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MEMORANDUM FOR: Chief, Procurement and Supply Office

SUBJECT : Guidance on Logistical Matters [REDACTED]

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REFERENCE : Memo dtd 5 Dec 52 to DD/A fr C/O&M, same subject,
and attachments

1. Paragraph 4 of the referenced memorandum raises a policy question relative to the authorization for Senior Representatives to deviate from these policies. It is recognized that this is a policy question, but it is desired, for the present, to allow the policy to stand as written in the referenced material and await experience with it in the field before making any change. To be effective, this new procedure must provide for local determination in exceptional cases. If experience shows that restrictions on this authority are required, they can be made at the time these procedures are revised, as they undoubtedly will be upon the return of the Task Force.

2. With the reservation for later policy determination, the attached draft is approved for pauching to the Task Force.

15/

L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Lstd in Ref

cc: C/O&M ✓

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MEMORANDUM FOR: Deputy Director (Administration) 5 December 1952

SUBJECT : Guidance on Logistical Matters [REDACTED] 25X1A

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1. In order to provide guidance for the Task Force which departed [REDACTED] on 1 December 1952, the attached extracts from Regulation No. [REDACTED] have been prepared on a tentative basis by the Procurement and Supply Office for transmittal by pouch.

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2. With a very few minor exceptions the substantive content of this transmittal is a verbatim copy of that which you approved as Agency policy in Regulation No. [REDACTED] on 1 September 1952.

3. This material, however, has been concurred in prior to sterilization with the Assistant Director (Inspection and Security); Comptroller; General Counsel; Auditor-in-Chief; Chief of Administration, Deputy Director (Plans); and the Chief, [REDACTED] Division.

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4. We have reviewed this material in detail and for the most part our suggestions have been incorporated by the Procurement and Supply Office. There is one statement, however, which we feel we should call to your particular attention, in Paragraph 1, sub-paragraph B of the introduction which states "Senior Representatives are authorized to deviate from these policies to the extent dictated by security requirements". This statement provides an extremely large loophole for use by the Senior Representatives should they desire to radically deviate from the policies set forth. Its inclusion therefore we think is a matter for top policy decision.

W. L. FEEL
Chief
Organization and Methods Service

Enclosure

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NOV 26 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Procurement and Supply Manual - Regulation No. [redacted] 25X1A

25X1A 1. As a result of study by this office, conferences with and recommendations made by the operating divisions, it is apparent that certain revisions are required in Agency Regulation No. [redacted] - Procurement and Supply Manual.

25X1A 2. In implementing these revisions, we have concluded that two publications are in order - a Policy Manual and a Procedures Manual. We have prepared a revision of the material in Regulation No. [redacted] by deletion of procedures and revision of policy matters considered necessary. We hope to have a Procedures Manual prepared by 1 February 1953, at which time the revised Regulation No. [redacted] and the Procedures Manual will be submitted for publication.

25X1A 3. In the meantime, policy guidance is required for the Task Force scheduled to depart [redacted] on 1 December. Accordingly, it is requested that the inclosed material be approved in principle for interim policy guidance pending formal publication of revised Regulation No. [redacted] 25X1A

25X1A 4. The inclosed material represents a complete revision of Parts I, II and III of current Regulation No. [redacted] ~~it represents one change to Part IV.~~ *WFE*

[redacted signature block]

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JAMES A. GARRISON
Chief of Procurement and Supply

Enclosure

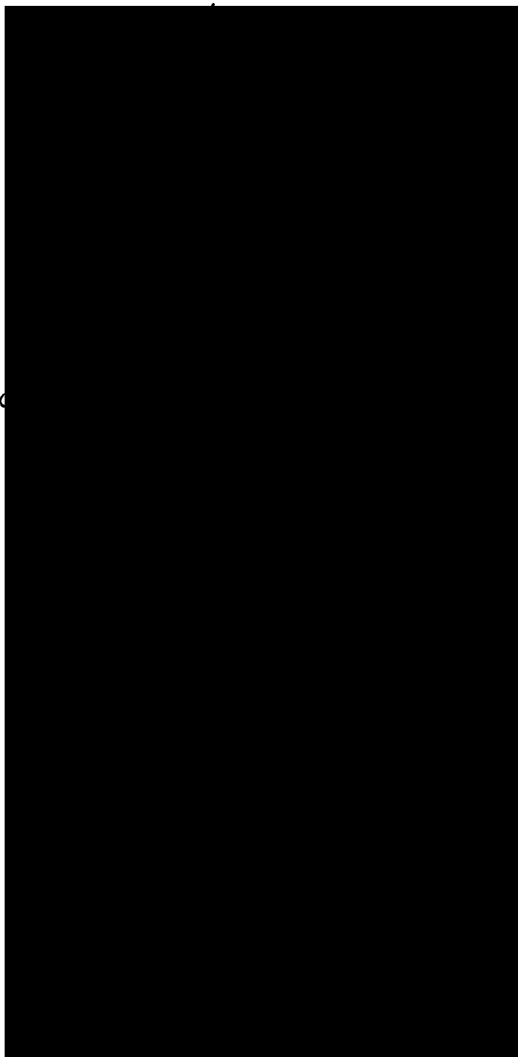
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CONCURRENCES :

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*Subject to submittal to
RIS/DDP for approval and
sterilization. EAD*



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DRAFT

MEMORANDUM TO: Mr. Peel

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FROM : Mr. [REDACTED]
SUBJECT : Rewrite of Regulation [REDACTED] "CIA Procurement and Supply Manual

1. The above subject material was submitted to this office for our comment and/or concurrence at the request of the Procurement and Supply Office.

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2. While it is appreciated that this material was prepared with the specific thought in mind of having factual sterilized material available in time to be taken by the overseas team en route to the [REDACTED] on 1 December 1952, the manner in which it was prepared can, in my opinion, prove extremely embarrassing not only to the Procurement and Supply Office, but also to ourselves.

3. With a very few minor exceptions the substantive content of this transmittal is a verbatim copy of that which has been approved by the Deputy Director (Administration). Minor rearrangements in order of text together with the exclusion of certain of the materials have been made, with no apparent changes being made in the policy which had already been approved by the Deputy Director (Administration) on 1 September 1952.

4. Specific items of question are:

A. Paragraph 1. A. Establishes among other functions of the Logistics Office the use of Agency material. It is fairly academic to appreciate the fact that the Logistics Office has absolutely no control or determination of the use of Agency material and therefore, it is recommended that the word "use"

be deleted from this sentence.

B. Part I, Section A. 1. does not completely coincide with the mission of the Procurement and Supply Office as currently approved. The words "storage" and "issue" have been deleted to the detriment of the overall mission and positive reference is made for accountability of all equipment and supplies. It is highly improbable that the Chief of Logistics can assume accountability of all equipment and supplies but rather, he can exercise supervision of accountability of material.

C. Part I, Section B, 1. I. This paragraph likewise should refer to supervision of accountability and responsibility for all Agency supplies and equipment.

D. Part I, Section C, Agency Supply System. Slight changes have been made in the breakdown of the composition of the supply system from that which was submitted and approved on 1 September 1952. This item is not one of a serious nature inasmuch as determination of the number of elements [REDACTED] no doubt, the motivating factor.

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E. The organization of the manual covered in Paragraph 4 indicates Part II contains the Planning section, yet individual pages within this manual consistently refer to Part II as Coordination and Requirements.

F. Part II, Section D, Paragraph 2 covers the functions of planning in relation to the [REDACTED]. This committee has been dissolved and such notification will come out as official action within the near future.

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G. Part III, Section B, Paragraph 1. C. (2). The word

"interested" is in all probability a typographical error and should be "entrusted". ✓

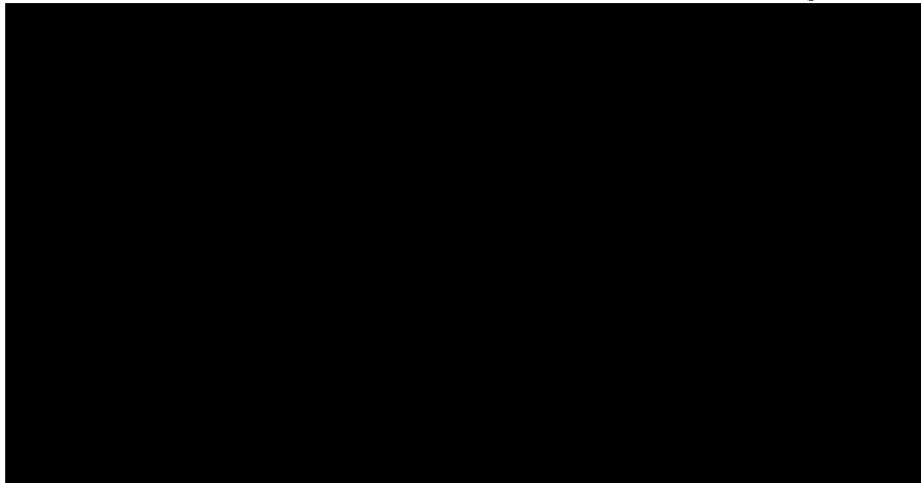
H. Part III, Section B, Paragraph 12. Disposal of accountable records does not clearly indicate what should be accomplished. ✓

25X1A I. Part III, Section C, Paragraph 3. C. This paragraph states that all property for which there is a recurring demand will be identified with the Stock Number. This is in contrast to Regulation ■ which states that all property will be identified with the Stock Number. ✓

J. Part III, Section E, Paragraph 2. A. (4) Title should read Assistant Director for Communications. (6) Title should read Chief, General Service. ✓

K. Part III, Section F, Paragraph 3. C. This paragraph states that the Logistics Office will arrange transfer of govern-

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L. Part III, Section F, Paragraph 2. It would appear that the words "Agency assets" might be misconstrued to mean monetary ✓

assets as well as material.

