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~~SECURITY INFORMATION~~

OFFICE OF PROCUREMENT AND SUPPLY

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PROCUREMENT OFFICE

Mission

The Chief of Procurement is responsible to the Deputy Director (Administration) for the procurement, storage, issue, shipping, and accountability of all supplies and equipment of the Agency, and for the development and maintenance of a supply system capable of providing adequate logistical support to all Agency activities. He is responsible for the maintenance of close liaison with the heads of other Government supply and procurement activities, and with other Agency Office Chiefs to assure a closely coordinated supply effort.

Functions

Effects a compilation of requirements for equipment and supplies essential for Agency operations. Negotiates with appropriate officials of other Government organizations, agreements to insure that Agency logistical requirements are met. Develops supply plans, stock levels, production capacity requirements and CMP requirements.

Provides facilities for the receipt, inspection, warehousing, packing, shipping, and issuance of all supplies and equipment. In addition, is responsible for utilization, accountability, and disposal of all Agency materiel.

Effects procurement of all overt and covert supplies and equipment required for Agency activities, directly or by contract, from civilian or military, and other Government Agencies.

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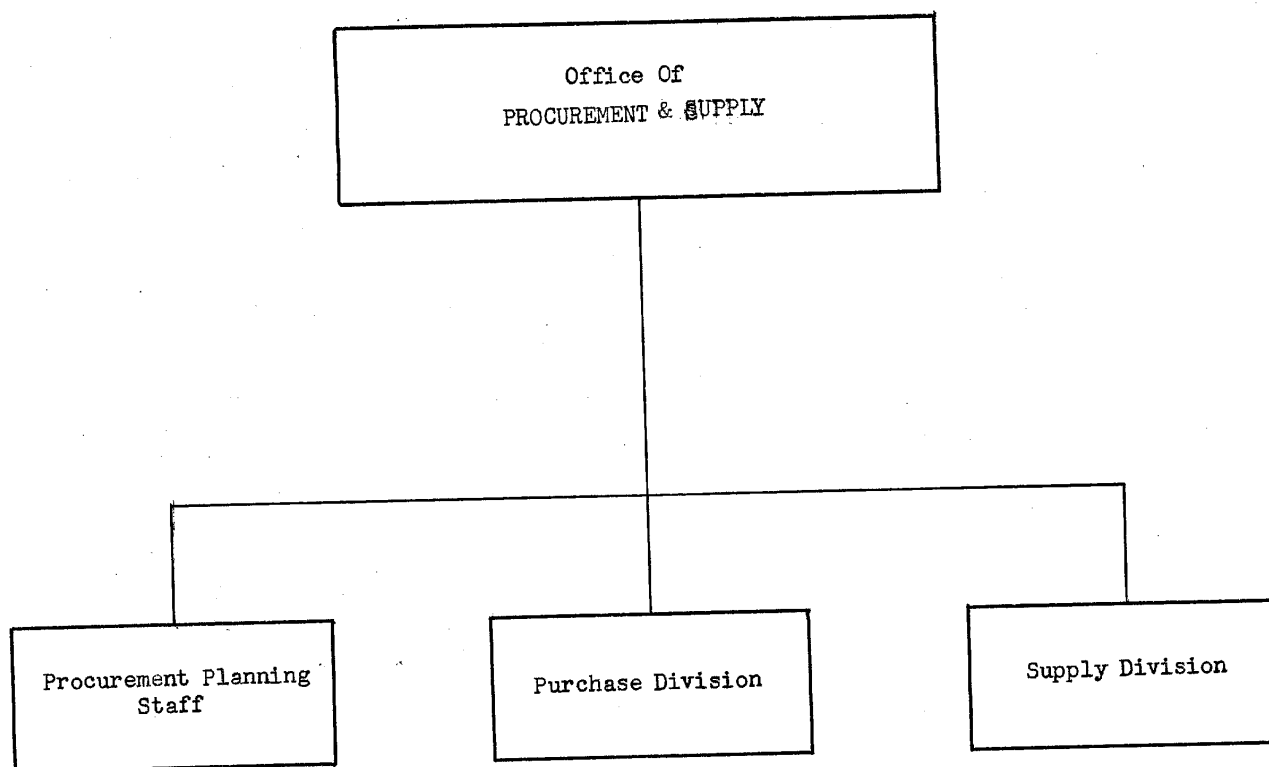
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OFFICE OF THE CHIEF

Procurement Office

RESPONSIBILITIES

Chief of Procurement

Is responsible to the Deputy Director (Administration) for the procurement, storage, issue, shipping, and accountability of all supplies and equipment of the Agency, and for the development and maintenance of a supply system capable of providing adequate logistical support to all Agency activities. He is responsible for the maintenance of close liaison with the heads of other Government supply and procurement activities, and with other Agency Office Chiefs to assure a closely coordinated supply effort.

Deputy Chief of Procurement

Assists the Chief of Procurement in the accomplishment of all the objectives, as well as the fulfillment of responsibilities as set forth for the Chief of Procurement, and in his absence, serves as a principle Agency Staff Officer for supply and procurement.

Assistant to the Chief (Covert)

Under the direction of the Chief of Procurement, is responsible for the supervision of all procurement and supply functions of a covert category. Assists the Chief with liaison work. Assists the Chief of Procurement in the formulation of covert procurement and supply policy, and is further responsible for the implementation of all covert supply and procurement procedure.

Assistant to the Chief (Overt)

Under the direction of the Chief of Procurement, is responsible for the supervision and coordination of all procurement and supply activities of the Agency of an overt nature. Assists to formulate overt procurement and supply policy, and is responsible for the implementation of all overt supply and procurement procedures. Assists the Chief of Procurement with liaison work. Is responsible to the Chief of Procurement for the adequacy of overt procurement sources and Agency supply facilities.

Executive

Under the direction of the Chief of Procurement, is responsible to the Chief for the effective administration of the Procurement Office and is delegated authority to act for the Chief of Procurement on all matters for which policy guidance has been established. He is responsible for the screening and recording and routing of all incoming correspondence and its follow-up. The Executive is responsible to the Chief for the

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setting up of the administration system for the Procurement Office, as well as for the promulgation of office regulations and internal operating procedures for administration, and the enforcement thereof. He establishes agendas for staff conferences, and finally, is responsible for keeping the Chief of Procurement fully informed as to the internal operation of the Procurement Office, including the setting up of requirements for reports from the Divisions necessary to provide such information.

Assistant Executive - Personnel

Under the direction of the Executive, is responsible for all personnel matters and the adherence of the Procurement Office to Agency personnel regulations. Recommends internal personnel policies, and under the direction of the Executive, sets up machinery for the resolution of Personnel problems. Is responsible for the maintenance of all personnel records and reports required by Agency personnel regulations or established by the Executive in the interest of keeping the Chief of Procurement informed of this phase of the Procurement Office function. Finally, is responsible to the Executive, through the medium of close coordination with Division Chiefs, for the maximum utilization of manpower within the Procurement Office.

Assistant Executive - Administration

Under the direction of the Executive, is responsible for the implementation of all administrative procedures and the effectiveness of the administration of the Procurement Office. Is responsible for the coordination of administrative matters with the Division Chiefs to assure conformity and adherence with established practices. Is further responsible for the following up of all correspondence requiring action, to assure effectiveness of operation of the Procurement Office. Responsible for internal security.

Contract Inspection

Under the direction of the Chief of Procurement, to make such pre-contract, work-in-process, and final inspections, in addition to, or in lieu of, other routine inspection services as may be required to insure prompt and faithful execution of contracts for specialized commodities and services placed by this Agency.

To implement the above, the principle functions of Contract Inspection will be as follows:

1. To locate, inspect, and report upon additional first-hand sources of specialized commodities and services, with special emphasis upon their availability, adequacy, financial stability, general security, and ethical standards.

- 3 -

2. To make continuing studies of all active contracts for specialized commodities and services to anticipate, if possible, delays and defaults in the execution of contracts, which might impair the procurement efforts.

