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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, LO

DATE: 23 December 1953

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALA. Agency Regulations (continued item)

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[REDACTED]

b. Logistics Office Notices and Instructions (continued item)

Logistics Office Notice No. 5-220-2 was issued 17 December 1953 changing the organizational title of the LO Inspection and Review Staff to the Technical Review Staff.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

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The first Logistics Support Course ended on 18 December. During the last two days of the course, the Training Officer conducted a critique with both students and instructors at [REDACTED]. Both headquarters and field training were well received by students, and many constructive suggestions were made. The next course is tentatively scheduled to begin 25 January 1954.

c. Organization Manual (continued item)

No change.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

Personnel report of the on-duty strength for the week ending 24 December 1953 is [REDACTED]

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b. Review of LO Career Designations (continued item)

The Logistics Career Service Board met Tuesday, 22 December 1953 and recommended approval of LO Career Designations for 5

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employees and deferment of consideration of granting LO Career Designations for 2 employees, pending report by a working committee to resolve certain questions concerning jurisdiction over public works, maintenance, and post-engineer positions.

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

No change.

d. Vital Material Program (continued item)

No change.

e. Work Program (new item - continued)

Conferences have been held by Personnel Officer, Training Officer, and Career Management Officer during the past week with Chief, Administrative Staff, concerning the work program for personnel and training branches for the period 1 January through 30 June, including estimates of 54 revised work programs for Personnel, Career Service, and Training before submitting to Chief, Administrative Staff for review.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

CIA Career Service Board has approved use by Logistics Career Service Board, on an interim basis, the statement of function, policy, and objectives prepared in July. Work is progressing on inclusion of changes in this statement to incorporate revisions of procedures and policy by CIA, Administration or Logistics Career Service Board during the period since the statement was written.

b. Logistics Office Training Program (continued item)

Meetings have been scheduled with key personnel involved in the Logistics Support Course for the purpose of reviewing and revising course outlines for future presentations.

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Mr. [REDACTED] a Junior Officer Trainee from the Office of Training, has begun a tour of duty within the Logistics Office. Mr. [REDACTED] tour will include formal training, and on-the-job training within the various divisions.

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The Training Officer participated in the work program evaluation of the Administrative Staff conducted by the Technical Review Staff during this week.

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