M. Part III, Section I, Paragraph 1. F. Surplus property is that which is surplus to Agency needs and it may not be possible to authentically state that such property is not required by any government Agency.

N. Part III, Section I, Paragraph 2. B. The phrasing of this paragraph would permit an accountable officer to execute a certificate to relieve himself of accountability. In contrast, Regulation ■ permits such disposal by certificate of destruction to the proper Jurisdictional Board of Survey for such action as they determine essential. Monetary limitation of \$100. per

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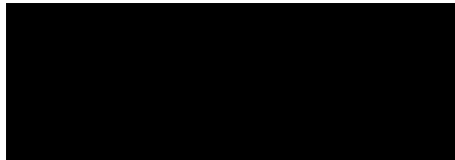
FOREWORD

Regulation [redacted] "CIA Procurement and Supply Manual" establishes the procurement and supply policies of the Agency. This manual is published for information, guidance and compliance of all concerned. Policies on Real Estate and Construction, and Transportation will be included at a later date.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)



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INTRODUCTION

1. PURPOSE

A. The purpose of this manual is to establish Agency policy for the procurement, distribution, accounting for, control, ~~use~~ and disposal of Agency material.

ISSUANCE

B. Except as otherwise stated herein, the policies prescribed in this directive become effective upon publication. Senior Representatives are authorized to deviate from these policies to the extent dictated by security requirements; otherwise, no deviations or exceptions will be permitted except by the specific authority of the Deputy Director (Administration). Within the limitations imposed by security consideration [REDACTED] accounts will be operated under the policies expressed in this manual.

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2. RELATION TO EXISTING INSTRUCTIONS

A. So far as practicable, all policy matters concerning procurement and supply which are more or less permanent in application and which are issued by authority of the Deputy Director (Administration) will be contained within this manual.

B. Policy expressed in this manual will supersede all existing conflicting directives.

C. Subsequent changes in Agency policy and direction reflected by Administrative issuances will be reflected by changes, additions, or deletions, to this manual.

3. CHANNELS FOR SUBMISSION OF PROPOSED REVISIONS AND AMENDMENTS

A. Agency activities will submit proposed amendments or revisions through channels to the Chief, Logistics Office. Proposed amendments or revisions will be reviewed and, where publication is deemed appropriate, transmitted to the Deputy Director (Administration) for review and subsequent publication. If revision or amendment is considered inadvisable, originating component will be advised of reason therefor.

4. ORGANIZATION OF THE MANUAL

A. The CIA Procurement and Supply Manual is published in four parts.

- (1) Part I - General
- (2) Part II - Planning
- (3) Part III - Supply
- (4) Part IV - Purchase

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- B. Each Part will be divided into Sections corresponding to those referenced in the Part outline, and Sections will be in numerical page sequence.
- C. All revised pages will be identified by the manual title and regulation number, Part number, Section, and date of publication.
- D. In order that changes may be identified more specifically, a bracket will precede and follow each new or revised portion of all revised pages furnished with the change.
- (1) A double bracket [] will indicate that portion which has been deleted. When changes are too numerous to identify individual changes within a paragraph, a bracket will precede and follow the entire paragraph.
 - (2) If a bracket follows a paragraph number, it indicates that the body of the paragraph has been changed. If it precedes a paragraph number, it indicates that a paragraph has been added.
 - (3) When the pages are again revised, previous brackets will be dropped and new ones indicating new changes will be inserted.

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PART I - GENERAL, SECTION A - MISSION OF THE LOGISTICS OFFICE

I. MISSION

The Chief of Logistics is responsible for the Agency procurement, distribution, and accountability of all equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs by purchase or otherwise; and for the coordination and compilation of forecasts of requirements for logistical support, for the over-all activities.

Agency

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PART I -- GENERAL, SECTION B -- FUNCTIONS OF THE LOGISTICS OFFICE

I. FUNCTIONS

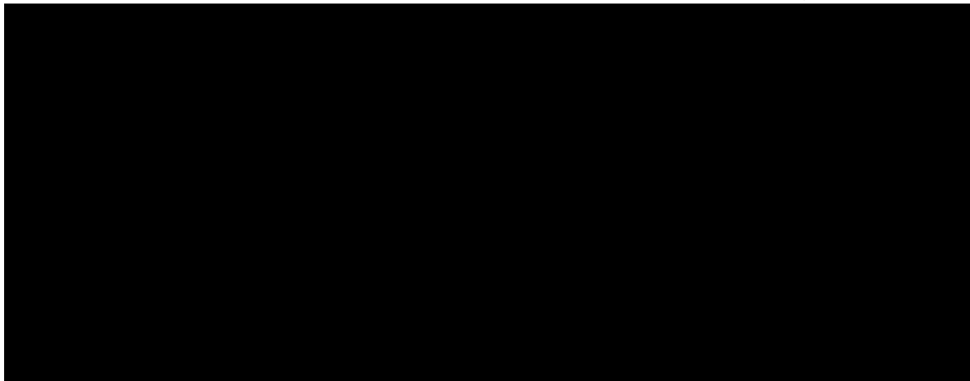
The Chief of Logistics shall:

A. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.

B. ^{Procure} Provide technical guidance as necessary for the procurement of all materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.

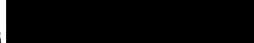
C. Negotiate with officials of other Government organizations agreements to insure that CIA logistical requirements are met on a timely basis.

D. Provide necessary coordination to compile requirements for equipment and supplies essential for Agency operations, including development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.



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H. In collaboration with operating offices concerned, provide for selection, assignment, indoctrination, training, and rotation of logistics personnel for whom technical guidance is required.

I. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for all Agency supplies, equipment, and real estate, ~~to include the development and implementation of regulations and procedures pertaining to~~  accounting system.

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J. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.

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PART I - GENERAL, SECTION D - BONDING OF PERSONNEL

1. REQUIREMENTS

The Chief, Logistics Office, may require personnel engaged in procurement and supply activities to give bond with sufficient surety for the faithful performance of their duties on an individual basis. These duties may include appointment as Accountable Officers for public property, or being intrusted with the duty of disbursing or handling of public funds.

2. PAYMENT OF PREMIUMS OR COST

Payment of premiums or cost of surety bonds will be made by the Agency Comptroller or his designee, as authorized, in accordance with Public Law 110, 81st Congress, Section 10 (a).

CONTENTS

PART II - COORDINATION AND REQUIREMENTS

Approved For Release

SECTION

- A. Authority
- B. Basic Policies
- C. Responsibility
 - 1. Coordination and Requirements Staff, Logistics Office
 - 2. Organizational Components
- D. Liaison for Logistical Support Planning
 - 1. Project Review Committee
 - 2. Covert Coordinating Committee
 - 3. Controlled Material
 - 4. Intra - and Inter-Agency
- E. Consolidation and Translation of Requirements
 - 1. Availability
 - a. Source
 - b. Time Factors
 - c. Substitutions
 - d. Market
 - 2. Dollar Value
 - 3. Purchase Action
- F. Establishment of Stock Levels

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PART II - COORDINATION AND REQUIREMENTS
SECTION A - AUTHORITY

1. AUTHORITY

The Chief, Logistics Office, or his authorized delegates are responsible for the coordination and compilation of Agency requirements for equipment, supplies, and services required for Agency logistical support, based on operational plans.

2. DEFINITION

Requirements is that term applied to the quantity, class, and items of supply and equipment which are essential to the support of the organizational components in the fulfillment of their responsibilities toward the overall mission of the Agency.

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PART II - COORDINATION AND REQUIREMENTS
SECTION B - BASIC POLICIES

1. BASIC POLICIES

The Coordination and Requirements Staff, Logistics Office, recommends Agency procurement and supply policy through the medium of coordination with the organizational components to ensure complete and adequate logistical support. These include the following:

- a. Assistance to the organizational components in the development of their materiel requirements.
- b. Technical advice and guidance, with regard to the capabilities and capacities of equipment to meet determined operational requirements.
- c. Recommending such standardization as is possible in the coordination and compilation of materiel requirements.

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PART II - COORDINATION AND REQUIREMENTS
SECTION C - RESPONSIBILITY

1. COORDINATION AND REQUIREMENTS STAFF, LOGISTICS OFFICE

The Coordination and Requirements Staff, in coordination with other components of the Logistics Office, determines the adequacy of Agency supply facilities, together with sources of materiel, to ensure that Agency requirements are met in conformity with time schedules established by operational activities.