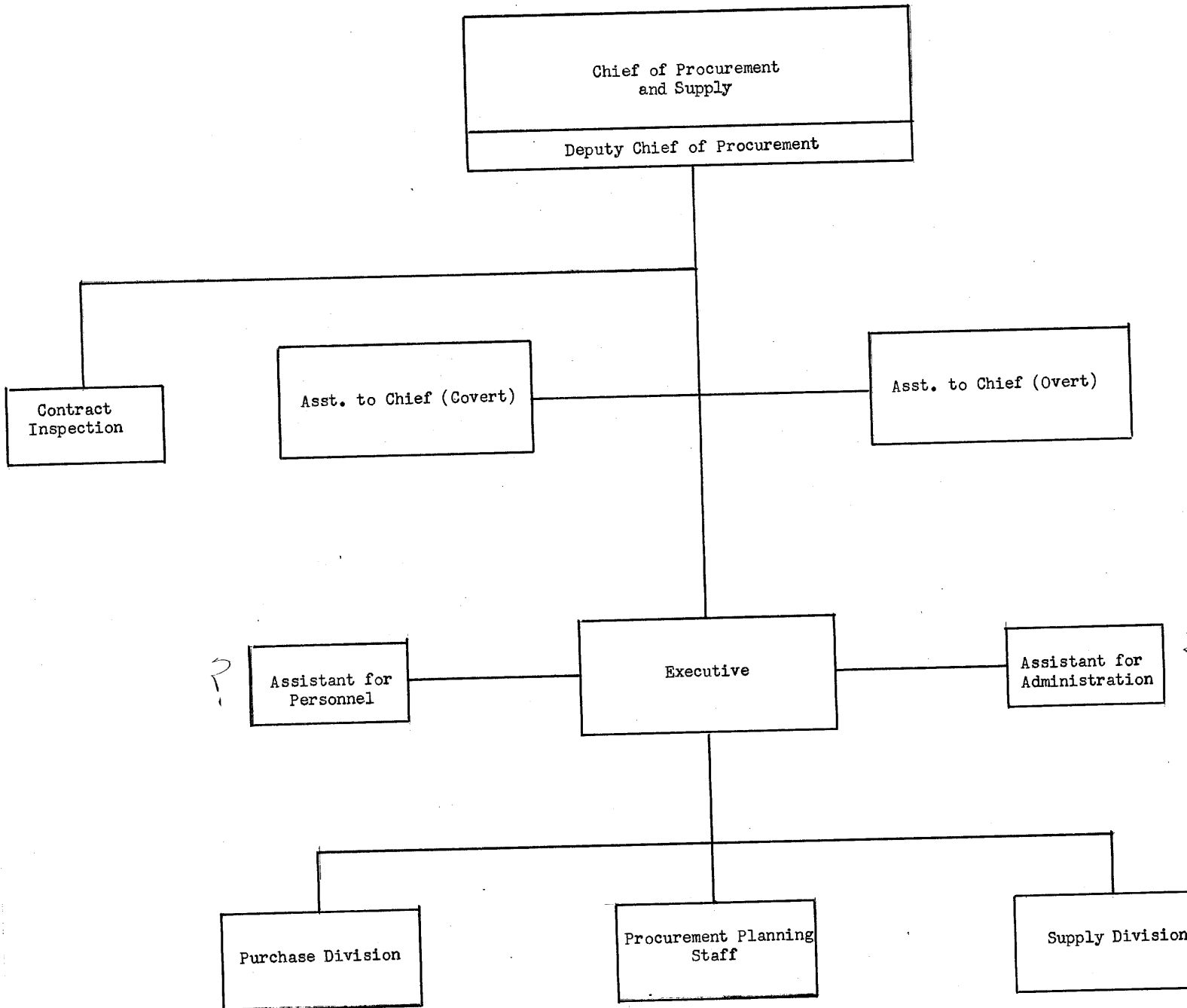
3. To maintain a close liaison with all Divisions of the Procurement Office to assist in expediting deliveries, adjusting schedules, and executing such other field missions and assignments as may be assigned by the Chief of Procurement.

4. To promote good public relations through field contacts with the management officials of source companies during all stages of pre-contractual and contractual relations.

5. To cooperate with the Inspection and Security Office in the maintenance and enforcement of required security measures.

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ANALYSIS OF PROJECTED RESULTS

Assistants to The Chief of Procurement

The establishment of two Assistants to The Chief of Procurement is necessary for the purpose of providing the Chief with current information as it relates to the overt and covert supply activities of CIA. Such assistants, capable of fulfilling duties of either position, and in the capacity of Staff Officers, will provide assistance on all policy matters, and when approved, will implement same.

Executive and Assistants

The Executive, Assistant for Personnel, and Assistant for Administration, are responsible for the complete administration of the Procurement Office for which policy guidance has been established. All decisions relative to personnel and administration matters rest with the Executive and his Assistants, thereby allowing the Chief of Procurement and his staff officers full time to devote to policy matters as they relate to logistical support to Operations.

Contract Inspection

To date, the functions of the Contract Inspection have been centered largely about the electronic components of the procurement program, where in the bulk of the research and development contracts have been concentrated. During the coming fiscal year, other categories, particularly ordnance and mechano-scientific specialized items will be procured in substantial volume and require equal supervisory inspection service.

The increased work load will be accomplished by the Chief, Contract Inspection, and three Field Inspectors, namely:

1. Ordnance Inspector - To have cognizance of all inspections of special ordnance material, small arms, explosives and sabotage items.
2. Electronic Inspector - To have cognizance of all inspections of special electronic and communication material developed under agency specifications.
3. General Inspector - To have cognizance of all inspections of special mechanical, photographic, and scientific material developed under Agency specifications.

The duties of these Inspectors will in no way conflict with normal inspection procedures employed heretofore by this Agency, and there will be no duplication of effort on standard, military, or general supply commodities.

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PROCUREMENT PLANNING STAFF

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OFFICE OF PROCUREMENT

## PROCUREMENT PLANNING STAFF

Missions and Functions

## 1. Procurement Planning Staff

## a. Mission

The mission of the Procurement Planning Staff is to prepare for the Chief of Procurement long and short range purchase, contract, supply and maintenance plans consentaneous with CIA operational plans and requirements; to advise the Chief of Procurement as to areas that require change or improvement; to perform liaison work as required and to make periodic recurring staff visits to all activities of the Procurement Office. *sf*

## b. Functions

This staff will conduct searching analysis on a continuing basis of purchase, contract and supply records to provide current background data for the Chief of Procurement. It will perform normal staff functions as related to plans and recommendations. Purchase and supply plans, with the mechanics related thereto, will be a prime responsibility of this staff. Stock levels, supply sources, materials allocation and standardization of procedures will be monitored, developed or established as the situation dictates.

## 2. Coordination Branch, Procurement Planning Staff

## a. Mission

The mission of the Coordination Branch is to perform liaison with procurement sources for materials and with other Offices of the Agency. This branch will furnish technical data and advice to other CIA Offices.

## b. Functions

Personnel of this Branch will perform required liaison with offices of the Armed Forces, the Munitions Board, the CMP offices, other agencies as required, and with logistics and administration staffs and divisions of CIA Offices. Technical assistance will be furnished to other planning activities. The allocation of controlled materials will be obtained.

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OFFICE OF PROCUREMENT

PROCUREMENT PLANNING STAFF

3. Statistical Branch, Procurement Planning Staff

a. Mission

The mission of the Statistical Branch is to collect, record and analyze data to provide the Chief of Procurement with information as to the current status of internal operations, and to provide information for sound logistics planning.

b. Functions

This Branch will establish records as are necessary to provide ready source for statistical analysis of Procurement Office activities. It will prepare recurring analytical reports to point up budget statistics, critical materials situations, availability of material and supplies, and management information. Stock levels, lead time factors, and replenishment plans will be established and monitored. Market trends will be watched so that maximum dollar benefits may be derived consistent with operational needs. Will prepare and periodically revise over all supply plans.

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4. [REDACTED] Coordination Branch

a. Mission

The mission of the [REDACTED] is to develop information regarding overseas supply potential by geographical area, and to furnish area logistical data and advice to operational planners.

b. Functions

This Section will guide the Statistical Branch for the collection and correlation of data regarding availability of supplies in overseas areas. It will procure required information when it is not available within the Agency. Area supply inspectors will be furnished when directed. Area supply plans will be developed and prepared.

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5. [REDACTED], Coordination Branch

a. Mission

The mission of the [REDACTED] is to furnish competent technical advisors to assist operating activities of the Agency, and other Divisions within Procurement. Provides liaison with the military establishment.

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PROCUREMENT PLANNING STAFF

b. Functions

This Section serves as a technical advisory staff to aid the operating activities of the Agency in the formulation of their requirements which would be consistent with current and contemplated military procurement plans. Advises as to capability and capacity of military equipment. Provides "need to know" information for planning purposes to others of Procurement Planning. Establishes and maintains contact with the military for expeditious procurement action.

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6. [REDACTED] Coordination Branch

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a. Mission

The mission of the [REDACTED] is to perform liaison with the National Production Authority and the Munitions Board in connection with the Agency requirements for controlled materials, and to establish adequate security measures in connection with this work as consistent with the sensitivity of the projects concerned.

b. Functions

This Section will assure adequate allocation of controlled materials. Contacts and relations with governing agencies will be such that emergency requirements, requiring directive action, will be met. Records will be established to provide current data for monitoring expenditure of critical materials.

