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Memorandum

TO : Director of Logistics

DATE: 5 June 1963

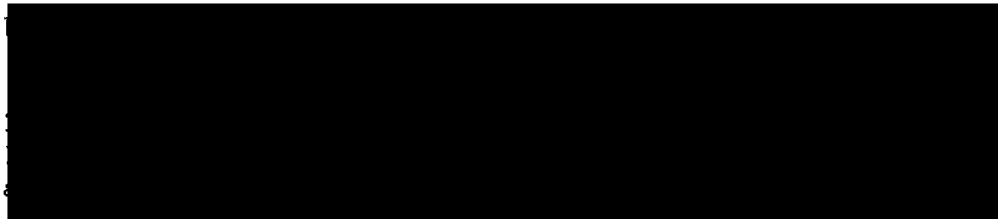
FROM : Chief, Administrative Staff, OL

SUBJECT: Monthly Activity Report - May

1. PROJECTS AND STUDIES IN PROCESSa. Career Board

(1) The Logistics Career Board met during the month and considered GS-11 and GS-12 SL Designees for promotion. The board's recommendations have been presented to the Director of Logistics for his approval.

(2) The Logistics Career Board met to review GS-13 SL Designees in connection with the Agency Mid-Career Training Program.



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c. Rotation of SL Designees

During May, personnel actions were received effecting the transfers of a total of eleven OL employees to SL positions located in other Agency components. No returns of SL Designees to the OL Staffing Complement were effective during this period. Three additional SL Designees were selected for assignments outside the Office of Logistics.

d. Staffing Complement Changes and Classification Studies Regarding SL Positions(1) Classification Survey of Printing Services Division

Only a few positions involving GS salary rates remain to be resolved before the new Staffing Complement for this division is issued by the Salary and Wage Division, OP.

DOCUMENT NO.

NO CHANGE IN CLASS. DECLASSIFIED

CLASS. CHANGED TO:

NEXT REVIEW DATE:

AUTH: HR

DATE: 8/10/81

REVIEWER:

Approved

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Excluded from automatic
downgrading and
declassification

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(2) Revision of OL Staffing Complement to Correspond With Internal Distribution of OL Personnel Ceiling to OL Components

S&WD/OP has advised that this "package" is still with the Office of the Comptroller and that they will issue a Form 261 effecting the proposed changes as soon as it is returned to them.

(3) Transfer of Visual Aids Unit, SSA-DD/S, to OL/PSD

P&TB/OL has been advised that S&WD/OP will issue a Form 261 to transfer the positions in this unit to OL effective 1 June 1963. In order to centralize the graphics function within OL, S&WD/OP has been requested to transfer to PSD/OL concurrently, the two Illustrator positions presently located in the Support Branch, Administrative Staff, OL. We have also asked that approval of our outstanding request to upgrade the GS-11 position in this branch to GS-12 be reflected in the Form 261 effecting the transfer of the total graphics activity to PSD.

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(4) Establishment of Finance Officer Positions at [REDACTED]

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In a memorandum dated 21 May 1963 to the Deputy Comptroller from the Acting Director of Logistics, a request was made for the assignment of two GS-9 Finance Officers for [REDACTED] in connection with the conversion of these depots to Type I Accountable Stations. A request for the establishment of positions to accommodate the assignment and PCS transfers of these individuals will be made to S&WD/OP as soon as it is determined which existing positions in SD/OL are to be deleted in order to provide for these two new positions.

e. Recruitment

(1) Professional Personnel

(a) Four applicants were placed in process during May as Logistics Officer Trainees. Four additional candidates were interviewed; one was rejected, and processing of the other three is being continued. Files of several others were received, but the individuals concerned did not possess the desired

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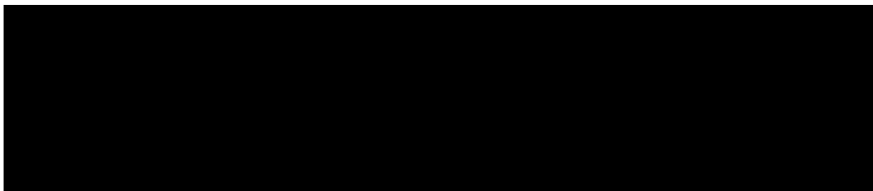
SUBJECT: Monthly Activity Report

qualifications. One applicant, on whom security clearance had previously been requested, cancelled his interest when he accepted another position in private industry. Another declined our offer to accept a promotion and remain with his present employer.

(b) A GS-13 Intelligence Officer with a legal background, now on duty with OSI, was interviewed and selected to fill a Contract Negotiator position in the Procurement Division. We are now coordinating with OSI to establish a date when he can report for duty in OL. The files of three other applicants who appear to possess qualifications for the Procurement Division have been referred to that division for review.