2. ORGANIZATIONAL COMPONENTS

a. Organizational components of the Agency will generate and submit their estimated requirements to the Coordination and Requirements Staff, Logistics Office, for compilation to ensure the proper programming of all equipment and supplies.

b. Forecast of estimated requirements will be submitted thirty (30) months in advance, dating from 1 January of the fiscal year preceding the reporting period.

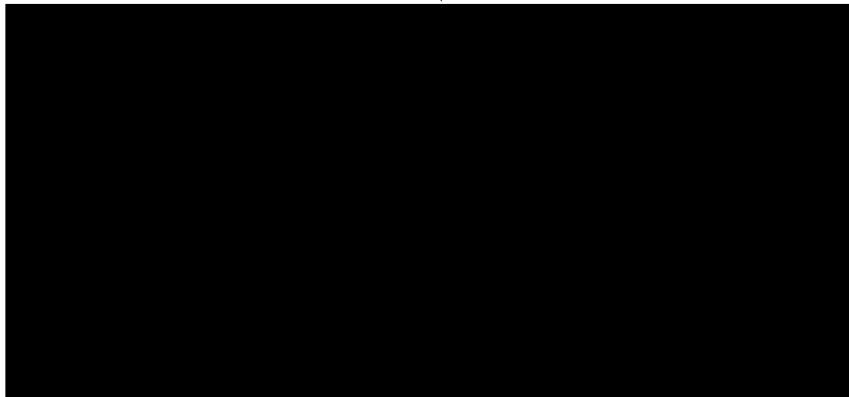
Example: Estimated requirements for the Fiscal Years 1954 and 1955 will be submitted on 1 January 1953.

Confirmation or revision of the first year's estimated requirements will be submitted quarterly, and the second year's estimated requirements will be confirmed or revised semiannually.

c. Requirements will be submitted using correct commodity classifications, stock numbers, item descriptions, time schedules, authority, and degree of sterility.

d. Requirements lists will consist of segregated groupings separated as follows:

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PART II - COORDINATION AND REQUIREMENTS
SECTION D - LIAISON FOR LOGISTICAL SUPPORT PLANNING

1. PROJECT REVIEW COMMITTEE

Technical guidance and assistance is rendered organizational components in support of project submissions to the Project Review Committee, containing requirements for supplies and equipment (in accordance with CIA Regulation No. [REDACTED]).

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2. COVERT COORDINATING COMMITTEE

out
Renders such assistance as may be deemed essential in the development of requirements and the fulfillment of materiel needs in support of special projects, through coordination of staff study with organizational components.

3. CONTROLLED MATERIEL

The Coordination and Requirements Staff ensures through the medium of materiel analysis an adequate allocation of critical and strategic materiel, by the development of such allocations through liaison with the Munitions Board and the National Production Authority.

4. INTRA - AND INTER-AGENCY

Conducts liaison essential to the formulation and fulfillment of requirements for supplies essential for proper and timely Agency logistical support.

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PART II - COORDINATION AND REQUIREMENTS
SECTION E - CONSOLIDATION AND TRANSLATION OF REQUIREMENTS

1. AVAILABILITY

Availability consists of those determining factors which reflect the present of future potential receipt of the materiel required.

a. Sources of materiel may be either domestic or foreign and are determined after consideration of such matters as:

- (1) Existence of required materiel.
- (2) Capabilities of manufacturers.
- (3) Availability of critical materiel.
- (4) Costs of supplies and equipment.
- (5) Security aspects.

b. Time factors are those elements of consideration which must be evaluated to determine fulfillment of requirements, i.e., manufacturing and shipping lead times.

c. Substitutions of items of materiel will only be considered and recommended where requirements cannot be met due to nonavailability.

d. As a guide for technical assistance to organizational components of the Agency, the Coordination and Requirements Staff maintains comprehensive records and logistical information on current and future potential sources of equipment and supplies.

2. DOLLAR VALUE

Assists the organizational components of the Agency in the translation of their materiel requirements into current dollar value.

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PART II - COORDINATION AND REQUIREMENTS
SECTION F - ESTABLISHMENT OF STOCK LEVELS

1. The Coordination and Requirements Staff, Logistics Office, analyzes requirements for indication of trends that might affect future procurement, and develops experience factors, which may be used as guides in the determination of stock levels to be maintained.

2. The Coordination and Requirements Staff maintains a current analysis and evaluation of current market trends having an effect on present or future purchases.

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PART III - SUPPLY

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- A. General
- B. Accountability and Responsibility
- C. Stock Catalog
- D. Stock Levels
- E. Requisitioning
- F. Distribution and Transfer of Property
- G. Audit and Inventory
- H. Issue and Use of Government Property
- I. Material Disposition
- J. Boards of Survey
- K. Reports

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PART III - SUPPLY, SECTION A - GENERAL

1. PURPOSE

Part III prescribes Agency supply policy. A supply procedures manual, based on policies stated herein, will be published. That manual will contain detailed procedures for supply operations, Agency wide. ^{and}

2. FORMS

The policy manual will prescribe the types of forms to be used. The procedures manual will contain sample forms.



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PART III - SUPPLY, SECTION B
PUBLIC PROPERTY ACCOUNTING - ACCOUNTABILITY AND RESPONSIBILITY

1. DEFINITIONS

A. ACCOUNTABILITY

The obligation of an individual officially designated to maintain a formal record of Government property on a prescribed stock record account system, which is subject to audit by officially designated auditors.

B. ACCOUNTABLE OFFICER

An individual designated to maintain accountability and charged with pecuniary responsibility for the proper discharge of his responsibilities.

C. RESPONSIBILITY

(1) Supervisory Responsibility

The obligation of an individual for the proper custody, care and safekeeping of Government property under his supervision.

(2) Individual Responsibility

~~interested~~ ^{instructed} ~~interested~~ and who, by virtue of personal possession, is specifically charged with its care and safekeeping.

D. DISPOSITION

The issue, transfer, sale, salvage or other authorized action of accountable officer in relinquishing possession and control of Government property.

E. PROPERTY CLASSIFICATION

(1) Real Property - Land and interests therein, leaseholds, buildings and improvements, and appurtenances thereto. It includes piers, docks, warehouses, rights-of-way, and other easements, whether temporary or permanent, underground conduits and associated manholes, utilities systems and parts thereof, and all other improvements permanently attached and ordinarily considered real estate. It does not include machinery, equipment, fixed signal communication systems, etc., which may be severed or removed from buildings without destroying the usefulness of the structures.

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- (2) Installed property - Movable things, such as equipment, apparatus, appliances, fixtures, machinery, etc., which have been fixed in place or attached to real property, but which may be severed or removed from buildings without damaging or destroying the usefulness of such buildings or structures.
- (3) Personal property - All raw materials, commodities, manufactured articles, transportation units, and unit assemblages, and units of equipment procured, stored, or issued, which have not become real property and which have not been installed so as to become an integral part of a building or structure. Personal property is hereinafter referred to as property, material, supplies or items.
- (4) Expendable property - Supplies which are consumed or lose identity in use. Also included are those items such as spare and repair parts which are used to repair or complete other articles, and thereby lose their separate identity, and material used in manufacturing and for testing (not including testing devices) and experimental purposes. Supplies will not be considered as expendable unless specifically authorized by the Agency Catalog.
- (5) Nonexpendable property - Supplies which are not consumed and which ordinarily retains its separate and original identity during the period of use, i.e., vehicles, machines, tools, instruments, etc.

F. STOCK RECORDS

A formal record maintained by an accountable officer on prescribed forms in the prescribed manner, showing by item all transactions affecting the status of Government property, and supported by files of documents (Vouchers) used in such transactions.

G. VOUCHERS

Documents used in transactions affecting accountability. Issue Slips, Shipping Documents, Receiving Reports, are examples of documents which become Vouchers.

2. ACCOUNTABLE OFFICER

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An accountable officer will be designated [redacted] for the purpose of assuming accountability for agency supplies in storage or in use or in possession of others to whom it has been entrusted for use or custody. The accountable officer will assume accountability from time of receipt until relieved by an action listed in paragraph 8 below. The accountable officer will also assume accountability for public property found abandoned or recovered from unauthorized users.

3. DESIGNATION OF ACCOUNTABLE OFFICER

A. The Chief, Logistics Office, will designate accountable officer(s) for Headquarters.

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6. PROPERTY ON LOAN

Accountable Officers shall maintain a separate record of all property which has been loaned to the Agency by individuals, groups, other branches of the United States Government [REDACTED]

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7. CHANGE OF ACCOUNTABLE OFFICERS

A. When relieved of accountability, accountable officers will turn over to successors all property for which they are accountable, including the records, forms, files, receipts, and equipment within their spheres of accountability.

B. Under ordinary circumstances, accountable officers, when turning over accountability to a successor, will be relieved of accountability upon the execution of a certificate stating that as of a specified date and a specified voucher number the account is true and correct to the best of his knowledge and belief. If deficiencies are subsequently discovered within the realm of responsibility of the former accountable officer, the incumbent accountable officer will resolve the deficiencies to the extent possible. Deficiencies which cannot be resolved by the incumbent accountable officer will be referred to the former accountable officer for correction. Accountable officers assuming accountability from a predecessor will certify that as of a specified date and voucher number he has assumed accountability.