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7. [REDACTED] Statistical Branch

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a. Mission

The mission of the [REDACTED] is to compile data and prepare reports regarding current and future requirements, and to screen all current requirements.

b. Functions

This Section will edit special requirements before they are passed to P and C or Supply. Items checked will be: quantity as related to experience, suitability of items, availability with a view toward recommending substitutes where necessary.

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OFFICE OF PROCUREMENT

PROCUREMENT PLANNING STAFF

b. Functions (cont'd)

Maximum use of standard items will be emphasized and implemented. Requirements will be limited to the realm of possibility of industrial capacity. Controlled materials requirements will be developed and kept current. Trends that may affect purchase and supply plans will be studied and recommendations will be prepared.

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8. [REDACTED] Statistical Branch

a. Mission

The mission of the [REDACTED] is to provide a continuing analysis of industry potential and capacity, and to recommend steps necessary to protect the Agency's position in obtaining future large quantities of specialized materials and equipment.

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b. Functions

This Section studies and reports on market trends, the defense build up, production rates against production capacities, procurement lead times and new resources with a view toward keeping requirements on a realistic basis.

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9. [REDACTED] Statistical Branch

a. Mission

The mission of the [REDACTED] is to establish and maintain comprehensive records for the use of staff members and analysts. A technical library will be established and operated in accordance with accepted principles of library operation.

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b. Functions

This Section will collect data for the compilation of a Management Control Book, for analysts research in all fields of Procurement Planning, and for necessary records of the Procurement Office. The library will stock price guides, nomenclature lists, technical data, manufacturer guides, and other publications as required by the Procurement Planning Staff.

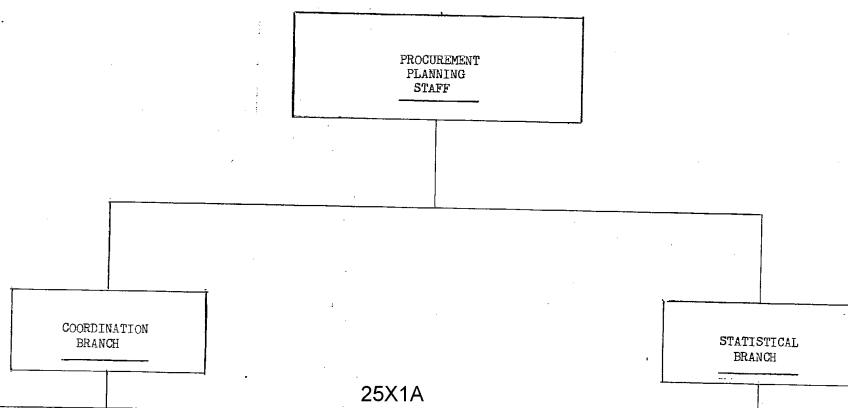
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OFFICE OF PROCUREMENT  
PROCUREMENT PLANNING STAFF

ORGANIZATIONAL CHART



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SECURITY INFORMATION

PURCHASE DIVISION

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SECURITY INFORMATION  
PROCUREMENT OFFICE

**PURCHASE DIVISION**

**I. Mission**

Procurement of the equipment and supply requirements of the Agency by the most economical and expeditious means possible, consistent with the laws and regulations that have been or may be established. Develop, prepare and coordinate regulations, procedures and methods covering the procurement of equipment, supplies and services, both domestic and foreign. In cooperation with the Planning Staff and other Divisions of the Procurement Office, provide general assistance and information to the administrative and operational activities of the Agency pertaining to market trends, prices, substitutions, and availability of equipment and supplies.

**II. Functions**

**A. Purchase Division, Office of the Chief**

1. Responsible for the procurement of the basic equipment and supply requirements of both administrative and operational activities of the Agency.
2. General supervision and administration of the Purchase Division.
3. Plan and develop procedures governing the procurement of equipment and supplies, both domestic and foreign, in accordance with the Central Intelligence Act (Public Law 110, 81st Congress) and other statutes.
4. Document control, maintenance of records, follow-up, and reports with respect thereto.

**B. Civilian Purchase Branch**

Procurement of civilian type equipment, supplies and services, consisting of office equipment and supplies, electronic, medical, ordnance, printing, and other miscellaneous civilian materials required for support of the administrative and operational activities of the Agency.

**C. Special Purchase Branch**

Procurement of the basic sensitive special or covert equipment and supply requirements of the Agency, both domestic and foreign, for operational and/or barter purposes, consisting of [REDACTED]

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██████████, photographic, general household and personal effects, and other miscellaneous related equipment, supplies or services.

**D. Military Purchase Branch**

Procurement of the basic military equipment, supplies or services from or through the Department of Defense establishments, consisting of quartermaster, medical, communications, photographic, ordnance, and other equipment, supplies or services.

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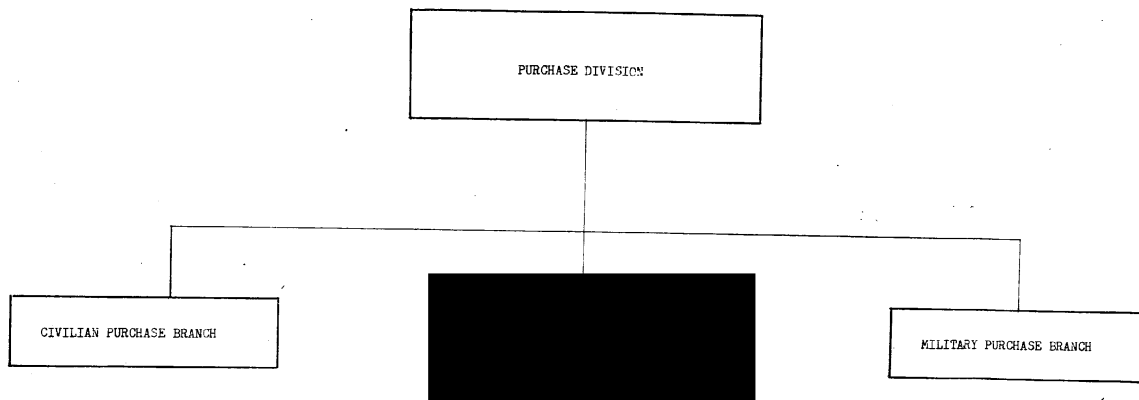
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PROCUREMENT OFFICE  
PURCHASE DIVISION  
ORGANIZATION CHART

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## Functions and Responsibilities

### 1. Office of the Chief

Responsible for the procurement of civilian type equipment, supplies, and services; general supervision and administration of the Branch.

#### a. Special Contracts

Responsible for negotiation and preparation of contracts for special intelligence reports and other miscellaneous services not provided for under commodity purchase groups.

#### b. Administration and Control

Responsible for general support to the Purchase Groups, document and requisition control, administration of contracts and orders, general follow-up, maintenance of records, reports and statistics.

### 2. Purchase Group I

Responsible for procurement of general quartermaster type civilian equipment, supplies or services from or through civilian sources, including open market by advertising or negotiation, established Government contract sources, and civilian Government activities. Commodities to be procured are as follows:

#### Furniture

Dry goods, notions, floor coverings

Lumber, machine and hand tools

General hardware; bolts, nuts, etc.

Chemicals, drugs, gases, soaps

Paints, sealers, waxes

#### Stationery

Office machinery and equipment

Textiles, clothing and foods

Hospital, laboratory and surgical apparatus

Building materials

Kitchen apparatus and utensils

#### Printing

General household materials and maintenance services

Other miscellaneous related equipment, supplies or services

### 3. Purchase Group II

Responsible for procurement of civilian type electronic and photographic equipment, supplies and services from or through

civilian sources, including open market by advertising and negotiation, established Government contract sources and civilian Government activities. Commodities to be procured are as follows:

- Electronic apparatus and parts
- Electric and wire communication apparatus
- Precision instruments
- Photographic equipment and supplies
- Telephone and teletype services
- Other related miscellaneous equipment, supplies or services