(c) Two applicants were placed in process for the Transportation Division, one a GS-10 Freight Traffic Officer and the other a GS-9 Transportation Assistant. Another individual, on whom invitee clearance was received, was interviewed and his processing as a GS-9 Transportation Assistant is continuing.

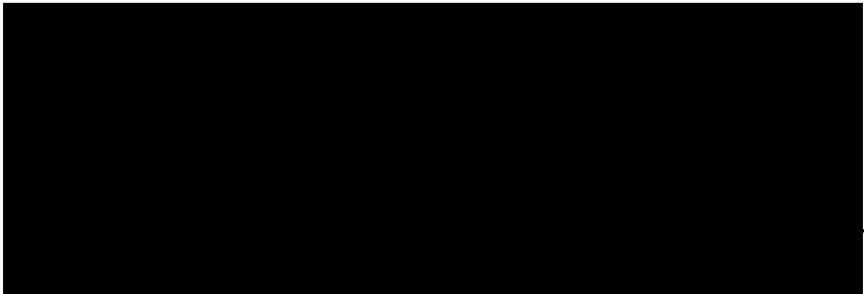
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(e) We lost the services of one GS-7 Telephone Communications Service Assistant to active duty in the military service. By chain reaction, he was replaced from within the Telephone Section, and a Courier was transferred to fill the resulting vacancy.

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(b) An extension of the Agency tour of [REDACTED] to September 1964 was received.

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(3) Other Categories

(a) One Bindery Operative entered on duty; and one Journeyman Compositor, two Color Photographers, one Photographer (General), and five Bindery Operatives were placed in process for the Printing Services Division. One Printer Proofreader returned to duty on a half-time basis from LWOP due to back surgery. During the month, we lost one Journeyman Bookbinder, whom we had in the pipeline with full clearance, when he cancelled his interest to remain in his present position with the Government Printing Office. Two Bindery Operative applicants also were cancelled,

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(b) One W-10 Auto Mechanic was placed in process as a 5-year reserve appointment. He will replace an employee who has been recommended by the Agency Medical Staff as a candidate for disability retirement.

(c) Two General Mechanics we had in process for the Conveyor Section cancelled during the month, one due to personal injuries from which it will require some time to recover, and the other to remain in his present position. We expect to receive full clearance during the month of June on another W-11 General Mechanic we have in process.

(d) One Laborer reported for duty, and three were placed in process during the month of May. One pending Laborer was cancelled when he failed to reply to several letters sent him by OP.

(e) One applicant possessing some experience in Air Operations Supply functions was placed in process for the Supply Division as a GS-5 Property and Supply

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h. FY 1964 Operating Budget

The various components of the Office of Logistics submitted their estimates for the four financial plans required for the FY 1964 Operating Budget, and the Budget and Fiscal Branch is in the process of preparing the data for an overall Office of Logistics submission. This Operating Budget will reflect the following four financial plans for each OL component:

1. Estimated FY 1964 Requirements.
2. The FY 1964 Congressional Budget Estimate.
3. The FY 1964 Congressional Budget less 5%.
4. The FY 1964 Congressional Budget less 8%.

2. ITEMS OF GENERAL INTEREST

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a. Trip [REDACTED]

The Deputy Chief, Administrative Staff, OL, participated in planning and execution of the briefing trip [REDACTED] on 28 and 29 May.

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b. Personnel Officers Conference

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Messrs. [REDACTED] attended the Personnel Officers' Conference [REDACTED] on 16 and 17 May. The Chief, Administrative Staff made a brief visit to the conference on 16 May.

c. Construction Activity Report

The Chief, Administrative Staff, with the cooperation of Real Estate and Construction Division, prepared a special report on Construction Activity for presentation by the Director of Logistics to the DD/S.

d. C/AS Military Leave

The Chief, Administrative Staff returned from two weeks military leave on 13 May.

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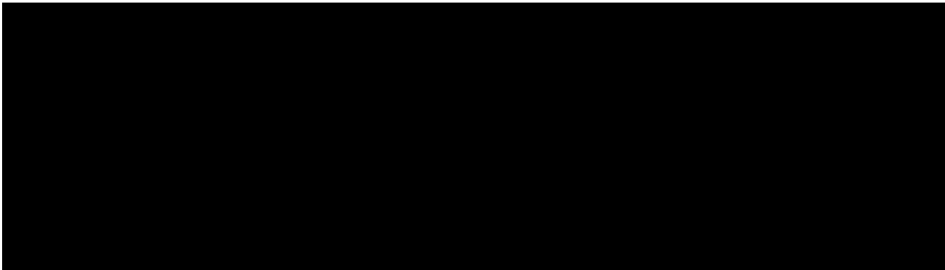
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e. National Health and Joint Crusade Campaign

A final report from the Chairman of the National Health and Joint Crusade Campaign which was conducted during the month of March indicated the following for the Office of Logistics:



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f. FY 1963 Property Procurement Allotments (Stock Accounts)

Total Allotments thru 31 May 1963.....
Total Commitments thru 31 May 1963.....
Uncommitted Balance as of 31 May 1963...