C. When upon the assumption of accountability there is any reason to suspect misuse or misappropriation of property, non-compliance with regulations or other such conditions, a physical inventory will be taken to the extent deemed necessary by the accountable officer's superior. In these cases the accountable officer being relieved will make the necessary adjustments before accountability is transferred.

8. RELIEF FROM ACCOUNTABILITY

A. Accountable officers will terminate accountability when materiel is transferred to another accountable officer, issued for immediate use (expendable materiel only), disposed of as unserviceable, entered on a Survey Report, or an approved Inventory Adjustment Report.

B. The Chief Logistics Office or Senior Representatives may authorize termination of accountability under the following special circumstances:

- (1) When materiel is to be located in an area in which the United States Military Forces have been authorized to drop accountability.
- (2) When unforeseen situation arises requiring the immediate abandonment or destruction of materiel.
- (3) When materiel is lost, destroyed or damaged beyond repair as a result of the action of a foreign government, group or individual providing such loss, destruction or damage did not in any way result from the willful act or negligence of any representative of the U. S. Government.

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(4) When material is required to be used as a medium of exchange provided such exchange is of benefit to the United States Government.

(5) Material to be assembled and held for operational projects. When accountability for project material is terminated, responsible individuals will maintain jacket file records showing quantity and location of material.

9. ACCOUNTABLE RECORDS

Accountable officers will maintain the following basic records for the purposes stated:

A. Stock Record Cards: The basic instrument of stock control, a separate card will be maintained for each line item of material involved. Stock record cards will show by line item and voucher number a record of each transaction affecting accountability. They will also show a record of material "Due in" to the accountable officer and a record of material "Due Out" to operating elements.

B. Voucher File: Each receipt, issue, shipment or other action affecting accountability will be recorded on a prescribed form and will be considered accountable vouchers. Vouchers will be numbered consecutively beginning with each fiscal year. Except where otherwise specifically prescribed, each entry on a voucher will be posted to the Applicable Stock Record Card. All vouchers will be filed in the voucher file in numerical sequence. A Voucher Register will be maintained in conjunction with the voucher file. Issues of material purchased locally for immediate use and of a non-recurring nature need not be posted to the Stock Record Card. A certificate on copy of Receiving Report signed by the user will suffice.

C. Memorandum Receipt Files: A record of non-expendable property in use, hereafter referred to as "Memorandum Receipt Property," will be maintained by the accountable officer. This record will consist of a copy of each issue document and turn-in document and a prescribed form for recording transactions. Accountable officers will issue a consolidated memorandum receipt at least semi-annually to each responsible officer, and upon change of responsible officers. Consolidated memorandum receipts will list all property properly chargeable. Responsible officers will verify consolidated memorandum receipt quantities by inventory of property on hand, take proper action on shortages and report overages to the accountable officer. Responsible officers will maintain a record of Memorandum Receipt Property in their possession.

10. ACCOUNTING FORMS

The following forms are the basic documents used as Vouchers to Stock Records Accounts:

A. Issue Document: A document for recording issues of material from accountable officers to responsible officers or operational components. Non-expendable equipment will be issued on Issue documents with the

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term "Memorandum Receipt" stamped or otherwise indicated on the form. Accountability will not be terminated when non-expendable material is issued on Issue documents (except as prescribed in par 8 Sec B).

B. Turn-In Documents: A document for recording turn-in of material from responsible officers or users to accountable officers. Turn-in Documents indicate actions which are the reverse of those recorded on Issue Documents.

C. Shipping Document: A document for recording transfers of material between accountable officers.

D. Receiving Report: Document prepared by accountable officers to record receipt of material obtained by procurement action.

E. Inventory Adjustment Report: A document used to adjust operational losses discovered in inventory of accountable officer's stocks. Inventory Adjustment Reports used for this purpose must be signed by the Accountable Officer and approved by his superior. The Accountable Officer and approving authority will assure that the use of Inventory Adjustment Reports to adjust inventory discrepancies is not abused. The Inventory Adjustment Report will not be used to adjust discrepancies in property issued on Memorandum Receipt. Inventory Adjustment Reports may be used in various administrative transactions not affecting accountability such as changes of stock numbers, nomenclature, etc.

F. Survey Report: Survey Reports (or Report of Survey) are documents used to terminate accountability for property lost, destroyed or damaged under questionable circumstances. (see Sec J)

11. ACCOUNTING "SPOT CHECKS"

To discharge more fully his responsibilities for public property, the Accountable Officer will require continuous "Spot Checks" to assure the observance of proper care, use, handling of and accounting for supplies pertaining to his supply activity. "Spot Checks" will consist of inventorying and checking the Stock Records Cards of a list of items (selected at random or because of value, difficulty of supply, etc.), verifying the postings on Stock Record Cards against corresponding figures on appropriate documents and vouchers to the stock record account, and examining the general condition of the account. If "Spot Checks" reveal irregularities or inaccuracies, appropriate authority will determine the extent and cause thereof, and will instigate corrective action as required under the circumstances.

12. DISPOSAL OF ACCOUNTABLE RECORDS

Disposition of Inactive Stock Records and Voucher Files will be made after final audit and will be in accordance with the Agency Records Disposal Schedule.

13. ACCOUNTING BY SERIAL NUMBERS

Sensitive and Expensive equipment which bears serial numbers, such as typewriters, weapons, cameras, watches, etc., will be accounted for by serial number when issued for use. This will be accomplished by recording the serial numbers on Issue Documents and Turn-in Documents.

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14. ACCOUNTING FOR AUTOMOTIVE VEHICLES

A. In addition to maintaining regular Stock Record Cards for each model, make, and type of automotive vehicle, an individual Automotive Vehicle Record will be maintained by the Accountable Officer for each separate vehicle. This record will contain the make, model, type, chassis number, original cost, date of purchase, motor number and the name of the individual responsible for the vehicle, and a list of the accessories attached to the car.

B. The Chief, Logistics Office, will account for all Government owned vehicles to which an individual or organization holds title and will maintain, in addition to those records shown in A, above, a "Declaration of Trust" properly authenticated and signed by the responsible individuals.

15. UNCLASSIFIED DOCUMENTS AND FOREIGN BOUND BOOKS AND PUBLICATIONS

The Chief of the Agency Library is accountable for all unclassified bound books and periodicals obtained by purchase, with the following exceptions:

A. Desk dictionaries, Government manuals, style manuals, and such publications listed in the CIA catalog.

B. Readily available English language periodicals and newspapers which are not designated as Official Library Copies.

C. Books and periodicals acquired by domestic and foreign field activities.

D. Publications purchased for the Geographic Division for the purpose of foreign exchange.

E. Publications issued

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16. RESPONSIBILITY

A. Responsibility is charged to any individual to whom public property has been entrusted and who is charged with its care and safekeeping, whether in use or in storage. Responsibility arises from possession, or supervisory responsibility over those who are in possession.

B. The terms "accountability" and "responsibility" are not synonymous. Accountability is assumed only by officially appointed individuals. Responsibility falls upon anyone charged with care of Government property. An accountable officer is both accountable and responsible for property in his physical custody. He is accountable for but not responsible for non-expendable property in use by responsible individuals. He is neither accountable nor responsible for expendable material which he has issued for immediate use. Responsible individuals are responsible for all material expendable and non-expendable in their custody or under their supervision.

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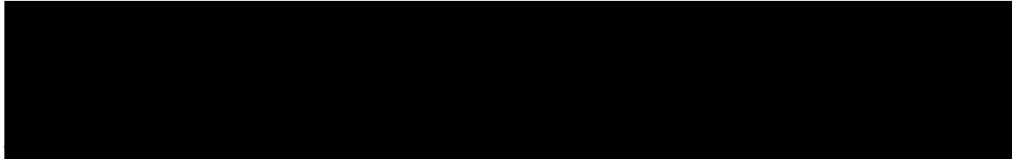
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17. OFFICE HEADS' RESPONSIBILITY

Office Heads are required to insure that property within their respective offices is properly safeguarded, handled and maintained, and that there is no accumulation in excess of actual needs.

18. SENIOR REPRESENTATIVES' RESPONSIBILITY

Senior Representatives of the Director of Central Intelligence are required to ensure that serviceable property, for both supply and operational purposes, is available for those activities under their jurisdictions.



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serviceable condition, and that it is properly cared for and used; and equally important, that there is no accumulation of property in excess of authorized levels, allowances, or needs.

20. DUTIES OF RESPONSIBLE OFFICERS

A person in charge of a specific activity is responsible for all property pertaining to that activity, whether he receipts for it or not. It is the duty of this individual to attend personally to its security and to supervise such transactions himself, or cause them to be supervised by competent personnel. He has the following responsibilities in connection with property.

- A. Have in his possession, in serviceable condition, such articles of authorized equipment as are required for the proper performance of the assigned mission of his activity and which he can properly maintain, safeguard, and employ.
- B. Determine, by frequent inspections, that all articles of equipment on hand are complete and serviceable.
- C. Ensure that all persons under his jurisdiction are properly instructed in care, use, and maintenance of property, and rigidly enforce such instructions.
- D. Maintain records of receipts and issues, when prescribed, which will reflect at all times the status of all property for his activity.
- E. Have the necessary action taken as hereinafter prescribed in the case of loss, damage, or destruction of property for which he is responsible.
- F. Designate one or more authorized representative(s), if required, to receipt for property.