4. Purchase Group III

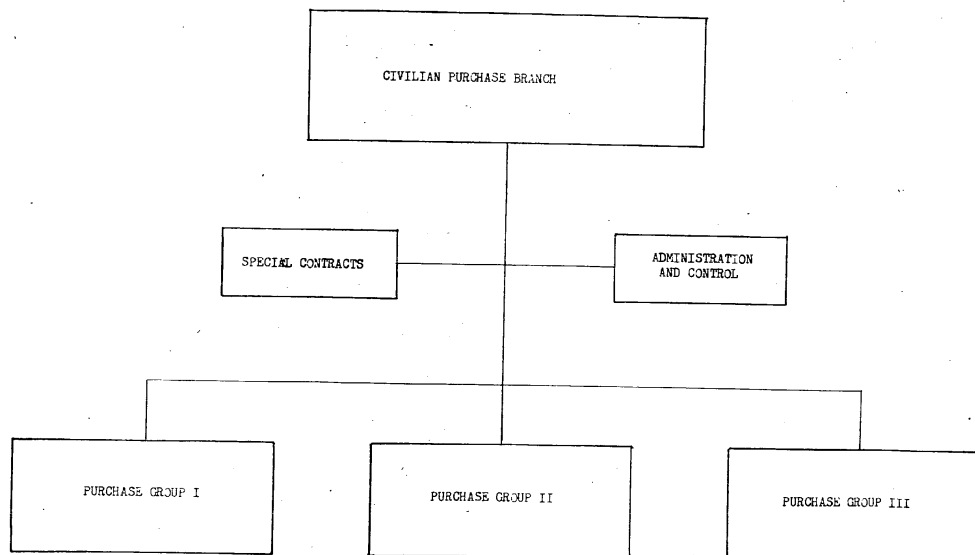
Responsible for procurement of ordnance and automotive type equipment, supplies or services from or through civilian sources, including open market by advertising and negotiation, established Government contract sources and civilian Government activities. Commodities to be procured are as follows:

- Arms, ammunition, explosives
- Motor vehicles, parts and accessories, tires and tubes
- Fuel and lubricants
- Machinery (heavy) road building, material handling
- Aircraft and marine equipment, supplies or services
- Railway, yard and dock equipment
- Fire fighting apparatus, parts and accessories
- Other miscellaneous related equipment, supplies or services

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PROCUREMENT OFFICE  
PURCHASE DIVISION  
CIVILIAN PURCHASE BRANCH  
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PURCHASE DIVISION  
MILITARY PURCHASE BRANCH

## **Functions and Responsibilities**

### **1. Office of the Chief**

Formulate and execute comprehensive program for procurement from or through the Department of Defense establishments, of all the basic military equipment and supply requirements of the Agency, including quartermaster, electronic, photographic, ordnance and others.

#### **a. Administration and Control**

Responsible for the general support to the Purchase Groups, document and requisition control, general administration of orders and contracts, record maintenance, reports, statistics and general follow-up.

### **2. Quartermaster Group**

Responsible for obtaining through the various technical services of Department of Defense, the general quartermaster type of equipment, supplies and services including quartermaster equipment and supplies, medical, and related miscellaneous equipment, supplies and services.

### **3. Signal Group**

Responsible for obtaining through the various technical services of the Department of Defense, electronic and photographic equipment and supplies, communications apparatus and parts, precision instruments, equipment and supplies, and other related miscellaneous equipment, supplies and services.

### **4. Ordnance Group**

Responsible for obtaining through the various technical services of Department of Defense, ordnance type of equipment, supplies and services, including arms; ammunition; explosives; motor vehicles, parts and accessories; machinery, heavy, road building, material handling; aircraft and marine equipment, supplies or services; fire fighting apparatus, parts and accessories; other related miscellaneous equipment, supplies or services.

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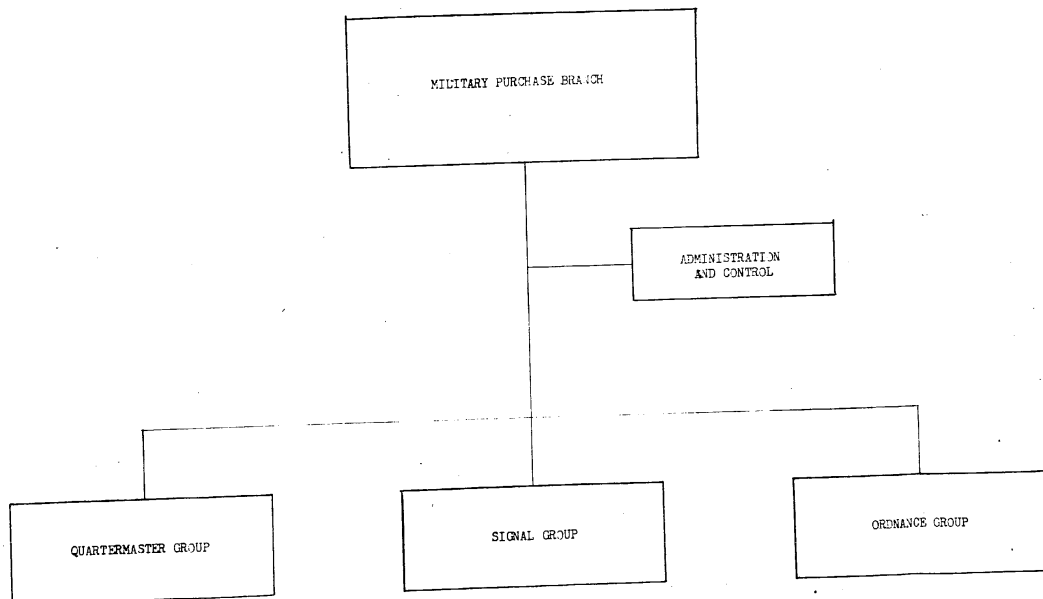
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PROCUREMENT PLANNING STAFF

Analysis of Projected Results

1. The acceptance, activation, and manning of the proposed Procurement Planning Staff will accomplish the following:

- a. Provide an active staff unit for the Chief of Procurement to study and recommend solutions for the many current and recurring special and routine problems that are inherent for a purchase and materiel activity.
- b. Furnish adequate liaison personnel for the supply of "need to know" internal and external information.
- c. Compile and analyze data and information that is essential for proper management and operation of any business.
- d. Supply a staff visit or inspection unit that will monitor compliance procedures, attitudes, effectiveness, and end results.

PROCUREMENT PLANNING STAFF

Projects

1. The following list of projects states a few of those that urgently await solution and/or monitoring by the Procurement Planning Staff.
  - a. Procurement Problem Scope for FY 52-53
    1. To determine recurring and planned requirements for all CIA Offices and activities.
  - b. Procedures Regulation for Purchase and Contracts
    1. Initiate the preparation of a regulation that will establish detailed procedures for P and C.
  - c. Procedures Regulation for Supply Division
    1. Initiate the preparation of a supply manual to govern all phases of the operations of the Supply Division and the Depot System.
  - d. Control Book and Monthly Report
    1. Set up data collection procedure and prepare weekly control book and monthly report for use of Procurement Chief.
  - e. Policy and Objectives of Logistics Division of OPC and OSO
    1. To determine long range and immediate plans and policies of OPC and OSO logistics as related to procurement and supply.
  - f. Stock Lists
    1. Organize and monitor the preparation of consumer usable stock lists for all classes of supply.

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PROCUREMENT PLANNING STAFF

Projects (cont'd)

- g. Supply Plan '52 - '53
  - 1. Prepare a comprehensive supply plan for FY 52-53.
- h. Warehouse Facilities
  - 1. Determine world wide warehouse requirements for ?  
FY 52-53.
- i. Management Study
  - 1. Initiate an internal management study for the Office of Procurement.
- j. Library
  - 1. Plan and establish a procurement technical library. ?
- k. Working Space
  - 1. Plan space requirements for Procurement Office Headquarters.

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SUPPLY DIVISION

OFFICE OF PROCUREMENT

SUPPLY DIVISION

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Mission and Functions

1. Mission

- a. To receive, inspect, store, pack, issue, ship and transport to field depot destination or departmental point of use, all supplies and equipment of CIA.
- b. To maintain and control all supplies and equipment of the Agency and be responsible for the accountability and utilization of all such property.

