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TO: Chief, Staff No. 3, WFO

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be given to the preparation and submission of both forms mentioned, since the information reflected on the documents is vital in effecting payments.

It is understood that WFO desired to submit the numbered paragraphs in this communication to field installations together with copies of Forms 34-14 and 34-15. The instructions for both forms indicated may be found on the reverse side of such forms. It should be remembered that the instructions outlined on the reverse side of the forms cover only the minimum requirements of the Budget Staff and the Fiscal Division; therefore if such information is desired in WFO, the advice to field installations should be augmented accordingly at the time these instructions are released.

As was brought out in the discussion, the Procurement Requirements Staff is presently reviewing, in conjunction with appropriate National Defense personnel, the advisability of rewriting Letter ASD 400 dated 24 October 1960, as amended, extending its application to all organizations within the National Defense Department. However, since it is not expected that the ultimate arrangements with the Department of Defense will affect, to any great extent, this Agency's internal instruction, and since there is an urgent need for the data that would be furnished on the forms referred to, action should be taken at the earliest practicable date to release instructions to foreign field activities.



25X1

Att(s): Form No. 34-15  
" " " 34-14

DNO/VLB:bms

cc: Procurement Requirements Staff

Budget Staff

Claims

Accounts

~~File~~ 225

FPB

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