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G. Have all property in excess of authorized allowances, levels and needs turned in to the appropriate Accountable Officer.

21. RELIEF FROM RESPONSIBILITY

When a responsible individual is relieved from a position, he will without delay, turn in property for which he is responsible or transfer it to an authorized successor, and effect settlement of his responsibility. It will be the duty of each Office Head, [REDACTED] to see that settlement is effected before the departure of the individual. Any property not transferred to a successor will be taken possession of by the appropriate Accountable Officer, who will issue a credit for such property and furnish a copy thereof to the individual. If shortages are found to exist, or if damage (not the result of fair wear and tear) is discovered, the Accountable Officer will advise the person concerned, with a view to obtaining an adjustment. If no adjustment can be effected, the matter will be turned over to a Board of Survey, which will fix responsibility.

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PART III - SUPPLY, SECTION C - STOCK CATALOG

1. AUTHORITY

The Chief, Logistics Office, will be responsible for the development and maintenance of an Agency Supply Catalog in accordance with Public Laws 152 and 754, 81st Congress, and such governmental directives as have been or may be issued.

2. MISSION

Included in the above responsibilities are:

- A. The conversion of data pertaining to items of supply into names and descriptions suitable for use in the Agency Supply Catalog.
- B. The maintenance of such liaison with Government agencies and commercial firms essential to the development and maintenance of Agency Supply Catalogs.
- C. The development of a stock classification system using, when available, item names, description patterns, and item descriptions prescribed by Munitions Board Catalog Agency (MBCA) and American-British Classification (ABSC).
- D. The maintenance of such records and statistics as may be necessary for the accomplishment of the above and for such informational uses as are required.

3. POLICY

- A. Agency Catalogs and revisions thereto will be the sole source of property classification for such items as are contained therein.
- B. All organizational components of the Agency will use the Supply Catalog to ensure the use of correct stock numbers and descriptions in preparing requisitions.
- C. All property for which there is a recurring demand will be identified with a stock number and proper description, which will be assigned insofar as possible in conformance with procedures established by MBCA, by the Catalog Branch, Supply Division.
- D. The classification of property as to expendability or non-expendability will be as prescribed by the Munitions Board Catalog Agency. The expendable or non-expendable status will be shown in the Agency Catalog.
- E. Regulated items will be so indicated in the Agency Supply Catalog.

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PART III - SUPPLY, SECTION D - STOCK LEVELS

1. Stock levels are authorized or directed quantities of materiel to be maintained on hand and on order in anticipation of issue demands. Levels of consumable materiel, on which valid consumption or usage data has been obtained, are normally expressed in terms of "days of supply" while levels of non-consumable materiel, such as fixed equipment and special items are normally expressed in terms of fixed quantities by unit of issue.
2. Stock levels consist of two essential parts which are:
 - A. Stockage objective, the amount of materiel to be maintained on hand.
 - B. "Pipeline time" or "ordering-shipping time", the average time which elapses between the ordering of materiel and receipt. Pipeline time varies in accordance with distance from source of supply and other such factors. Pipeline time has a direct effect on stock levels, but not on stockage objective. The pipeline time expressed in days of supply represents the quantity of materiel which should be on order at all times.
3. Safety Stock Levels are levels of essential materiel established to insure continued operations during minor interruption of normal replenishment or unpredictable fluctuations in supply demand.
4. Standby Levels are levels of vital materiel established when infrequent use would not otherwise justify the establishment of levels, and the lack of which might cause serious consequences. Example: Parts for fire fighting equipment.
5. Seasonal Levels are levels of materiel having seasonal use such as fuel for space heating, winter clothing, etc. Seasonal levels must be given careful consideration in order to have required materiel available when needed.
6. Strategic Levels are levels specifically authorized or directed for future possible or as emergency reserves. Strategic Levels will not be considered a part of the normal stock levels of [REDACTED] 25X1A

7. BASIC POLICY

Following is the Agency basic policy concerning establishment and maintenance of stock levels contingent upon availability of funds and storage facilities.

- A. The Chief, Logistics Office, will direct the levels to be established in [REDACTED] 25X1A
- B. Except as otherwise specifically authorized by the Director, the stockage objective [REDACTED] will not exceed 180 days. 25X1A
- C. Except as otherwise specifically authorized by the Director, the stockage objective [REDACTED] will not exceed 60 days. 25X1A

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D. Except as specifically authorized by Senior Representatives, [REDACTED] will not establish stock levels for non-expendable equipment (Equipment in use does not constitute a part of stock levels).

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E. [REDACTED] will determine "pipeline time" for specific item based on experience and forecast. The stock levels for items will vary according to variations in pipeline time. Example: [REDACTED] 25X1A maintains a stockage objective of 60 days supply of a certain item. The pipeline time is 120 days, therefore, the stock level is 180 days, with generally, 60 days stock on hand, and 120 days stock on order. Senior Representatives will periodically review "pipeline" data used by [REDACTED]

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F. Senior Representatives may authorize establishment of Safety Levels and Standby Levels within the limitations of para. 7b and 7c, above.

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PART III - SUPPLY, SECTION E - REQUISITIONING

1. GENERAL

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A. A requisition is a document whereby components of the Agency, [redacted] request material from authorized sources of Supply. (Also see Section H. Issue and Use of Government Property).

B. Agency components are authorized to requisition material within the prescribed allowances set forth in current Budget Appropriations, Tables of Allowances, Tables of Equipment, Material Allowance Lists, or other published allowance authority.

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C. [redacted] are authorized to initiate requests for material through proper channels, and such authority may be delegated to Accountable Officers.

D. Supply agencies will furnish all components of the Agency within their respective sphere of supply responsibility with instructions as to the procedures governing requisitioning of material.

2. APPROVAL

A. Headquarters requisitions for the following types of materials will be forwarded through the Office indicated below for technical guidance and/or approval prior to issue by the Logistics Office.

(1) Executive Furniture - Authorized for Assistant Directors, Office Heads, their immediate staffs, grade GS-15 and above, and supporting secretarial staffs. Approval by Chief, Logistics Office.

(2) Ordnance Supplies and Equipment - If utilized in the Departmental area. Approval of Chief, Inspection and Security Office.

(3) Surveillance and Photographic Equipment - Approval of Chief, Technical Services Office.

(4) Communications Supplies and Equipment - Approval of Assistant Director of Communications ~~Equipment~~.

(5) Medical Supplies and Equipment - Approval of Chief, Medical Staff.

(6) Reproduction Equipment - Approval of Chief, ~~Administrative Service~~ **General Services**.

(7) Business Machines and Equipment and Forms not previously approved. - Approval of Chief, Organization and Methods Service, Office of the Comptroller.

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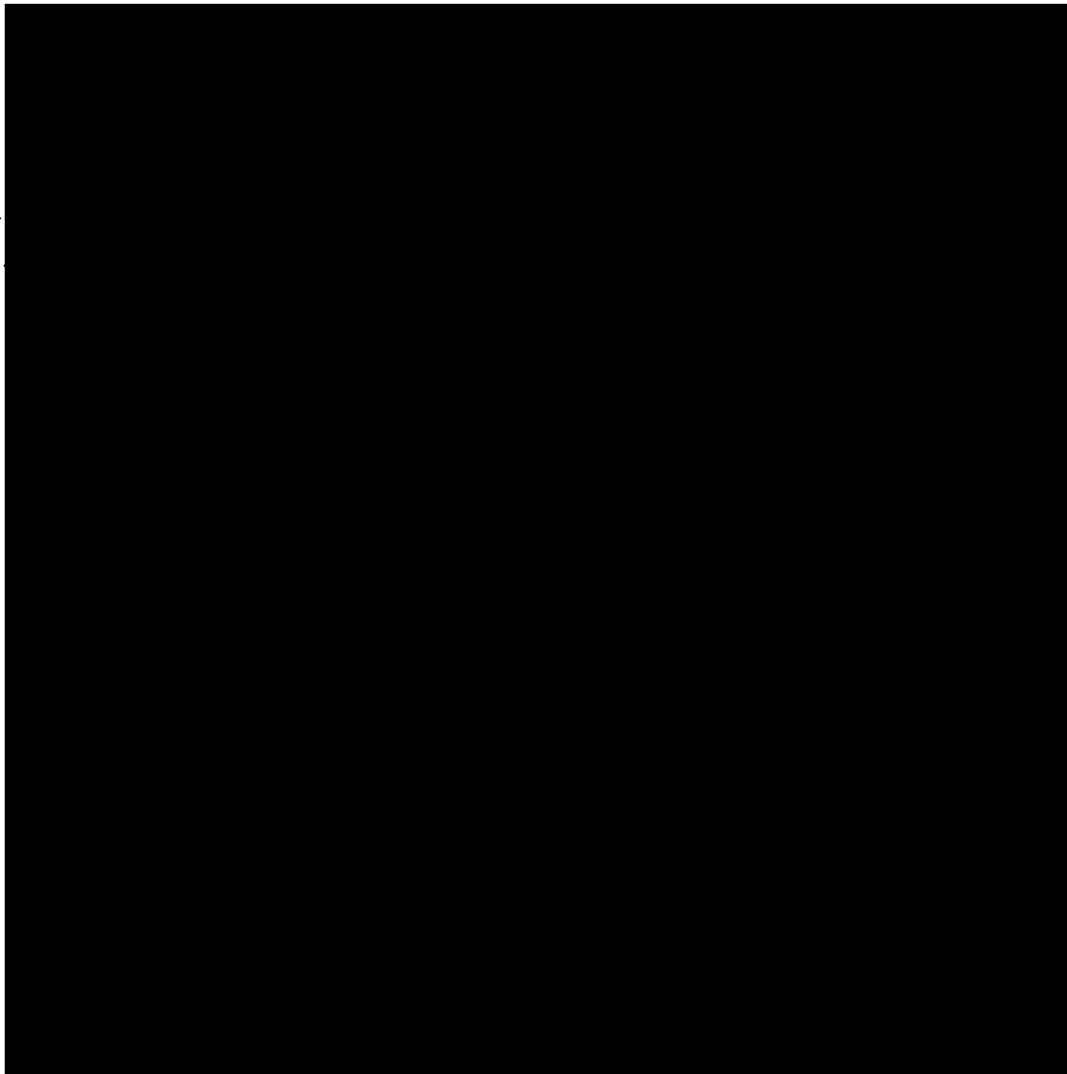
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(8) Internal Security equipment - Approval of Chief, Inspection and Security Office.

