

Systems Gate

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TO : Stock Control Section/DD 3 August 1953
FROM : Acting Chief, Supply Control Staff
SUBJECT: Depot Transfer Procedures

1. The following changes on subject matter will be placed into effect 1 August 1953:

a. Documents requesting shipment from one [redacted] to another [redacted] will have a coding sheet prepared by Stock Editing Unit with one control entry for credit action, and another control entry for the debit action, for example;

25X1A6a
25X1A6a

LOC 03 Trans 8 - 3 (Credit)

LOC 96 Trans 8x- 3 (Debit)

b. Documents evidencing receipt by one [redacted] from another [redacted] will have a coding sheet prepared indicating one control entry for debit action and another control entry for credit action, for example;

25X1A6a
25X1A6a

LOC 04 Trans 7 - 3 (Debit)

LOC 96 Trans 7x- 3 (Credit)

c. In addition, when receiving documents on Depot Transfers indicate an average or shortage, the discrepancy will be reported on an Inventory Adjustment Form (Form 36-16) and processed to Machine Records Branch as a transaction 7-5 or 8-5 as applicable. After this document is returned from Machine Records Branch, it will be forwarded to Inventory and Adjustment Section for further investigation, and verification of discrepancy, and other action is required.

[redacted]

25X1A9a

Acting Chief,
Stock Control Staff

Document No.	2
No Change In Class.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified	
Date:	21 SEP 1978
By:	[signature]

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