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The above allotments and commitments include [redacted] made available [redacted] to partially restore stockage requirements. Requisitions on hand as of 31 May 1963 exceeded uncommitted stock funds by some \$800,000. The Budget Division/Comptroller has been informed of this deficit status several times.

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g. Records Officer Meeting

A meeting of Agency Records Management Officers was held on 2 May 1963. OCR representatives gave briefings on the Intellofax System (document retrieval) and the DARE Project (document abstract reproduction equipment - a new development by Bell and Howell).

h. Interagency Records Administration Conference

The Logistics Records Management Officer attended the IRAC on 17 May 1963 at National Archives. Speakers includes Mr. Everett O. Aلدredge, Deputy Assistant Archivist for Records Management, National Archives and Records Service; Mr. Arthur Jebens, Director of Management Research, Department of the Interior; and Mr. William B. Rice, Director of Administration, Office of Emergency Planning. The topic of the conference was "What's Wrong with Records Management" and was a detailed critique of the present position and status of records management in the federal government.

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j. Supergrade Promotions

Two employees of the Office of Logistics were given supergrade promotions effective 26 May 1963.

k. Conversion of Temporary Employees


Two temporary Bindery Operatives were converted to regular staff employee status and promoted to Mail Clerk positions within PSD during the month.

l. Conversion of Contract Employee to Career Agent Status

Arrangements were made for the drawing up of a new contract to be executed by an individual on duty with the OL/PD Special Project changing her status from that of a contract employee to that of a Career Agent effective 1 June 1963. This change in status was requested in order to extend certain additional benefits to her which were not applicable to her previous category.

m. Personnel Changes in Personnel and Training Branch, OL

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 a GS-6 Personnel Assistant, returned to duty in OL/P&TB from maternity leave on 13 May 1963. Her presence was sorely missed; and since her return, she has assisted greatly in clearing up some of the backlog of work resulting from her three month absence, during which no replacement was assigned.

n. Conversion of WAE Employee to Career Provisional Employee

One employee, who has been working in the Procurement Division for the past year as a Secretary (Steno) on a WAE basis, was converted to a regular Career Provisional Employee effective 26 May 1963.

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o. Special Report

A report of the changes in our personnel ceiling, employee separations, etc., was compiled for inclusion in the Planning Staff report being prepared for submission to the President's Board of Consultants on Foreign Intelligence Activities covering the period 1 October 1962 through 31 March 1963.

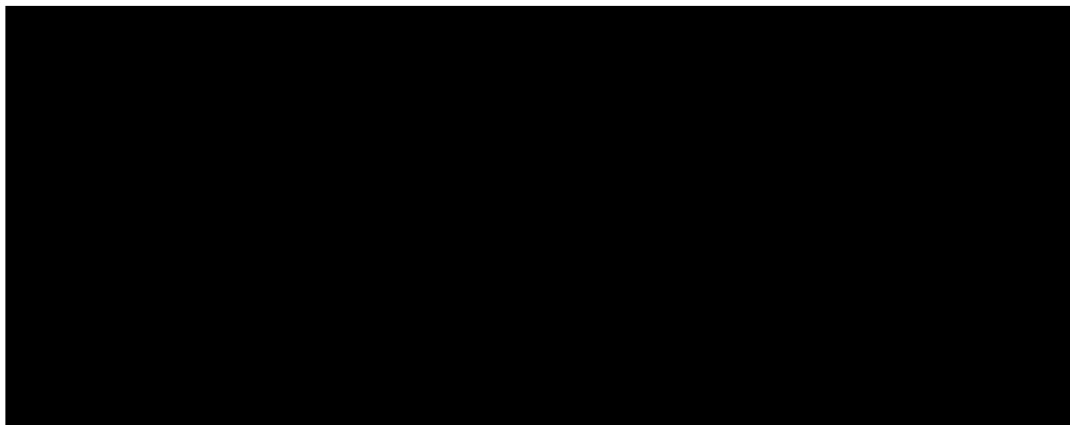
p. Increases in GP Salary Scales

The GP rates for Compositors, Linotype Operators, Printer Proofreaders, Monotype Keyboard Operators, Castermen and Repairmen, and Mechanic Machinists were increased effective 2 May 1963. A total of 51 Pay Adjustments for PSD personnel resulted from these increases in salary rates. Also, hourly rates for Bindery Assistants and Bindery Women were increased effective 13 May 1963. As a result, 23 PSD employees in these categories received salary increases.

q. Changes in Occupational Series Codes of Certain Agency Positions

The S&WD/OP has advised that occupational series code numbers of various positions in the Agency have been changed and appropriate revisions are being made in the Staffing Complements automatically by the Automatic Data Processing Division. These will appear on future machine runs of the Staffing Complement effective after 1 May 1963. Changes are being reflected in the employee files by personnel actions being prepared by the Office of Personnel.