(9) Research and Development Items - Approval of Chief, Technical Services Office.

3. STANDARD ITEMS

A. Requisitioning agencies will make every effort to utilize standard items before requesting non-standard and non-catalogued material. (See Section H, Paragraph 2, for authority of issuing agency to make substitutions).



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5. REGULATED ITEMS

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A. Regulated items are major items of materiel which require close control because of cost, sensitivity, limited application or other such factors. Regulated items will be indicated as such in the Agency Stock Catalog. Central procurement or shipment of Regulated Items from Specialized [REDACTED] will be controlled by the Chief, Logistics Office. Control of Regulated Items located physically within their areas of responsibility rests with Senior Representatives.

6. REQUISITIONING CHANNELS

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C. However, requisitioning channels as prescribed above will not be placed in effect until specifically authorized by the Chief, Logistics Office.

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PART III - SECTION G - AUDIT & INVENTORY

1. AUTHORITY

- a. Accountable Officers will inventory all items under their control to assure a complete or cycle inventory at least each year.
- b. Records & materiel are subject to inspection at any time.
- c. All Agency property accounts are subject to audit and inventory under the direction of the Auditor-in-Chief.

2. PURPOSE

The purpose of audits and inventories are:

- a. To make physical examinations of materiel on hand and in use.
- b. To conduct reviews and inspections of the property accounts.
- c. To ensure that the interests of the United States Government are being maintained by proper accounting procedures and controls.

3. RESPONSIBILITIES

Office Heads, [REDACTED] and all other personnel will cooperate to the fullest extent possible in the conduct of audits and inventories and will make available:

- a. Personnel necessary to accomplish the audit and inventory.
- b. Correspondence, vouchers, and records of procurement and supply activities.

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PART III - SUPPLY, SECTION H
ISSUE AND USE OF GOVERNMENT PROPERTY

1. ISSUES

A. Issues will be made only for authorized purposes, within authorized allowances and to authorized individuals.

2. SUBSTITUTION

A. Supplying activities are authorized to make substitutions in order to meet requirements from available assets when such substitutions will obviously fill the requirement. Otherwise, substitutions will not be made except upon approval of requestor.

3. USE OF GOVERNMENT PROPERTY

A. Employees of the Agency will not use Government property for private use or personal gain (violations of this regulation are subject to severe penalties by public law).

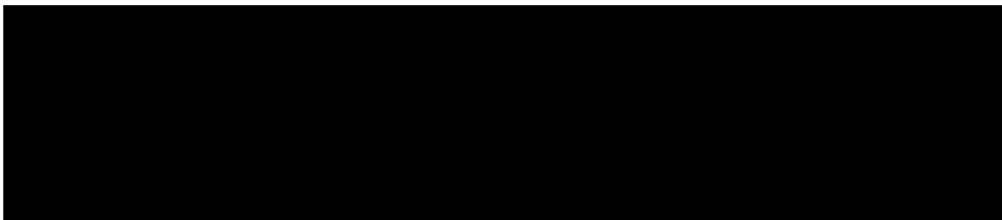
4. PROPERTY LOANED TO ORGANIZATIONS OR INDIVIDUALS NOT PART OF THIS AGENCY

A. When property is authorized for loan, documents recording the loan will show:

- (1) Authority for making loan.
- (2) Materiel involved.
- (3) Issuing date, and custodian by name and organization.
- (4) Approximate period involved.

B. Authorizing individuals will ensure that such loans preclude monetary loss to the United States Government, except in the interest of operational attainment. The Chief, Logistics Office, and the appropriate Senior Representatives, or their designees, will be the authorizing officials.

5.



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PART III - SUPPLY, SECTION I - MATERIEL DISPOSITION
(NOT INCLUDING ISSUES, TRANSFERS OR LOANS)

1. DEFINITIONS

Material to be disposed of may be:

A. CONDEMNED PROPERTY

Property which has been condemned as a menace to health, or which has become unserviceable beyond practicable repair.

B. EXCESS PROPERTY

Property excess to the needs of the Agency but not yet determined to be surplus.

C. OBSOLETE PROPERTY

Property which has been or is being replaced by equipment which better serves the purpose: Property which can no longer adequately perform the mission required of it.

D. SALVAGE

Property that has some value in excess of its basic materiel content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit, and its repair or rehabilitation for use as a unit is clearly impracticable.

E. SCRAP

Personal property that has no value except for its basic materiel content, and includes waste.

F. SURPLUS PROPERTY

Public property that is not required by any Government Agency.

2. METHODS AND INSTRUMENTS OF DISPOSAL

A. Salvage and scrap which is of no further use to the Agency will be sold if possible, otherwise it will be disposed of by the best means available.

B. Accountability for ^{by appointed Authority} condemned property may be terminated by execution of a proper certificate to be filed in the accountable officer's vouchers. Upon condemnation, property becomes scrap or salvage materiel and will be disposed of as specified in 2A above.

C. Surplus and excess property will be disposed of in accordance with the Supply Procedures Manual.

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D. Obsolete property will be used to the maximum extent possible. It will not be suspended from use because of obsolescence when it can still be utilized for operational purposes.

3. Regulated Items disposed of as condemned, scrap or salvage, will be reported to the Chief, Logistics Office.

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PART III - SUPPLY, SECTION J - BOARDS OF SURVEY

1. A Board of Survey is a formalized body for inquiring into the status or condition of Government property which has been lost, destroyed or damaged or otherwise rendered unavailable for its intended use; for determining or relieving responsibility therefor; and making recommendations for its future accountability and/or disposition.

2. The purpose of a Board of Survey is to set forth for the convening authority all facts and circumstances relative to the condition of the Government property described in the survey; to determine the causes of damage, loss, or destruction; to determine or relieve from responsibility for such loss or damage; and to recommend appropriate accounting action and disposition of the items involved. Such action is designated as a Report of Survey.

3. A Report of Survey will be required under the following circumstances:

- a. When property is lost or cannot be accounted for (Except for "operational losses" in the accounts of Accountable Officers)
- b. When property is destroyed or damaged, except by fair wear and tear.
- c. When property has been misappropriated, misused or disposed of in an unauthorized manner.

4. Reports of Survey will be submitted by responsible individuals within thirty days after discovery of conditions requiring Reports of Survey. When this thirty day period is exceeded, an explanation will be furnished.

5. COMPOSITION OF BOARD OF SURVEY

a. Departmental Headquarters Board of Survey will be composed of members as listed below and authorized to act on matters pertaining to loss, damage, destruction, theft, or disposition of public property for which CIA is responsible:

Chairman	Deputy Asst. Deputy (Inspection & Security)
Member and Legal Advisor	Assistant General Counsel
Member and Recorder	Deputy Chief, Logistics Office
Member	Assistant Comptroller

Three members will constitute a quorum.

b. The Senior Representative will establish a Board of Survey in his area, to serve in the same relationship as the Departmental Headquarters Board of Survey to the Deputy Director (Administration). Investigating Officers will be appointed by the Area Board of Survey, [redacted] as appropriate.

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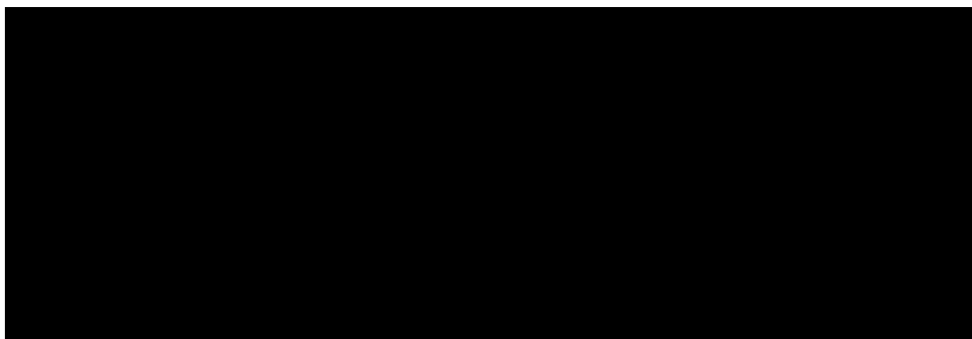
c. [REDACTED] will establish a Board of Survey consisting of one or more persons.

