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Attachment 2

INSTRUCTION NO.  
LI 42-300-2

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CORRESPONDENCE  
24 April 1956

STANDARD OPERATING PROCEDURE ON [REDACTED] ACTIONS

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1. GENERAL

a. Extreme care must be exercised by all Office of Logistics personnel concerned to insure that operational, policy, or command responsibilities of the DD/P components and DD/S technical offices are not infringed upon in the implementation of the standard operating procedures set forth below.

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b. As a general policy, all outgoing [REDACTED] communications will initially be coordinated prior to release with the DD/P component and DD/S technical office concerned. Such coordination will be discontinued on specific types of actions only as a result of mutual agreement with the DD/P or technical component concerned.

c. As a general rule, any communications regarding technical materiel, supplies, or equipment (i.e., TSS, Communications, Medical, or Security) will carry the appropriate indicator for that technical activity and not [REDACTED].

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2. ADMINISTRATIVE STAFF PROCEDURES

a. All incoming communications bearing the [REDACTED] indicator will be processed initially through the Office of Logistics Registry for assignment of internal action responsibility. All outgoing [REDACTED] communications will be processed through the Office of Logistics Registry prior to transmittal to any component (internal or external) for coordination or, in the case of telephonic coordination, prior to release by the Office of Logistics. Office of Logistics Registry will be notified immediately of all transfers of action on [REDACTED] communications.

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b. The Office of Logistics Registry will record and control such communications in accordance with the following:

(1) Incoming Dispatches will be handled in accordance with the procedure outlined in LI 110-2-1 (Preparation and Processing of Dispatches). For ready identification, the Control Ticket (Form No. 35-1) will bear the Indicator [REDACTED] following the subject. The five-day suspense established by paragraph 3.c. of LI 110-2-1 for [REDACTED] dispatches will be applicable to [REDACTED] dispatches.

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- (2) Incoming Cables will be processed in accordance with LI 90-400-1 (Routing and Follow-Up of Cables). As stated in paragraph 6 of LI 90-400-1, a suspense follow-up will be maintained to insure reply within three working days.
- (3) Outgoing Dispatches will be accompanied by Control Tickets (Form No. 35-1) prepared in accordance with LI 110-2-1 (Preparation and Processing of Dispatches). The exceptions referred to in paragraph 3.b. of LI 110-2-1 do not apply to [redacted] material. Three copies will be prepared for the appropriate Area Division. A copy need not be prepared for the Director of Logistics as Releasing Officer, unless the Director of Logistics or the Deputy Director of Logistics is also the signing official, in which case normal correspondence procedure as to copies will apply. The originating component will, however, maintain suspense copies, pending receipt of file copies after actual pouching. 25X1A2g
- (4) Outgoing Cables will be accompanied by Control Tickets (Form No. 35-1) prepared in accordance with LI 43-200-2 (Correspondence Control Procedure). The Office of Logistics Registry will assign a control number (Example: LC 6-0000) which will be used as a means of controlling and identifying [redacted] outgoing cables pending receipt of confirmation copies. The control number will appear in space number 4 of the Control Ticket and in the upper right corner of the cable. One of the two pink suspense tissues will be retained by the originating component and the other by the Logistics Registry pending receipt of the confirmation copies. 25X1A2g

c. Cables and dispatches showing typed indication of telephonic or blanket coordination with external components will bear the initials of the Logistics employee performing such telephonic coordination, or attesting to the validity of the blanket coordination.

3. SUPPLY DIVISION PROCEDURES

a. Requisition type cables and dispatches concerning administrative, maintenance, and general spare-part type items and miscellaneous supplies:

- 25X1A2g (1) Such [redacted] cables and dispatches will be forwarded directly to the Chief, Depot Stock Control Section, Supply Operations Branch for appropriate action.