2. Functions

- a. The Supply Division is responsible for - developing, organizing, and administering a logistical support program, primarily of a physical nature, providing for the receipt, inspection, storing, packing, controlling, issuance, and shipping of all supplies and equipment of the Agency, including communications, medical, general operational and administrative supplies and equipment; receipt, inspection, processing, reclamation, storage, and issue of all firearms, ammunition, and explosives; transporting these supplies to field depot destination or departmental point of use. Maintenance of control records to reflect by item, the total quantity and monetary values of expendable supplies in stock and non-expendable property on hand and in use in the departmental area, in all domestic depots and in both overt and covert domestic installations and oversea major supply depots; maintenance of auxiliary records by item, the quantities on order (Due In), allocated (Due Out), requirements and unused project balances by both items and project; property in transit, and consolidated records by items of material at all locations and the designated accountability for this property. Is responsible to maintain proper, adequate and timely advice to operating divisions of the condition of inventories in which each is interested. Operates building supply rooms and employs Building Supply Officers to fulfil domestic supply requirements of the operating activities. Compiles, develops, and maintains catalogs of all items in stock and required to be procured for issue from stock and in use; the development and assignment of all inventory account numbers, location codes and all other identifying codes required for stock control and accounting. Directs all activities of cargo operations, traffic

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and transportation for both overt and covert overseas installations. The Division is also responsible for the disposition of all surplus or otherwise unusable supplies, equipment and property including field installations, as well as departmental property, which required adequate survey of such materiel and recommendations for proper disposition in accordance with existing laws and regulations. The Supply Division is further responsible for inspecting and investigating all damages to property of CIA; determination of appropriate storage locations within combined warehouse areas; preparation of proper warehouse layout plans and space allocations and the determination of adequate methods and processes for packing and crating of all materiel for both domestic and export shipments. The Division is responsible for the development, preparation, publication and dissemination of all regulations and procedures to assure complete control and coordination of the foregoing operations; for the training of adequate personnel for additional warehouse operation installations; and for the maintenance of adequate field inspections to maintain operations according to published regulations and procedures.

- b. Wherever the operations of Supply Division functions are performed under the control and administration of an installation commanded by a Chief of Mission of an operating division, that the personnel performing these functions will operate under and be subject to the Chief of Mission or commanding officer of the installation. In these cases, the Supply Division functions will be performed according to regulations, directives and manuals of procedure distributed by the Supply Division Headquarters to avoid duplication of records or methods and to assure standard procedures established in basic training manuals. *me [signature]*

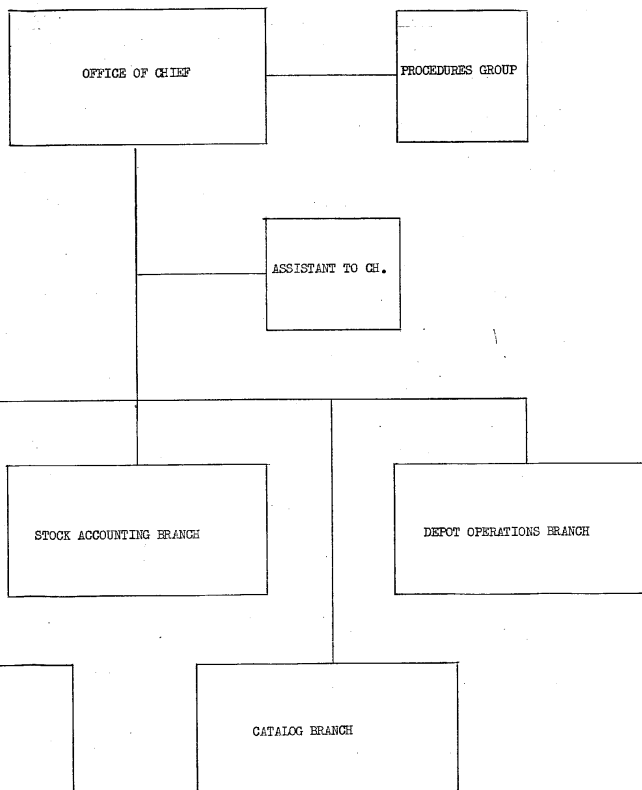
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OFFICE OF PROCUREMENT - SUPPLY DIVISION

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OFFICE OF PROCUREMENT

Supply Division

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Stock Control Branch

Mission and Functions

1. Stock Control Branch

a. Mission

To control all CIA property in stock, to be procured, and procured, both for stock and direct shipment, effect proper and timely distribution of supplies and material; maintain continuous liaison with the Procurement Planning Staff, Purchase and Contract Division, other boards of the Supply Division and operating divisions to insure that final action is taken on every item requisitioned and that operating divisions are currently advised of these actions and requisition status. Maintains stock levels set by requirements and Procurement Planning Staff, maintains control of all documents and document processed within the Supply Division, maintain stock accounts and stock records required for complete stock control operation, including projects, allocations, and project status, until machine records, Stock Accounting branch operation is installed; initiate action and procedures required for the disposition of excess stock; establish an adequate system of account and analysis code numbers for operating use; effect required adjustments to stock records on the basis of physical or documentary inventories.

b. Functions

To insure efficient control of all CIA property on hand, in stock and in use, procured for stock or for direct shipment, required for programs, allocated for projects and project status. To process documents pertaining to incoming and outgoing property including the preparation of master and order copies of shipping document (except when this preparation is performed by Machine Records Branch) and approval with Purchasing Office and Depot Operations Branch that final action is taken on each item requisitioned or due in. Notify requisitioning office or division of action taken to supply items requisitioned; initiate and forward purchase requests

SECURITY INFORMATION

to purchasing office; initiate action for replenishment of depot stocks on which replenishment responsibility has been established; supply timely information to the Depot Operations Branch on incoming property; maintain control of all documents entering the Supply Division and their processing to insure prompt and complete action, shipment and receipt at destination. Maintain stock accounts and records and prepare reports according to regulations until these Machine Records Branch is installed. Develop and install an adequate system of account and analysis code numbers, to reflect conditions, locations, activity and status of stock, procurement and issues, effect required adjustments to stock records on the basis of inventories taken in collaboration with warehouse branch and purchase branch. Initiate action required for the disposition of excess stock. Train installation teams for future expansion purposes.

25X1A 2. [REDACTED]

a. Responsibilities

Establish and maintain control registers of all requisitions, procurement documents, receiving documents, allocation documents, shipping documents, adjustment documents and all other material effecting stock control records. Maintain control suspense files on all requisitioned items to assure final action and receipt at destination. Expedite information to depots, on incoming property. Establish schedules for follow-up and closely follow all actions to insure satisfactory completion of each transaction.

25X1A 3. [REDACTED]

- a. Edit all requisitions for proper authorization, accuracy, availability of project funds, availability of material for shipment and location; indicate items to be shipped, to be back ordered; requisition items for replenishment from procurement on which stock levels have been established; verify stock numbers and nomenclature of all processed documents, approve all verified requisitions, assign proper account, destination and analysis codes to documents, notify requisitioning divisions of action taken. Record and maintain stock levels set by requirements and Control Division. Establish an adequate system of account numbers, analysis, destination and

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location code numbers for operating use, and analysis of results; maintain constant liaison with operating divisions and Depot operations Branch, Supply Division, to keep operating divisions advised of progress and status of requisitions.

25X1A

4. [REDACTED]

a. Responsibilities

To insure the distribution of material both in stock and procured, to the proper domestic depot, to assure its proximity to point of use; liaison with [REDACTED] Purchase Division and Stock Editing Section to make proper distribution determinations.

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25X1A

5. [REDACTED]

a. Responsibilities

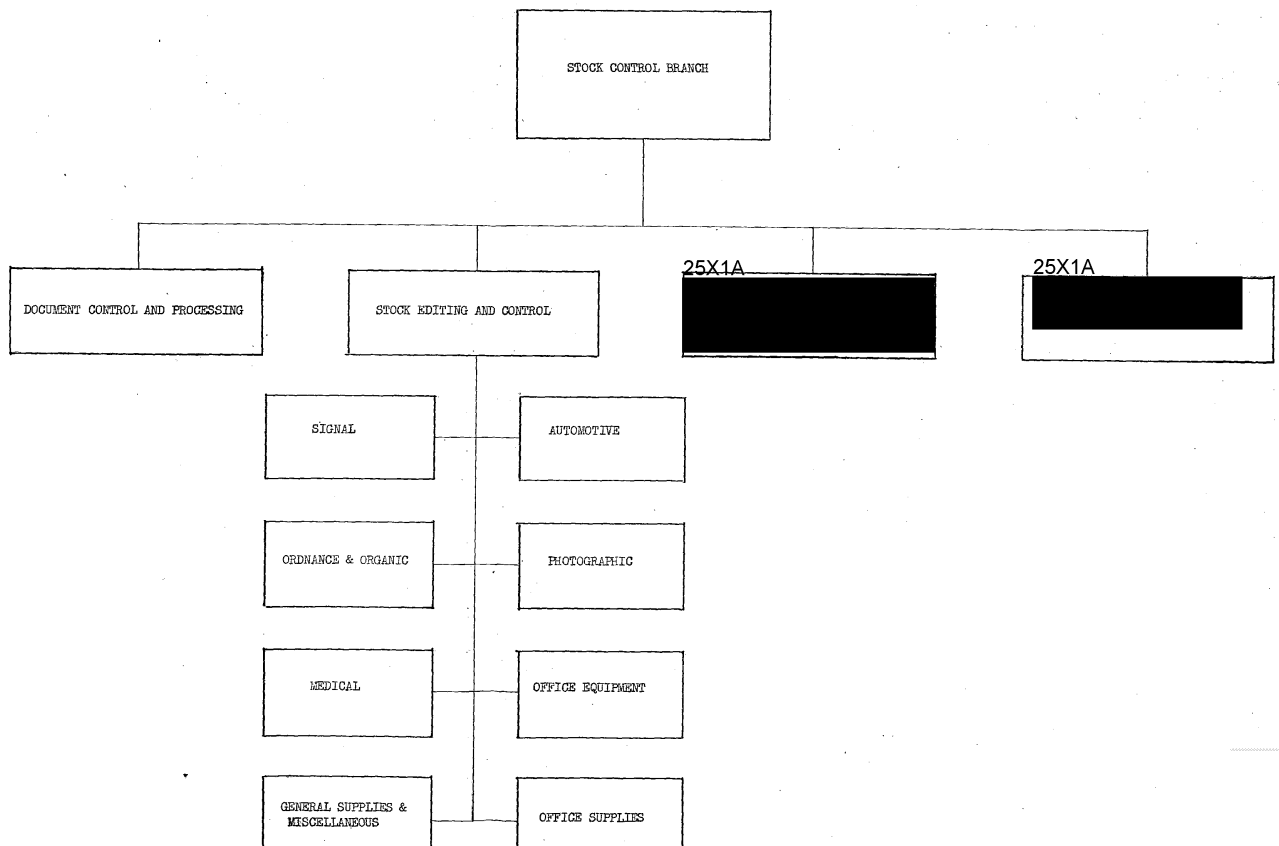
Insures maintenance of accurate inventory stock records by taking physical inventory in collaboration, with [REDACTED] Section, Depot Operations Branch, and effecting prompt adjustments in the inventory records. In addition, insures maintenance of accurate subsidiary records by taking inventory of documents affected.