6. BY WHOM APPROVED

a. HEADQUARTERS

- (1) The Deputy Director (Administration) will be the approving authority in all cases of survey in excess of \$1,000.00.
- (2) Except as stated in b and c below, the Departmental Headquarters Board of Survey will be the approving authority in all cases of survey less than \$1,000.00.
- (3) In cases where pecuniary responsibility is established, the individual may appeal, in writing, through the Departmental Headquarters Board of Survey within 30 days after receipt of notification of such liability, to the Agency Director.

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c. OVERSEAS AREAS

- (1) The Deputy Director (Administration) will be the approving authority in all cases of survey in excess of \$1,000.00.
- (2) Except as stated in (3) & (4) below, the Area Board of Survey will be the approving authority in all cases less than \$1,000.00.
- (3) [REDACTED] Chiefs may take final action on Reports of Survey not in excess of \$100.
- (4) [REDACTED] may take final action on Reports of Survey not in excess of \$100.
- (5) In cases where pecuniary responsibility is established, the individual may appeal, in writing, through the Departmental Headquarters Board of Survey within 60 days after receipt of notification of liability, to the Agency Director.

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7. DUTIES OF THE DEPOT AND STATION BOARDS OF SURVEY

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(2) Willful noncompliance with regulations and directives to the extent that such acts or omissions were direct causes of the conditions which required a Report of Survey.

(3) Gross negligence

(4) Other contributing factors constituting reckless indifference to consequences.

11. FINDINGS OF THE BOARD OF SURVEY

a. The report will generally be confined to findings of facts and recommendations.

b. The report will state in every case whether or not an individual or individuals are found to be responsible.

c. Indicate the action to be taken on the disposition of property.

d. Where all members of the Board concur in the findings, the report will be signed by each member so indicating.

e. Should a member not concur, he shall submit a signed minority report to be embodied in the record immediately after the majority report is made.

12. SUBMISSION OF INVESTIGATION AND REPORT

The investigation and reporting action of the Board of Survey will normally be completed and returned within 20 days of date or receipt of Survey Report. When unforeseen complications are encountered, the convening authority will authorize extensions until completed.

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- a. Inspect the property under survey and thoroughly examine the circumstances attending its status.
- b. In the case of lost, stolen, or missing articles, the Board will, when possible, inquire into the causes to determine responsibility, taking into consideration what measures were taken to prevent such loss or theft.
- c. In the case of damaged property, satisfy itself that such damage was or was not caused by willful intent, negligence, or carelessness.
- d. Determine the monetary extent of such damage and whether economical repairs can be made.

8. DUTIES OF THE HEADQUARTERS BOARD OF SURVEY

- a. Review all Reports of Survey in excess of \$100 submitted by domestic activities.
- b. Review all Reports of Survey in excess of \$1000 submitted by activities under the control of Senior Representatives.
- c. Determine by review that proper and adequate action has been taken by responsible activities.
- d. Take final action as indicated in par 6a.

9. DUTIES OF SENIOR REPRESENTATIVES' BOARDS OF SURVEY

- a. Review all Reports of Survey in excess of \$100.
- b. Determine by review that proper and adequate action has been taken by responsible activities.
- c. Take final action as indicated in par 6c.

10. POLICY ON PECUNIARY LIABILITY

25X1A The Agency policy on accessing pecuniary liability is listed below for the guidance of [REDACTED] Senior Representatives and Survey Boards:

a. Individual Responsibility: When property issued to an individual for his express individual use becomes the subject of a Report of Survey, that individual will show cause why he should not be held liable.

b. Supervisory Responsibility: When property for which an individual has supervisory responsibility becomes the subject of a Report of Survey, liability will not be accessed unless one or more of the following conditions are established beyond a reasonable doubt:

- (1) The responsible individual did willfully cause, or allow to be caused, misuse, misappropriation, abuse, or unlawful disposal of Government property.

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PART III - SECTION K - REPORTS

1. GENERAL

a. The Chief, Logistics Office, will initiate, maintain, monitor, and control materiel reporting and reporting systems for the Agency, which will enable the Agency to:

- (1) Determine procurement and storage requirements.
- (2) Assign and control the utilization of materiel.
- (3) Determine the current status of stock by location.
- (4) Compute the monetary value of all or any part of the property in storage or in use by the Agency.
- (5) Direct the transfer of materiel within or between areas.

b. Senior Representatives may institute such reports within their realms of responsibility as are required in carrying out their missions.

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27 October 1949

GENERAL ADMINISTRATIVE INSTRUCTION NO. [REDACTED] (Revised)

25X1A

PROCUREMENT AND DISPOSITION OF PROPERTY AND THE MAINTENANCE OF
PROPERTY RECORDS, INCLUDING EXCHANGE COMMODITIES

1. a. These administrative instructions outline the procedures to be followed pertaining to the procurement and disposition of property and the maintenance of property records, including exchange commodities.
- b. The effective date of these instructions will be upon receipt at field installations.

2. Recissions:


- a. General Administrative Instruction [REDACTED] dated 30 July 1947.
- b. General Administrative Instruction [REDACTED] dated 30 July 1947.
- c. General Administrative Instruction [REDACTED] dated 27 August 1947.
- d. General Administrative Instruction [REDACTED] dated 23 October 1947.
- e. General Administrative Instruction [REDACTED] dated 27 January 1948.

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- (3) Badges, seals, and other devices indicating official approval or authority.
 - (4) Removable fixtures in a rented building, placed therein by the organization.
- b. Expendable Property. Property in the following categories is expendable:
- (1) Articles and supplies consumed with use or requiring frequent replacement, such as stationery, fuel, food, brushes, glassware, and flashlights.
 - (2) Articles normally considered non-expendable acquired for the express purpose of incorporation in an article of equipment carried as non-expendable.
 - (3) Articles normally considered non-expendable acquired for testing or other purposes which would result in the destruction.
- c. List of Non-expendable Property. Attached (Exhibit 1) for information and guidance is a list of non-expendable property. Where a number of articles or materials fall within an easily described group or class, the broader term is used and, in some instances, only a few of the more important items of a group are listed. Therefore any item not specifically named, but clearly falling within a named group or which is equal or similar to those named, should also be considered non-expendable. When in doubt as to whether an item is expendable or non-expendable, report the items on the Consolidated Property Report and final decision will be rendered by headquarters.

5. FORMS

- a. Use of Organization Forms. The forms listed in sub-paragraph 5.b., below, are suggested forms that may be used to properly record movements of property and to provide posting media for transactions affecting the stock record account. Supplies of these forms are

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- b. Preparation, Execution, and Distribution. The following instructions for the preparation, execution, and distribution of these forms are general in scope, no attempt having been made to set forth detailed explanations regarding entries on the forms. The number of copies herein required to be prepared is based on the minimum necessary to record transactions in connection with the acquisition and disposition of property.
- (1) Form No. 36-14, "Stock Control Card" (See Exhibit 2) - shall be used for maintaining a running balance by item of all

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non-expendable property within the jurisdiction of the station. The reverse or "Accounts Control" side of this form will be used for "Memorandum Receipt" issues. Further instructions are outlined in paragraph six (6) below. Only one copy of this form is prepared and it is retained by the station.

- (2) Form No. 36-15, "Voucher Register" (See Exhibit 3) - shall be used to record by voucher number all transactions posted to a stock record account maintained by the responsible officer. Only one copy of this form is prepared and it is retained by the station.
- (3) Form No. 36-24, "Property Turn-In or Transfer Slip" (See Exhibit 4) - shall be used to record transfer actions in accordance with paragraph 6.g., below.
- (4) Form No. 36-16, "Report of Inventory Adjustment" (See Exhibit 5) - shall be used for the following purposes:
 - (a) To correct stock record accounts when an item has been recorded on the wrong control card due to incorrect identification or clerical error.
 - (b) When items of non-expendable property are discovered on hand at the station which have not been previously picked up on the stock record account.
 - (c) To record non-expendable items on the stock record account that are received with no acquisition documents.
 - (d) To list inventories as described in paragraph 6.b., below.
 - (e) To report to headquarters serviceable and unserviceable surplus property. When this form is used for purposes as described in paragraphs 5.b.(4)(a), (b), and (c) above, the form will be prepared in duplicate by the responsible officer. The original will be retained by the station and will become a voucher to the stock record account. A copy will be forwarded to headquarters with the Consolidated Property Report. When this form is used to report serviceable and unserviceable surplus property, it will be prepared and distributed in accordance with the section of this chapter pertaining to Disposition of Property. For listing inventories the form will be prepared and distributed in accordance with paragraph 6.b., below.
- (5) Form No. 36-18, "Survey Report" (See Exhibit 6) - shall be used to record the circumstances concerning lost, damaged, or destroyed property. The form will be prepared and distributed in accordance with the section of this chapter pertaining to Disposition of Property.

