIES IN PROGRESS

a. Logistical Support Course (continued item)

The Director of Training has concurred in the proposal and tentative course outline for the Logistics Support Course. As soon as DD/P concurrence has been obtained, selection of trainees will take place.

b. Human Resources Training Program (continued item)

 OTR, Director of this program, will conduct the course for supervisors  during the week of September 28. STAT 50X1

c. Turnover of Personnel (continued item)

The study to determine reasons for the apparently excessive turnover of personnel within the Logistics Office is being continued. In addition to the fact that each employee leaving LO is given an exit interview by the Personnel Officer and the Chief, Administrative Staff, Personnel Relations Branch has been requested to submit copies of their exit interview reports to LO for further analysis.

d. Report of Separations (continued item)

No change

e. Delegations of Authority (continued item)

All recommended delegations of authority by LO components are due in the Admin. Staff this week.

f. Management Analysis and Review of the Administrative Staff (continued item)

Detailed study is being continued.

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

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c. Basic Intelligence Course (SUP) (continued item)

The next Logistics Office presentation for the Administrative course will be given on Friday, September 18. Several new charts have been devised for this presentation, and dry runs will be held prior to the presentation.

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d. Vital Material Program (continued item)

Procurement Division has now submitted a list of material considered vital to their records. As soon as other reports are received, an overall Office list will be prepared for study and approval. The Records Management Officer will visit the repository for vital material [Redacted] on Wednesday and Thursday of next week, and while there will inspect all Logistics Office material presently on deposit.

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e. Evacuation Plan (continued item) ✓

A revised Evacuation Plan has been prepared and is now in the process of reproduction.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

At the meeting of the Logistics Office Career Service Board held on September 10, a committee consisting of Division and Staff representatives and the Personnel Officer was established to review qualifications of CIA career employees in Grades 8-12, nominated for Logistics Office Career Service Designations.

b. Logistics Office Training Program (continued item)

[Redacted] Finance Officer [Redacted] is undergoing a week's individual indoctrination in Logistics, preparatory to his overseas departure.

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