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(3) The Agency Medical Staff has advised that one of our Auto Mechanics is not medically qualified to continue Agency employment in his present position and has recommended that he apply for Medical Disability Retirement. We have also received advance information from the Medical Staff that two other individuals who have been evaluated for fitness-for-duty, were found medically qualified to perform the duties of their assigned positions. Written confirmation in these two cases is expected shortly.

(4) One employee who has been on extended periods of sick leave has applied for disability retirement, which is now pending. He has submitted a resignation to be processed in the event his application for retirement is not approved by the Civil Service Commission.

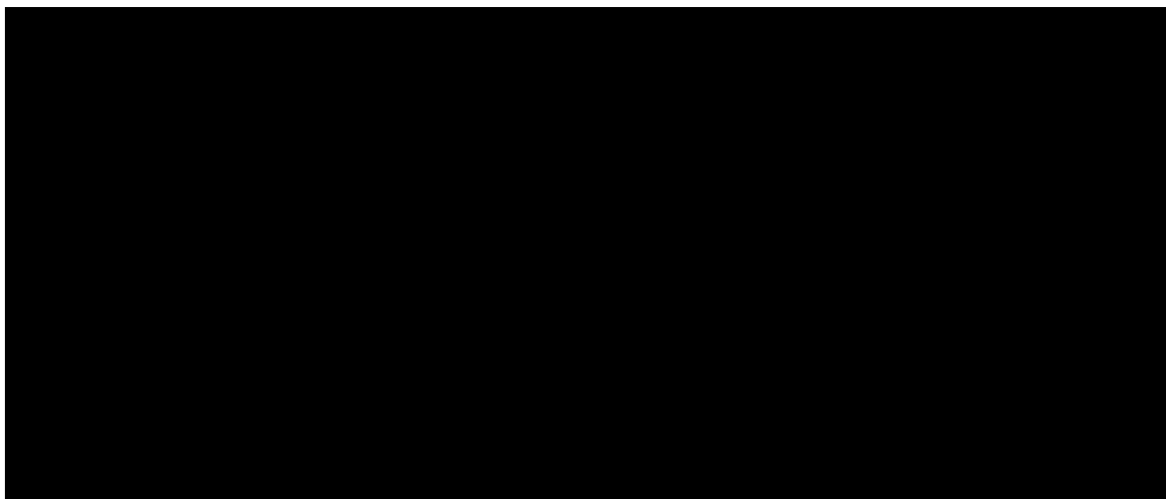
(5) One SL Designee was returned for duty in OL at the request of the DD/P Area Division to which he was assigned.

s. Training Officer Briefings

The Training Officer briefed three Medical Officers from the Medical Staff on the organization and functions of the OL.

t. OL Personnel Statistics

| <u>No. of</u> <u>T/O Slots</u> | <u>Ceiling</u> <u>Auth.</u> | <u>On-Duty</u> <u>Strength</u> | <u>Over or</u> <u>Under Ceiling</u> |
|-----------------------------------|--------------------------------|-----------------------------------|--|
|-----------------------------------|--------------------------------|-----------------------------------|--|



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*Includes six ceiling added effective 28 April 63 as result of transfer of SSA-DD/S Visual Aids Unit to OL/PSD approved by DD/S 17 April 1963. (S/C change not yet received.)

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u. Logistics Trainees

During the month of May, our trainees were engaged in the following activities:

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(1) [REDACTED] and "on-the-job" training in Supply Division.

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(2) [REDACTED] - Intelligence Orientation Course and "on-the-job" training in Transportation Division.

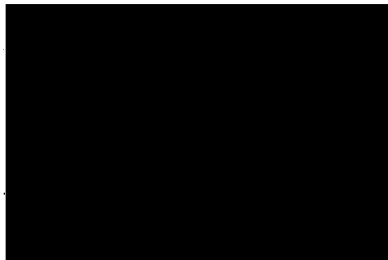
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(3) [REDACTED] - Intelligence Orientation Course and "on-the-job" training in Procurement Division.

3. SPECIAL PROBLEMS

None

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Distribution:

- Original & 1 - Addressee
- 1 - OL/Official, w/basic
- 1 - OL/AS

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OL/AS [REDACTED] (5 June 1963)

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