

14 JUL 1988  
ES

MEMORANDUM FOR: Deputy Director of Current Production and Analytic Support

FROM: John M. Ray  
Director of Logistics

SUBJECT: Dictionaries

REFERENCE: Memo for D/L, fr DD/CPAS, dtd 30 Jun 88,  
Subject: Request to Keep Dictionaries Required  
for CIA Formal Publishing Stocked in Supply  
Rooms

1. The type of dictionary stocked in Agency supply rooms is the standard version used throughout the federal government. As such, they are obtained through the supply system of the General Services Administration. About 130 copies of this standard dictionary are issued each month through Agency supply rooms.

2. Dictionary costs would nearly quadruple if the Office of Logistics were to purchase the requested version in lieu of the standard version. We do not have space available to consider stocking two different versions in our inventory.

3. I believe your requirement can be satisfied through the Publications Procurement Branch, OIR. We have checked with them to be sure that they could handle your needs and their response was affirmative. The Loan and Purchase Request for Books and Periodicals (Form 1395) should be used and forwarded directly to:

Publications Procurement Branch  
Maps and Publications Division, OIR  
GE-47 Headquarters

STAT

STAT

O-D/L

[Redacted]

(Jul 88)

John M. Ray

Distribution:

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- 1 - OL Files

OL 0087-88



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SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional) Request to Keep Dictionaries Required for CIA Formal Publishing Stocked in Supply Rooms

STAT  
STAT

FROM: [Redacted] AD/CPAS/DI  
Room 7F16  
Headquarters

EXTENSION NO. [Redacted]

DATE 30 JUN 1968

STAT

TO: (Officer designation, room number, and building)

DATE RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT  
STAT

1. EO/OL  
Room 2C02 [Redacted]

*VTD*

2.

3. D/OL  
Room 2C02, [Redacted]

4.

5.

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MEMORANDUM FOR: Director of Logistics

VIA: Executive Officer, OL

STAT FROM:  Deputy Director  
Current Production and Analytic Support

SUBJECT: Request to Keep Dictionaries Required for CIA  
Formal Publishing Stocked in Supply Rooms

1. Dictionaries vary, and the one used by the Office of Current Production and Analytic Support for the major CIA publishing effort is the abridged version of Merriam Company's Webster's Third New International Dictionary. This desk-size abridgment is called Webster's Ninth New Collegiate Dictionary. It must be consulted by all analysts, editors, and reviewers. We request that it be available in the Agency supply rooms. (Others, such as Webster's II New Riverside University Dictionary, cannot be substituted.)

2. The principal publishing unit of the Agency is the Directorate of Intelligence, whose Publications Center (in the Office of Current Production and Analytic Support) manages most publishing of the Agency and the National Intelligence Council. This Center's publication guide is based on the Merriam Company dictionary--as is the Government Printing Office Style Manual. Both publication guides are widely used throughout the Agency, and the Agency guide is also a textbook for writing and editing courses on the Office of Training and Education.

STAT

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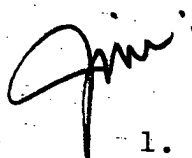
1 5 JUL 1988

MEMORANDUM FOR: Director of Security

FROM: John M. Ray  
Director of Logistics

SUBJECT: Transfer of Equipment at No Cost

REFERENCE: Memorandum for Comptroller from D/S, dtd  
8 Jun 88, Same Subject



25X1 1. I apologize for the delay in responding to your request  
to transfer [redacted] IBM Selective typewriters to your office at no  
cost. This delay resulted from our efforts to identify a way to  
accommodate your request, but regretfully we were unsuccessful.  
25X1 Representatives from OL's Supply Management Branch and Budget and  
Fiscal Staff in consultation with [redacted] of your  
office reviewed the options available. They determined the best  
25X1 approach would be to have your office request an additional  
[redacted] (the cost of these typewriters) in Property  
Requisitioning Authority from the Comptroller based on the  
justification provided in your memorandum.

2. The loss of the monies cited above that would result from  
a no cost issue as you suggested would have a significant  
negative impact on our rather unique stock replenishment system.  
The Office of Logistics (OL) depends upon monies generated from  
issuing stock to replenish the stock and this office established  
these typewriters in our inventory using monies available to OL  
for stock replenishment. Regretfully, we cannot afford this  
sizeable loss.

3. Despite our published cutoffs, the Office of Logistics  
will honor your request for a costed issue until the last day of  
this Fiscal Year.

[redacted signature box]

John M. Ray

25X1 [redacted box]

[redacted box]

*OL Files*

8 JUN 1988

MEMORANDUM FOR: Comptroller

VIA: Director of Logistics

25X1

FROM: [Redacted]  
Director of Security

25X1

SUBJECT: Transfer of Equipment at No Cost [Redacted]

25X1

1. Paragraph six contains a recommendation for your approval. [Redacted]

25X1

2. In the initial phase of the Plain Text Processing Equipment (PTPE) Program, a number of typewriters and copiers were purchased to facilitate implementation of the Program. The purchase was a joint effort with the Office of Logistics since they had the responsibility for budgeting for this type of equipment at that time. OL's stock funds were utilized to purchase the majority of the typewriters, which are currently in stock Allocation 96. Property Requesting Authority (PRA) is required to withdraw units from this Allocation. Some additional typewriters were purchased with PTPE funds as a direct procurement. This relatively small stock was placed in Allocation 97, a no-cost issue allocation. [Redacted]

25X1

3. Implementation of the Program overseas entails replacing the existing typewriters on a 1-for-1 basis, i.e., issuing units from Allocation 97, then utilizing the returned equipment for further implementations. (When quantities above a post's existing complement are requested, the applicable DO area Division is required to submit a requisition citing PRA to issue from stock Allocation 96.) This arrangement works well in the case of small posts, except that some returned equipment is in such poor condition that it is scrapped. Equipment in such condition amounts to approximately 20 percent of returned units. [Redacted]

25X1

[Redacted]

[Redacted]

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25X1

SUBJECT: Transfer of Equipment at No Cost

4. We have implemented, during phase one, mostly small posts that are considered high-threat posts. Now that we have begun to implement some of the larger posts in Europe and the Far East, we are required to issue larger quantities of typewriters from Allocation 97 prior to receiving replacement units. Assuming that the current PTI rate will remain at about 20 percent, we will deplete our Allocation 97 stock within the next eight to 12 months. Compounding the procurement/issue problem is the fact that IBM has discontinued production of the Selectric typewriter.

25X1

5. The majority of Agency typewriters presently in stock were purchased with Office of Logistics Stock funds and placed in Allocation 96. This Allocation presently accounts for a stock of  typewriters, including  currently on hand and  on order from IBM. Since it is important to implement this security program as expeditiously as possible, the solution to our problem would entail the transfer of a quantity of typewriters from Allocation 96 to Allocation 97.

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6. In view of the foregoing, and in order to facilitate the continued implementation of the PTPE Program, I recommend that you approve the no-cost transfer of  IBM Selectric typewriters from stock Allocation 96 to Allocation 97.

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