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6.

Insures control of Excess Stock Disposal by development, preparation, publishing and distribution of directives and manual of instruction for this activity.





OFFICE OF PROCUREMENT

Supply Division

Stock Accounting Branch

SECRET  
REPRODUCTION

Mission and Functions

1. Stock Accounting Branch

a. Mission

- (1) To maintain stock accounts and records and provide reports in accordance with regulations, directives and Manuals of Procedures on Domestic and Overseas Stock Status and Procurement Status.

- (2) These records will consist of the following basic items:

(a) Property in Warehouses

1 Accounts by Item Quantities by Depot.

- a Stock Levels (Based on Known requirements).
- b Requisitioned but no procurement action taken.
- c Requisitioned and due in (Procurement action taken).
- d Allocated (Obligated and due out).
- e Balance on hand.
- f Excess or shortage of requirements.
- g Excess or shortage for immediate shipment from stock.

2 Accounts in Money Value

- a Items on hand.
- b Unused Project or Program balances.
- c Budgetary allotments.

3 Consolidated Accounts by Item.

- a Totals of Item positions, including In Transit between depots and In Transit from Procurement and totals of items of all depots showing locations and grand totals.

(b) Property In Use

1 By item, under each accountable office.

(c) Procurement Records

1 Unshipped quantities by item, by contract or purchase order, by project.

2 Items in transit from Contractors.

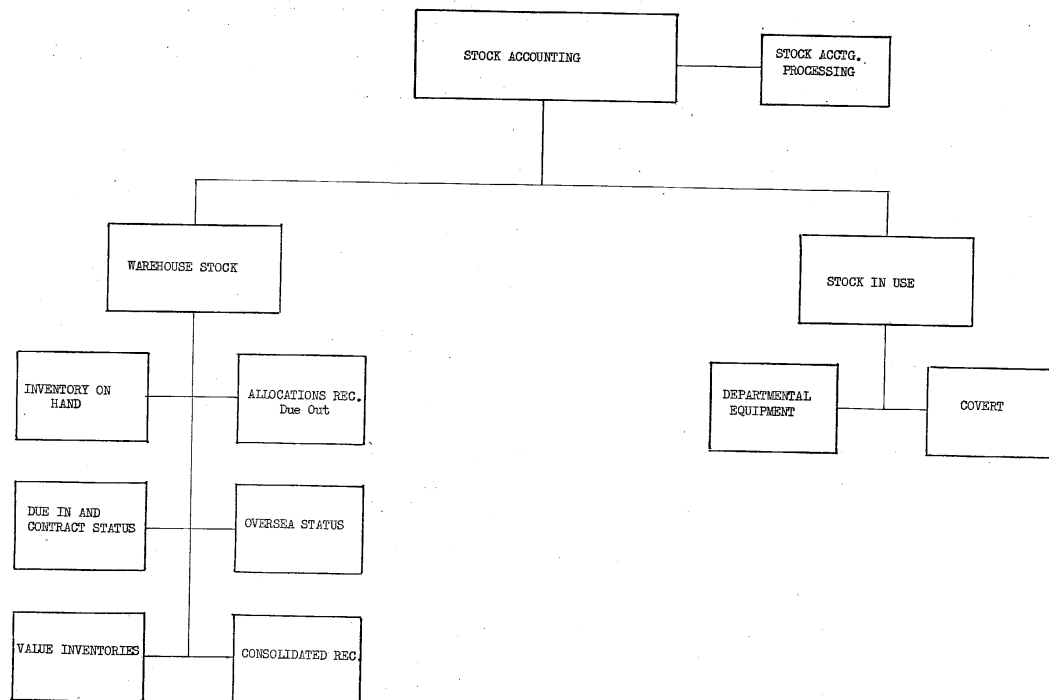
(d) Analysis Reports

As expansion requires.

b. Functions

- (1) To the develop, prepare, publish and disseminate adequate stock accounting and machine records, procedures to insure the accurate and timely maintenance of stock records and preparation of reports to train installation teams for future expansion purposes.
- (2) It will be responsible for constant inspection of all records and reports to insure accuracy and for field inspection of depot records and reports to insure that directives, manuals and procedures are followed.

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SECRET

OFFICE OF PROCUREMENT

Supply Division

SECURITY INFORMATION

Depot Operations Branch

Mission and Functions

1. Depot Operations Branch

a. Mission

To receive, inspect, store, process and provide operational maintenance where required, issue, pack and ship all supplies and equipment of CIA; provide adequate space for all material; reclaim used material on an economically sound basis, establish adequate management control of all depot supply operations for both Domestic and Overseas Depots.

b. Functions

To develop, prepare, publish, and distribute manuals of supply procedure for all functions of the Depot Operations Branch and insure adherence to Supply procedure directives by constant surveillance inspections in depots, both domestic and overseas; to train installation teams for future expansion purposes; maintain continued liaison with operational divisions to determine increased space required; maintain liaison with operational divisions of Office of Administrative Services for the purpose of securing adequate additional warehouse space as required; maintain building supply stock rooms and operate organization to provide all CIA divisions with required equipment and supplies.

25X1A

2. 

a. Responsibilities

To properly record all special operational equipment and supplies of both new and used equipment.

1. New Equipment

Stores and issues on properly authorized requisitions,

all items of new equipment. Make periodical surveillance inspection of equipment maintained in stock for long periods of time or when condition of packages indicate inspection is advisable.

2. Used Equipment

Make preliminary inspection; rebuild and reclaim, conduct operational performance test, preserve and repack for storage and/or shipment.

To prepare manual of instructions and procedures covering assignment of proper nomenclature, repair, processing, and preserving instructions for all items of equipment.

25X1A

3. [REDACTED]

a. Responsibilities

to insure the proper receipt, reporting, warehousing and issuance of all supplies and equipment of CIA; determine appropriate storage locations for stock and stored material within depot areas; plan and devise master warehouse layouts and allocate space in accordance with these plans; control the movement of all property within warehouses; establish adequate operations and control records and reports to insure efficient, economic, effective results; develop and install adequate physical security measures; develop and establish adequate Fire Prevention Programs and fire fighting personnel units and equipment; develop and establish adequate Safety programs and maintain proper First Aid Rooms and facilities; establish adequate control and restrictions on the admittance of CIA and non-CIA personnel to warehouses on a "need to know" basis; develops prepares, publishes and distributes directives and manuals of procedure to cover all warehouse documentation procedure, document processing and movement of minimum; maintain labor pool for the use of other Depot sections as required; maintain stocks of normal housekeeping supplies and materials handling equipment component parts. Provides building and grounds preventative maintenance; maintain utilities and installation of permanent facilities.

25X1A

4. [REDACTED]

a. Responsibilities

- 1 To insure that all material procured from contractors or other government agencies or departments received at CIA depots is supplied according to the contract, purchase order or requisition specifications and performs satisfactorily after receipt by CIA.