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- (2) Depot Stock Control Section will effect a thorough screening of the cables and dispatches to determine that the action required is of a routine rather than operational nature.
- (3) In each instance, telephonic contact will be made with the Logistics Officer of the DD/P element concerned to apprise him of the action to be taken.
- (4) Preparation of the requisitions (if not submitted by field activities under cover of dispatch) will be effected by Depot Stock Control Section in coordination with the Logistics Officer of the DD/P element concerned. Requisitions will be prepared in accordance with [REDACTED] (Preparation and Submission of Requisitions).
- (5) In the event items requisitioned are major end items of a technical nature requiring approval by one of the technical offices, coordination with the technical office will be made by Depot Stock Control Section upon concurrence by the Logistics Officer of the DD/P element concerned. Necessary transfers of action will be made to technical offices by telephonic coordination with Logistics representatives of the DD/P element and/or technical offices involved.
- (6) In those instances where the approvals of the case and/or country desk officers are required, coordination therefor will be made by the Logistics Officer of the DD/P element concerned. Such approvals must be obtained prior to the preparation of requisitions.
- (7) Allotment Charge numbers assigned to requisitions must be verified by the Logistics and/or Budget Officers of the DD/P element concerned. Requisition numbers assigned will be obtained in sequence from the Logistics Officer of the DD/P element concerned up to and including 30 June 1956. Beginning 1 July 1956 Depot Stock Control Section will establish requisition registers for all area field activities and will assign requisition numbers in accordance with the provisions of [REDACTED] (Preparation and Submission of Requisitions) for those field requests received without assigned numbers.
- (8) Funds and Property Authorization certifications will be obtained from the appropriate Budget Officer of the DD/P element concerned by telephonic contact prior to processing requisitions. Upon

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requesting such certifications the Depot Stock Control Section will furnish the Requisition and Voucher Numbers, total line items involved and an estimated total dollar value. In addition, for those stations operating under [REDACTED] (Financial Accounting Procedures for Property), Depot Stock Control Section will indicate whether or not the requisitions will be processed on an "In Transit" or "Not In Transit" basis.

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- (9) Requisitions received from field activities utilizing Operational Stock Accounts and operating under [REDACTED] (Financial Accounting Procedures for Property) will not require either the Fund or Property Authorization certifications as the authenticated requisitions are prima facie evidence that funds are available to the requisitioning installations.

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b. Transmittal of Supply documentation:

- (1) Through 30 June 1956, documents will be forwarded to the Logistics representative of the DD/P element and technical offices concerned for transmittal to the field as heretofore. Effective 1 July 1956, Document Processing Unit, Depot Stock Control Section will forward all supply documentation to field activities. Such action will include necessary sterilization of documents and preparation of applicable correspondence.

c. Routine Supply correspondence actions:

- (1) In response to requests from field activities and to promulgate supply bulletins, the Storage Operations Branch will furnish technical information and instructions on matters pertaining to materiel handling equipment, surveillance of stocks, packing and crating specifications, preservation, and storage facilities.
- (2) The Identification and Cataloging Branch will furnish information and instructions on all matters involving the Agency Stock Catalogs and/or other cataloging systems.
- (3) Dispatches and cables relative to materiel identification, status of requisitions, availability of stocks, accountability listings and other matters concerning property accounting procedures will be initiated by the Depot Stock Control Section.
- (4) Information and instructions relative to the administrative aspects of property disposals for accountable and detached

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stations will be furnished by Stock Management Section and Inventory, Disposal and Special Accounts Section, respectively. In those cases where shipment of excess property to the ZI is required, the Stock Management Section will effect necessary coordination with the Transportation Division and the DD/P element concerned and forward shipping instructions to the field activities involved.

- (5) Correspondence concerning acquisitions and disposals of non-QP vehicles within approved TVA's will be handled by the Vehicle Section with full coordination with Logistics representatives of the DD/P elements concerned as heretofore.
- (6) Instructions pertaining to accountability for and disposal (where applicable) of items listed as over, short, or damaged in shipments will be initiated by the Depot Stock Control Section except in those cases involving the sphere of responsibilities of the Transportation Division discussed in paragraph 3.c. below. Proper adjustments to stock record accounts and remedial action to replace items lost or damaged will also be handled by this Section. In all such cases coordination with the DD/P element concerned will be effected.

d. Routine Supply Reports (and related correspondence) required by Agency regulatory and procedural issuances:

- (1) Preparation of necessary reporting formats and related correspondence for periodic Stock Status, Inventory, Property In Use, Excess, Disposal and Adjustment Reports affecting accountable stations operating under ~~SECRET~~ Field Supply Procedures), where applicable, will be the responsibility of the Stock Management Section. All ~~SECRET~~ cables and dispatches regarding such matters will be forwarded to this Section for appropriate action. Concurrence of the Logistics Officer of the DD/P element concerned will be obtained where required.
- (2) Preparation of the Consolidated Memorandum Receipt listing and all related correspondence relative to the acquisition or disposal of property and the adjustments to Property In Use records for those detached stations operating under Detached Station Supply Procedures will be the responsibility of the Inventory, Disposal, and Special Accounts Section. Incoming cables and dispatches relative thereto will be forwarded to this Section for appropriate action.

