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20 November 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Motor Pool Branch, LSD, OL

25X1A9a

1. On Wednesday afternoon, 19 November 1969, a discussion was held with [REDACTED], in the garage on [REDACTED], Rosslyn. A vehicle report subject "Table of Vehicular Allowance Justification for Logistics Services Division, OL", dated 1 August 1969, was obtained from [REDACTED], LSD/OL, previously was discussed in detail. (Attached is a copy.)

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2. The above mentioned report is for OL only and does not include Q. P. vehicles nor other components who have been authorized TVAs for both domestic and overseas stations or bases. A complete inventory of Agency purchased vehicles is maintained in the Vehicle Section, Field Support Branch, S.D./OL.

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3. [REDACTED] is the motor pool dispatcher of all passenger carrying vehicles assigned to LSD. The following information has been obtained from him:

ILLEGIB

a. daily record of passengers using both types of Agency busses. [REDACTED] *black limousines*

ILLEGIB

b. daily record of number trips made by the <sup>LSD</sup> motor pool passenger carrying vehicles (sedans, station-wagons) [REDACTED]

c. The above records are kept for 1 year and then destroyed.

4. All LSD vehicles are maintained and serviced in the garage. In order to eliminate any complaints about the scheduled bus service, the garage has installed in each bus a "tack-o-graph" which tabulates on a paper disk the following information:

- whether the bus is stopped or moving
- time of stop
- speed of bus synchronized with the time of day
- mileage for the 12-hour period

5. Questions to be considered when discussing transportation with the Building Planning Assistants and Building Planning Coordinators:

- the number of POVs used on official business

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- b. the monthly reimbursements for the use of POV
- c. persons authorized to use POV
- d. the number of trips (monthly) between Headquarters and outlying Agency buildings or offices.



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Building Planning Staff, OL

Distribution:

- Orig - OL/BPS/Subject File - Garage
- 1 - OL/BPS/Chrono

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