(a) Material inspected on receipt at CIA depots:

This material will be inspected according to contract and required performance specifications by qualified technical personnel supplied or recommended by the operational division involved to meet the specifications prepared by the particular operational division.

(b) Overt and Departmental supplies, equipment and material inspected on receipt at CIA depots:

These supplies, equipment, and material will be inspected according to contract and required performance specifications, and condition, by qualified personnel.

- 2 To reject supplies, equipment and/or material, received from contractors, commercial vendors, or other government agencies or departments, which do not comply with the terms, conditions and specifications of the purchase order contract, or requisition.

25X1A

5. [REDACTED]

a. Responsibilities

To insure that all material received and stored in depots, is properly handled to assure safe storage, handling, packing, and shipping of sensitive materials and their receipt intact at destinations, and the adequate packing and shipping of other material to assure security against damage and receipt in operating condition at destination. Develop, prepare, and publish manual of instructions on the safe handling and packing of sensitive materials and manual of instruction on hand and assembly line packaging, efficient packing and crating of all materials; to train installation teams for future expansion purposes.

25X1A

6. [REDACTED]

a. Responsibilities

Maintain building supply stock rooms at advantageous points, and operate an organization to provide all CIA divisions with required equipment and supplies without delay at the least cost and time expense; control the movement of all property within CIA buildings; enforce the utilization or removal of all property in use; designate persons authorized to sign and issue property passes.

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OFFICE OF PROCUREMENT

**SECURITY INFORMATION**

Supply Division

Traffic Branch

Mission and Functions

1. Traffic Branch

a. Mission

To make shipment of all material, foreign and domestic, including personnel effects for CIA; insure delivery of all shipments to final destination at the time required; maintain adequate records of cargo for the advice of operational activities; follow up to insure timely shipment; insure maintenance of security in all shipments; secure all transportation space; collaborate in the preparation of bills of lading, required licenses and all shipping documents required with all agencies and departments involved.

b. Functions

To perform all functions required to accomplish mission; to develop, prepare, publish and distribute operations; to train installation terms for expansion purposes.

25X1A 2.

a. Responsibilities

Insures that shipment is effected on all material required, both foreign and domestic, at the time specified. Maintains timely and accurate cargo control and status records and continuously advises operational activities of cargo status. Maintains continual follow up to insure filling of incomplete cargos without delay. Coordinates the requirements of the Operating Activities with the Warehouse Branch on emergency shipments. Insures that all material is delivered to final destination. Certifies shipment of all Agency shipping for payment by the Finance Office. Projects future tonnage re-

25X1C

25X1A

3. [REDACTED]

- a. Insures shipment of material, domestic and foreign, is accomplished through channels available to CIA, assuring security in shipments at all times. Secures transportation carrier space, Sea, Air or Rail for all shipments and co-ordinates with other activities to insure methods used, are in the best interests of the Agency and the Government. Collaborates with Operating Activities in the procurement of Export and Import Licenses from State and Commerce Departments. Prepares required bills of lading, [REDACTED] on all shipment, consignee, destination and other necessary shipping instructions.

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OFFICE OF PROCUREMENT

Supply Division

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SECURITY INFORMATION

Mission and Functions

1. Catalog Branch

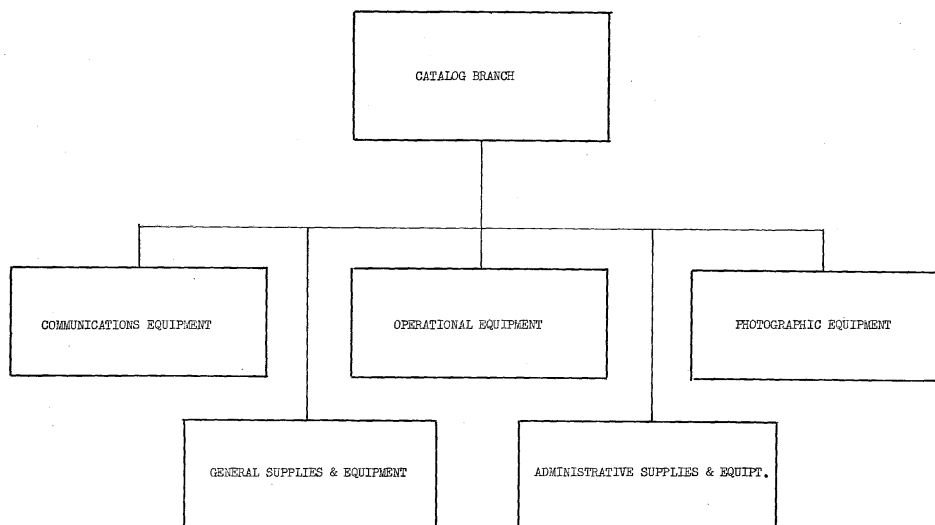
a. Mission

To compile, develop, publish, distribute and maintain catalogs of all items carried in stock, or in use or scheduled to be procured either for stock, for use, or for direct shipments to operational projects; establish stock numbering system for all these items with adequate nomenclature identification; insert or delete items or material from catalogues; control the issuance and distribution of all stock catalogs.

b. Function

To comply with the requirements of the established Mission; to compile, develop, publish and distribute instruction manual on the maintenance of field catalogs in a current status and to the establishment of new temporary stock members for field use, pending establishment of firm stock numbers and nomenclatures; to train installation teams in the use of the various class catalogs for future expansion purposes.





OFFICE OF PROCUREMENT AND SUPPLY

OVERSEA DEPOT OPERATION

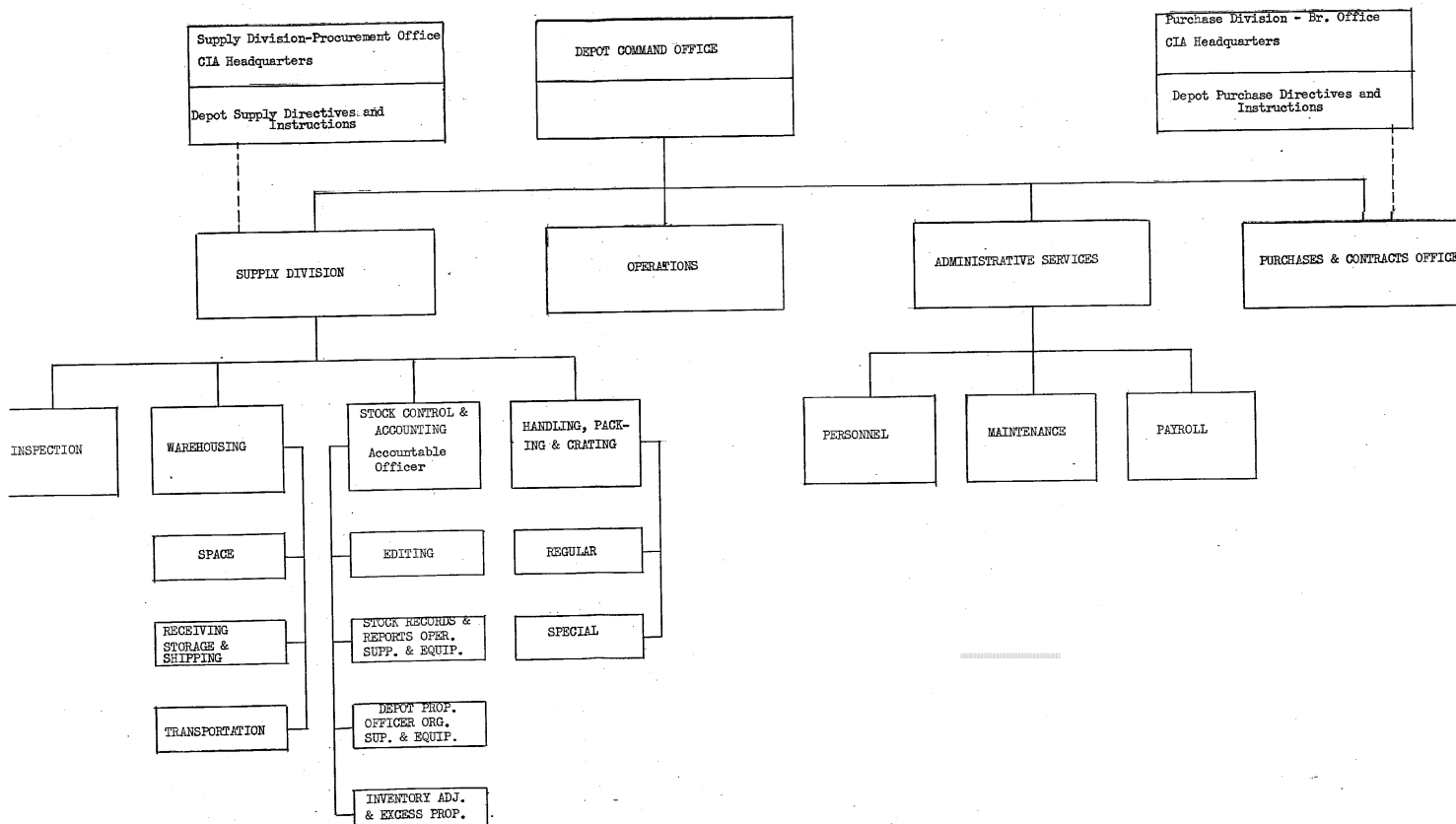
MISSION AND FUNCTIONS OF THE SUPPLY DIVISION

1. Mission.

To provide complete supply manual of instructions for the standard operation of the supply functions in all depots; to train organization or installation teams in the performance of supply functions in newly established depots; to periodically inspect depot supply operations to insure that they are performed according to established directives and instruction manuals.