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4. TRANSPORTATION DIVISION PROCEDURES

a. Routine notification on ETD, ETA, and Status of Shipments on Government-owned Supplies and Equipment (including official vehicles):

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(1) In the case of outgoing shipments, the Cargo Branch will prepare a [REDACTED] cable or dispatch, whichever is appropriate, furnishing the receiving field Station or Base the required information. Telephonic or other appropriate coordination will be effected by the Cargo Branch with the Logistics representative of the DD/P element and/or technical office concerned.

(2) In the case of incoming shipments, [REDACTED] cables or dispatches from the field will be forwarded directly to the Cargo Branch for appropriate action. The Cargo Branch will effect a thorough screening of the cable or dispatch to determine that the action required is of a routine and technical nature rather than operational. The Cargo Branch will take the necessary action and make arrangements for the receipt and disposition of such shipments with appropriate notification to the field if required. Telephonic or other appropriate coordination will be effected with the Supply Division, as well as the Logistics representative of the DD/P element and/or technical office concerned prior to finalizing such arrangements or communicating with the field activity concerned on such arrangements.

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(3) Those cases involving a [REDACTED] request from the field for indicators and instructions on the return shipment of supplies and equipment to the continental U. S. will be handled by the Cargo Branch in the same manner as described in the preceding subparagraph.

b. Routine notification on ETD, ETA, and Status of Shipments of Household Goods and Personal Effects (to include unaccompanied baggage, QP vehicles, and personally-owned vehicles):

(1) In the case of outgoing shipments, the Passenger Movement Branch will follow the same procedure as outlined in paragraph 4.a.(1) above for Government-owned supplies and equipment.

(2) In the case of incoming shipments, the Passenger Movement Branch will follow the same procedure as outlined in paragraph 4.a.(2) above for Government-owned supplies and equipment.

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c. Damage or Lost Shipments Attributable to Transportation:

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In those cases involving damage or loss of a shipment incident to or attributable to the transportation of such shipment, action on [redacted] cables or dispatches will be routed to the Cargo Branch. Subsequent actions and/or communications pertaining thereto will be developed on a coordinate basis with the Supply Division and with the Logistics representative of the DD/P element and/or technical office concerned.

5. REAL ESTATE AND CONSTRUCTION DIVISION PROCEDURES

a. Technical information and instructions on construction, architectural, and/or engineering matters:

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- (1) Incoming [redacted] cables or dispatches concerning this subject (to include transmission of technical drawings, plans, specifications, etc., on construction and major maintenance projects; requests for technical construction, architectural, and/or engineering information, advice or assistance on matters regarding real property; and correspondence on technical requirements for construction facilities) will be forwarded to the appropriate branch of the Real Estate and Construction Division for action. The branch concerned will effect a thorough screening of the cable or dispatch to determine that action, if required, is of a routine technical nature prior to initiating a response. In each instance where a response to the field activity is necessary, telephonic or other appropriate coordination will be effected with the Logistics representative of the DD/P element and/or technical office concerned.

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- (2) In the case of [redacted] cables or dispatches initiated by the components of the Real Estate and Construction Division on such matters, telephonic or other appropriate coordination will be effected with the Logistics representative of the DD/P element and/or technical office concerned.

b. Construction progress or status reports (and related correspondence):

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Incoming and outgoing [redacted] cables or dispatches will be handled by the appropriate branch of the Real Estate and Construction Division in the same manner as outlined in paragraphs 5.a.(1) and (2) above

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c. Correspondence and data submitted on foreign real property reports:

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Incoming and outgoing ~~SECRET~~ cables and dispatches will be handled by the appropriate branch of the Real Estate and Construction Division in the same manner as outlined in paragraphs 5.a.(1) and (2) above.

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