	Decument No. No Change Alap Class of For Release 2002/05/02:	35.71.77. 039.100.070023-7
	Glass, Changed To: TS S C Auth.: 18 10-27-78 By: 36	18 December 1953
••••••••••••••••••••••••••••••••••••••	MESIORARIZEM FOR: Acting Deputy Dir	rector (Administration)
		r Week Ending 18 December 1953
	1. General	
	a. Transfer of Motor Pool F	unctions - (completed item)
	On 14 December 1953 the	Motor Pool became a function and the res- Division, Logistics Office.
	2. Staff Items of Interest	
25X1A2d1	d1 . Project	
25X1A2d1	MATS have been cancelled. Arrangement of scheduled flight leaving on 16 December 1953.	the high pressure fittings and hose by ments have been made to take advantage ong Andrews Air Force Base for
25X1A9a	b. Briefing for	25X1A6
25X1A9a	a thorough briefing on 14 December 10 of the Logistics Office.	25X1A6 enior Representative for was given 1953 on the functions and responsibilities
	3. Administration	
	a. Action Copies of Dispatches	S and Cables - (new item)
25X1A2d1 5X1A2d1	retariat, and the Logistics Office, is dispatches and cables regarding routing marters and	held between the FE Division, Cable Sec- it has been agreed that action copies of the logistical matters from Head- 25X1A6 the Logistics Office. The indicator ach direct action and will become effective
	b. Basic Intelligence Course (8	
	during the week of 11 January 1954.	presentation in this course will be made

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25X1A2d 25X1A2d1

	4. Transportation Division	
	. Operational Statistics, Week Ending 17 December 1953 - (continued it	en)
	(1) Trucking Operations: (a) Tonnage Moved - 15 tons (out of town) (b) Total Truck Mileage - 7,181 miles	
	(2) Cargo Operations: (a) Total Air Shipments - 29 (b) Tounage Moved - Air - 4.5 tons (c) Total Surface Shipments - 81 (d) Tounage Moved - Surface - 17 tons	
	(3) Personal Property Shipments: (a) Incoming Personal Property - 26 (b) Outgoing Personal Property - 9 (c) Incoming Privately-Owned Automobiles - 0 (d) Outgoing Privately-Owned Automobiles - 4	
	5. Supply Division 25X1A	.6a
	e. Paily Transportation to . (new item)	
25X1A6a	Three (3) scheduled trips have been established between Central Building, I Building, Quarters Eye and Alcott Hall to be utilized by personnel in transacting official business and effecting small deliveries between these points and	
	6. Procurement Division	
	a. Contract Documents and Requisitions - (continued item)	
25X1A5a1	(1) Contracts Commodity & Quantity Dollar Value Rutritional Studies \$ 52,042.00	
	15,209.00 25X	1X1
	(2) Requisitions - By Division Branch	
	Brought Fwd. 3 4 Contract Purchase Order Total Received 16 23 8 124 171 Completed 14 18 15 136 183 Pending 5 9 104 274 392	
25X1A1a	Amt.Oblig.	7

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7. Real Estate and Construction Division

a. Projects

25X1A6a

Bids have been received from seven (7) companies covering additional work estimated at \$145,080.56. The contract is now in process of discussion with the low bidder. It is anticipated that the contract will be awarded prior to 30 December 1953.

15/

JAMES A. GARRISON Chief of Logistics

LO/SS/ARL:mk (18 Dec. 1953)

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