2. Functions.

Under the operating and administrative control of the Depot Commander, personnel of the Supply, Warehousing, Stock Control and Accounting sections perform the functions required for Depot Operations according to directives and manuals of instruction published by the Supply Division, Office of Procurement and Supply, Headquarters.



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SECURITY INFORMATION  
OFFICE OF PROCUREMENT

SUPPLY DIVISION

Analysis of Projected Results

1. The projected overall results or objectives are:
  - a. Establishment of a physical logistics and support organization, which can be expanded quickly should necessity arise.
  - b. A thoroughly indoctrinated and integrated organization, which will be utilized to train additional personnel for future field activities.
  - c. Completed staff work which will provide sound standard supply operating guidance and eliminate, as far as possible, confusion, lack of needed information and duplication of effort both in headquarters and in the field.
2. The organization of a Procedures Group in the Office of the Chief is established to survey conditions, stimulate, assist in the development and preparation of procedure manuals, prepare these manuals when required, coordinate procedures prepared within the Division and with the Procurement Planning Office, and help train personnel in the use of these manuals to insure streamlined operation, prevent backlogs and bottlenecks. This activity will result in a Supply text book for the training of installation teams for operational depots. See Exhibit #1, List of Projects.
3. Establishment of a Stock Accounting Branch will provide a consolidation of all stock record, status records and status reporting in one place, to provide all Operating divisions, the Purchase and Contract Division, and the Depot Operations Branch, Supply Division, with current status reports of inventory, projects, fiscal status, and future work loads.
4. Installation of a Stock Control Branch will provide a central point of control on all required items, stock or purchase for direct shipment, for all divisions, both operational and departmental. This Branch determines proper authorization, availability, status of projects, and all data on items in all positions of status.
5. The organization of the Depot Operations Branch provides an overall staff control of Supply activities in the contemplated farflung depot operations. The maintenance of a continued standardized efficient operation of all depots, both domestic and oversea, will assure efficient operation and assurance of effective logistic support.

25X1A6a

6. The establishment of a [REDACTED] and a Traffic Branch in Headquarters is forced by the mission of the Supply Division, which is established to ensure that equipment and supplies arrive at their destination, at the time required by operating divisions, at the lowest cost to the taxpayer. *P*

7. In addition to the establishment of new Branches and Sections, the proposed T/O incorporates certain increases in personnel in Branches and Sections already established. This T/O was prepared to provide an organization in a time of stress. The personnel proposed is required at once for proper operations, with present work loads. Definite personnel increases cannot be established as future work loads cannot be forecast, until realistic requirements are established and provided by operating divisions.

8. The present T/O established provides for [REDACTED] personnel. Of this total [REDACTED] are unfilled. Of these [REDACTED] positions, 22 personnel are in process, many of them for a period of months. If the objectives of this proposed re-organization are to be accomplished, consideration must be given to expediting the filling of the proposed T/O as requested, to ensure its complete effectiveness.

9. Comparison of estimate of Depot operations when all present warehouses in the Departmental area are consolidated in the [REDACTED] Depot are shown in Exhibit B.

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SECURITY INFORMATION

OFFICE OF PROCUREMENT

SUPPLY DIVISION - PROJECTS

Stock Control Branch

1. Overall Supply and Stock Control Procedures, including Editing, Authorization, Allocations.
2. Covert Procurement and Supply Regulations
3. Document Control Procedure Manual
4. Document Processing Procedure Manual
5. Excess Stock Disposal Manual (Review present Regulations and Procedures)
6. Building Supply Operations (Revise, simplify and reduce present operations catalog)
7. Distribution Procedures Manual
8. Inventory Taking and Adjustment and Reports of Survey Procedures (Review and Revise)
9. Accountability Regulations (Review)
10. Overseas Depot Operation
11. Consolidated Supply Field Training Manual of above.

Stock Accounting Branch

12. Standardization of Present Manual Stock Record Procedures
13. Consolidation plans for present records
14. Overall Accounting Machine Procedures (Domestic and Overseas Status Records, Consolidated Status Records, In Transit and Procurement Status)
15. Overseas Supply field Training Manual

Depot Operations Branch

16. Reclamation and Processing, Preserving and Packing of Firearms
17. Complete Warehousing Procedure Manual including Receiving, Storage, Issue and Shipping, Depot Maintenance, Space Allocation, Preventative Maintenance (In Process)
18. Packing, Crating and Handling (Regular, Ordnance and Sensitive Material)
19. Consolidated Supply Field Training Manual, combining above.

Traffic Branch

20. Cargo Control Procedure
21. Shipping Procedure

Catalog Branch

22. Establishment of Standard Stock Numbers and Nomenclature
23. Procedures for establishment and use of temporary stock numbers in the field
24. Complete Field Training Manual
25. Complete Supply Manual

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PROJECT JUSTIFICATION



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CENTRAL INTELLIGENCE AGENCY  
OFFICE OF PROCUREMENT AND SUPPLY

Project Justification

1. The Office of the Chief of Procurement and Supply plans to work on the principle of decentralization of authority wherever possible. It is believed that the proposal for sixteen people in this office is reasonable enough to require no further general justification. The increase in grade structure for key personnel throughout the Office is justified by the fact that the stature of the Office must be commensurate with responsibilities if competent personnel are to be used for mission accomplishment.

2. The Procurement Planning Staff is essential if the Office is to formulate sound policy and procedures and to properly monitor materiel operations. The size of the current staff of ten physically limits their work to covering "flaps" and a few of the most important projects. The requested authorization increase of nineteen is justified by the many problems that require immediate solution.

3. The Purchase Division as proposed is designed to properly, adequately and completely discharge their responsibilities with an increased work load of an estimated 200% to fulfil current requirements and to retain a reasonable flexibility.

4. a. The Problems of the Supply Division are beyond materiel operational problems in that management must be improved, proper procedures must be established and implimented, and operations must be continued and expanded by use of accepted principles rather than on a "case and item" basis that now prevails.

b. It is estimated that the Supply Division is now shipping and receiving approximately [REDACTED] with a present for duty strength of [REDACTED]. Projected requirements from OPC alone for the balance of FY 52 indicate an increase in materiel to be processed and handled

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Project Justification

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4. b. (cont'd)



5. A summary of strength and budget requirements follows:

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1

2

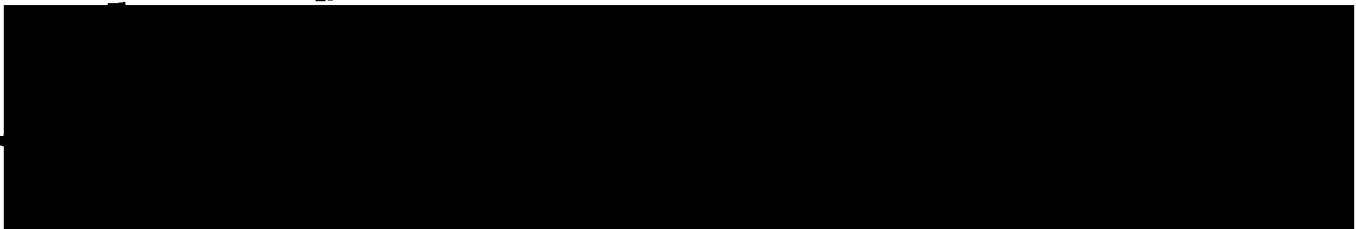
3

4

5

6

7



The increases shown under column 7 assumes that all positions would be filled immediately. This of course would not occur.

6. It is recognized that certain functions normal for a Procurement and Supply Office are now of necessity being performed by other offices. The proposed organization anticipates assumption of these responsibilities on a phased basis, thereby permitting all concerned to devote maximum effort in their respective areas.



JAMES A. GARRISON

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