

~~SECRET~~

Attachment 1

INSTRUCTION NO.
LI 42-300-2

LI 42-300-2
CORRESPONDENCE
24 April 1956

25X1A2g

~~SECRET~~
ACTIONS

25X1A2g

1. Subject to the policy, procedures, and limitations set forth in the basic Logistics Instruction (LI 42-300-2) and references thereto, the ~~SECRET~~ special indicator will normally be utilized in connection with the categories of Logistics subjects and/or actions set forth in succeeding paragraphs. Examples of specific types of actions considered appropriate are indicated in each instance.

2. Routine Logistics Reporting Actions (and Related Correspondence) Required by Agency Regulations and Procedural Issuances:

- a. Property in use reports.
- b. Inventory adjustment reports.
- c. Stock status reports.
- d. Stock inventories.
- e. Excess reports.
- f. Consolidated Memorandum Receipt listings for Detached Stations.
- g. Construction progress or status reports.

3. Direction on Highly Technical Matters:

- a. Technical information and instructions on storage, surveillance, packing, and preservation of all categories of supplies, materiel, and equipment.
- b. Technical information and instructions on construction, architectural, and engineering matters.

4. Shipments:

- a. Information and instructions on over, short, or damaged shipments.
- b. Routine notification on ETD, ETA, and status of shipments of supplies and equipment (to include Agency-owned vehicles).

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- c. Routine notification on ETD, ETA, and status of shipments of household goods and personal effects (to include un-accompanied baggage and personally-owned vehicles).
5. Routine Logistics Actions Without Operational Implications:
- a. Technical information and instructions on matters involving material handling equipment and/or facilities.
 - b. Information and instructions on administrative aspects of property disposal.
 - c. Requisitions for administrative, general maintenance and spare-part type items, and miscellaneous supplies and equipment of nonoperational nature.
 - d. Information on availability of supplies and equipment.
 - e. Information on status of requisitions.
 - f. Transmittal of supply documentation.
 - g. Identification of materiel.
 - h. Information on matters pertaining to the Agency stock catalog and other cataloging systems.
 - i. Acquisition and disposal of non-QP vehicles within approved TVA's.
 - j. Correspondence on data submitted in foreign real property reports.

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