

file

~~S-E-C-R-E-T~~

ERRATA SHEET
to
LI 45-450-2
dated 11 April 1956

References to paragraph 5.a.(5) in paragraph 6.a.
(page 2) and 6.b. (page 3) should be changed to refer to
paragraph 5.e.

~~Document No. _____
No Change In Class.
 Declassified
Class. Changed For: TS S
Auth.: HR 70-2
Date: _____~~

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No Change In Class.
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Class. Changed For: TS S (C)
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~~CONFIDENTIAL~~

apf. file *OTM-1*

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INSTRUCTION NO.
LI 45-450-2

LI 45-450-2
LOGISTICS
11 April 1956

SUBJECT : Preparation and Distribution of Agency Shipping Documents

RESCISSION: LI 45-450-1, dated 11 October 1954

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1. GENERAL

The purpose of this Instruction is to outline the procedures for the preparation and distribution of Agency Shipping Documents (Form No. 291) by the appropriate elements of the Office of Logistics.

2. RESPONSIBILITY

- a. The Depot from which the materiel is initially shipped is responsible for the preparation of the Shipping Document master.
- b. The distribution of the Shipping Document will be accomplished in accordance with instructions contained in paragraphs 5 and 6 below.

3. CLASSIFICATION

The Shipping Document as prepared and distributed by the action Depot will be unclassified. In this connection, consignee names and addresses (including shipping indicators), consignor names and addresses, sterility code indicators, e.g. "SC-2", etc., and that portion of stock numbers indicating materiel groups, i.e. prefix 1 through prefix 7, will be omitted in preparation. In the event other circumstances warrant classification of the document, the operating element administering the requisitioning activity will so indicate that requirement in the "Remarks"

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block of the requisition (Form No. 88). In those instances where an ICC classification is required for any item to be shipped, the appropriate classification will be so indicated immediately under the stock number of the item. On such documents the highest ICC classification will prevail for all items listed thereon.

4. INSTRUCTIONS FOR PREPARATION

(See Attachments A and B).

5. DISTRIBUTION

Shipping Documents will be prepared by action depots for all domestic and overseas shipment, both covert and overt:

- a. Two (2) sterile copies will be included in the No. 1 case of all cargo shipments by the applicable action depots.
- b. Ten (10) copies for the operating element administering the requisitioning activity. (Redistribution by Depot Stock Control Section to appropriate field stations and area division as applicable.)
- c. Four (4) copies for Depot Stock Control Section, Supply Operations Branch, Supply Division (includes one copy for redistribution to Special Accounts Unit).
- d. One (1) copy for Cargo Branch, Transportation Division.
- e. Three (3) copies for ZI depot through which the cargo is to be shipped.
- f. One (1) file copy for the action depot.

6. METHOD OF DISTRIBUTION

25X1A

a. [REDACTED]

All copies will be marked with the proper receiving office as indicated in paragraph 5 above. Copies marked for the operating element administering the requisitioning activity, technical office, and Supply Division will be forwarded via courier to Depot Stock Control Section, Supply Operations Branch, Supply Division for redistribution as required. The copy marked for the Transportation Division will be delivered directly to that office via courier. In the event shipment is effected by Agency truck, the copies referred to in paragraph 5. ~~(5)~~ will be hand-carried by the truck driver; otherwise, such copies will be forwarded to Depot Stock Control Section, Supply

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Operations Branch, Supply Division, for appropriate transmittal.

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b.

All copies will be marked with the proper receiving office as indicated in paragraph 5 above. Copies marked for the operating element administering the requisitioning activity, technical office, Supply Division, and Transportation Division, will be forwarded via prescribed channels to Storage Operations Branch, Supply Division, for further transmittal to Depot Stock Control Section, for redistribution as required. In the event a shipment is effected by Agency truck, the copies referred to in paragraph 5. ~~S. (5)~~ will be hand-carried by the truck driver; otherwise, such copies will be forwarded to the Storage Operations Branch, Supply Division, for transmittal to Depot Stock Control Section, Supply Operations Branch, Supply Division, as appropriate.

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c.

All copies, except the depot copies, will be forwarded via prescribed channels to the Storage Operations Branch, Supply Division, for further transmittal to Depot Stock Control Section, Supply Operations Branch, Supply Division, for appropriate redistribution.

7. PREPARATION, DISTRIBUTION, AND UTILIZATION OF FORM NO. 49

- a. Four (4) copies of Form No. 49 (Attachment C) prepared by the Cargo Branch, Transportation Division, will be forwarded to the action depot at the time request for shipment is made.
- b. Upon receipt thereof, the action depot will annotate two (2) copies of Form No. 49 with the date shipped and forward same to the Depot Stock Control Section, Supply Operations Branch, Supply Division. This procedure will apply for all cargo shipments, covert or overt, domestic or overseas.

8. NOTIFICATION OF CONSIGNEE - OVERSEAS SHIPMENTS

The Transportation Division will prepare a cable or dispatch to notify overseas consignee of shipments from the final ZI shipping point. The notification will contain the following data as it pertains to the shipment:

- a. Requisition number and cable reference number (if applicable).
- b. Cargo number.

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- c. Name of vessel, Bill of Lading, Port of Embarkation (POE), and Port of Debarkation (POD), if applicable.
- d. Flight number, Air Waybill, Aerial Port of Embarkation (APOE), and Aerial Port of Debarkation (APOD), if applicable.
- e. Estimated Time of Departure (ETD), or Actual Time of Departure (ATD), from Surface of Aerial Port of Embarkation.
- f. Estimated Time of Arrival (ETA).
- g. Number of cases in shipment.
- h. Total weight and cube of shipment.
- i. Nomenclature and billing description of shipment (general terms).
- j. Final consignee if transshipment is involved.
- k. Consignee address including indicators.

9. CLOSING OF FILE (HEADQUARTERS-OVERSEAS CARGO SHIPMENTS)

- a. The Transportation Division will furnish the Depot Stock Control Section, Supply Operations Branch, Supply Division, with one (1) copy of each cable or dispatch providing notice of shipment to overseas consignees as indicated in paragraph 8 above. (To include copies of memorandums forwarded to ██████████ in lieu of cables or dispatches.)
- b. As each cable or dispatch is received by Depot Stock Control Section, the date shipped and cable or dispatch number will be annotated on one (1) copy of the applicable shipping document in the affected voucher files as noted in following example:

"Date Shipped: 3-14-56

Cable or Dispatch No.: Out 12345"

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10. CLOSING OF FILE (HEADQUARTERS-DOMESTIC OVERT AND COVERT CARGO SHIPMENTS)

Form No. 49 received in two (2) copies from the action depot will be utilized to close the file for all such shipments. Further redistribution

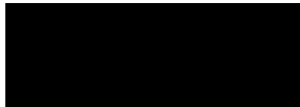
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by Depot Stock Control Section will be made of one copy to interested operating elements administering the needs of the requisitioning activities.

FOR THE DIRECTOR OF LOGISTICS:


Chief, Administrative Staff

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3 Attachments:

- A - Instructions for the Preparation of the Shipping Document
- B - Form No. 291, Shipping Document
- C - Form No. 49, Instructions Concerning Shipment(s) of Cargo(es)

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