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- (6) Form No. 36-22, "Consolidated Property Report" (See Exhibit 7) - shall be used by responsible officers to indicate by item the total gains and losses of non-expendable property which have occurred during the quarter. The form will be prepared and distributed in accordance with paragraph 6.h., below.

6. MAINTAINING STOCK RECORD ACCOUNTS

a. General

The Responsible Officer, as designated by the Chief [REDACTED] will be responsible for the maintenance of stock record accounts. The name and rank of the Responsible Officer of [REDACTED] must be on file with headquarters. 25X1A

b. Inventories

- (1) Annual Physical Inventories of non-expendable property will be conducted by all field stations as of the close of each fiscal year. Inventories must include all non-expendable property within the jurisdiction of the station, except items which are carried as exchange commodities. Property in the possession of individuals will also be listed. If for geographic or other reasons, items issued on a memorandum receipt basis cannot be physically verified, the quantity as listed on the M/R will be reported. Two copies of the inventory listed on Form 36-16, "Report of Inventory Adjustment", or a similar form, signed by the Responsible Officer, will be submitted to headquarters within thirty (30) days after the end of the fiscal year. One copy will be retained by the Responsible Officer for his files. The copy retained by the Responsible Officer will be assigned the next voucher number and will serve as an Inventory Adjustment Voucher. The physical balances on all items will be posted to the Stock Record Cards. Any shortages between the recorded balance and inventory balance will be justified immediately by the preparation of a "Survey Report" to explain the shortages. This "Survey Report" will not be vouchered, but will be used as a supporting document to the "Report of Inventory Adjustment" submitted to headquarters. Overages may be explained by the insertion of a brief statement on the "Report of Inventory Adjustment."

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- (2) Special Inventory. Upon the death, resignation, transfer, or the disappearance of an employee responsible for property, the Chief [REDACTED] shall designate a new Responsible Officer who shall immediately prepare an inventory as described in paragraph 6.b.(1) above.

c. Non-expendable Property Records

- (1) The responsible officer for [REDACTED] will maintain "Stock" 25X1A

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Control Cards", Form No. 36-14, by item for all non-expendable property within jurisdiction of the station. The front or Stock Control side of this form must reflect at all times the exact quantity of each item within the jurisdiction of the station.

- (2) The responsible individual will utilize Form No. 36-15 to maintain a "Voucher Register" for his stock record account. Each instrument to be posted to the stock record account will be recorded in the "Voucher Register", and the voucher number will be indicated thereon. Vouchers to a stock record account will be numbered in a single series commencing with number one (1) at the beginning of each fiscal year, and will be maintained in numerical order. Each voucher number will be prefixed by a letter "D" for debit voucher, "C" for credit voucher, and "I" for adjustment voucher reports of inventory adjustment and survey reports. A separate sequence of numbers will not be used for debit, credit, or adjustment vouchers.
- (3) The responsible officer will maintain a permanent file of signed vouchers used as evidence of transactions on his stock record account. All documents posted to the stock record account will be filed by voucher number.
- d. Expendable Property Records. These records shall consist of acquisition and disposition memoranda or other records showing the number or quantity, description, and cost if purchased locally, receipting officer, and use for which intended. These memoranda may be filed without transcript of their contents to any property records.
- e. Memorandum Receipt Issues. Non-expendable property which may be issued to individuals under jurisdiction of [REDACTED] will be issued by the responsible officer under "Memorandum Receipt" basis to responsible individuals. A column indicating "Memorandum Receipt" issues will be maintained on the reverse or "Accounts Control" side of Form No. 36-14. "Memorandum Receipt" issues and returns do not reflect a change in the responsibility of the responsible officer and such transactions will not be recorded on the front or "Stock Control" side of Form No. 36-14.
- f. Property Acquisitions.
- (1) Immediately upon receipt by [REDACTED] of a non-expendable article acquired by headquarters shipment, purchase, manufacture, or transfer, the fact that the article has been received shall be reported to the responsible officer who shall see that a record of the article is made without delay on the Stock Record Accounts of [REDACTED]. The acquisition document will serve as a voucher to the debit entry made on the Stock Record Account. (If no acquisition document is available, a Form

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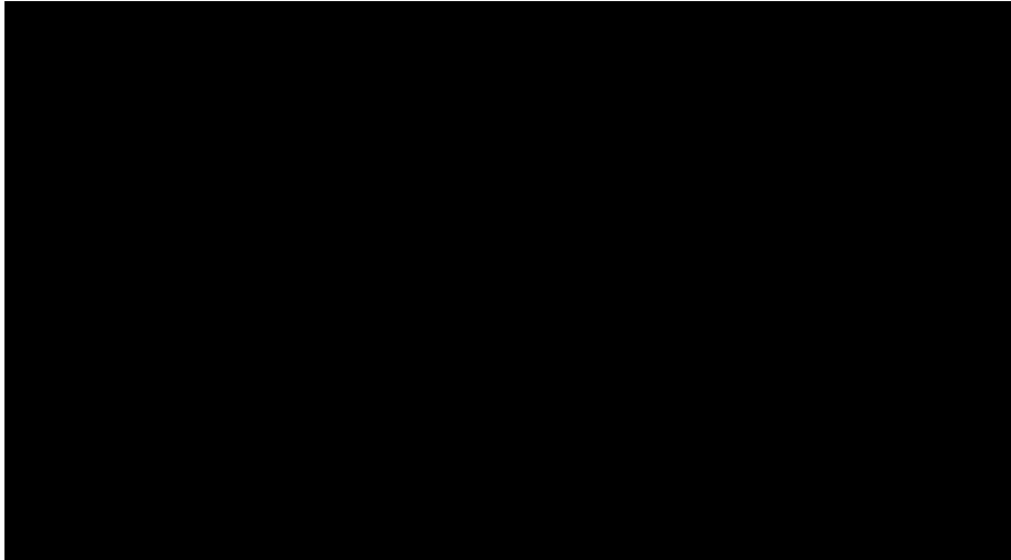
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No. 36-16, "Report of Inventory Adjustment," indicating origin should be prepared by the responsible officer and this will serve as a voucher to the entry made on the stock record account.) Headquarters will be advised of property so acquired when the quarterly Consolidated Property Report is submitted.

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5.

"I certify that on this date the above listed property was disposed of as follows: _____

A copy of this document, with supporting data, will serve as a credit to my records for the property."

Responsible Officer

Date

The original of the Property Transfer Slip supported by a copy of the transportation manifest and/or any other documents verifying the transaction will be used as a substantiating voucher to the credit entry made on the stock record account. One copy of the Property Transfer Slip will be forwarded to the consignee if consistent with security. One copy of the disposal document will be forwarded to headquarters with the Consolidated Property Report.

h. Consolidated Property Report

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- (1) The responsible officer of [REDACTED] will prepare quarterly

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a "Consolidated Property Report", Form No. 36-22. This report will indicate by item the total gains or losses of non-expendable property which have occurred during the preceding quarter. Items whose balances have not increased or decreased will not be included on Form No. 36-22.

- (2) Form No. 36-22 will be prepared in triplicate by the responsible officer at the end of each calendar year quarter. The original and one copy will be forwarded to headquarters by the 15th of the following month. "Memorandum Receipt" issues and returns do not reflect a change in the responsibility of the responsible officer and such transactions will not be included in the Consolidated Property Report. Receipts will include property transferred from local officers representing other organizations (not to include property on loan), local purchase, all property turn-ins except "Memorandum Receipts", property received from this headquarters, etc. All overages accounted for on "Reports of Inventory Adjustment" will be classified as receipts. Disbursements will include all issues and transfers of supplies and equipment except "Memorandum Receipt" issues. Shortages accounted for on "Reports of Survey" and "Reports of Inventory Adjustment" will also be classified as disbursements.

7. AUDITS

All property accounts maintained by such designated responsible individuals are subject to audit by such persons as may be appointed by this headquarters.

8. PROPERTY CLEARANCE FOR INDIVIDUALS

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- a. Upon separation or transfer from [REDACTED] all individuals must obtain a property clearance from the responsible officer. All property in the possession of such individuals should be turned in to stock prior to departure, and a receipt for same will be given to the individual by the responsible officer.
- b. Personnel transferring to another installation will not be allowed to retain any organizational property unless such property is necessary for the completion of the journey. If the individual is transferred to [REDACTED] the responsible officer will forward one copy of the property clearance certificate by the individual where feasible, and when this is not feasible by pouch or other appropriate mail facilities to [REDACTED] for the individual concerned. One copy of the property clearance certificate will be sent by first pouch to this headquarters at the same time the individual is transferred.
- c. Personnel returned to headquarters from [REDACTED] will not be allowed to retain any organizational property unless said property

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is essential for the completion of the journey. If the individual returns to headquarters on TDY or on a permanent change of station basis, the responsible officer will forward one copy of the property clearance certificate by the individual where feasible, and when this is not feasible by pouch or other appropriate mail facilities. The items retained, if any, will be listed on the reverse side of the property clearance certificate and will be immediately turned in to the appropriate office upon arrival at this headquarters. Property clearance by this headquarters is necessary before an individual can be officially terminated from this organization or officially transferred within the organization and final salary payment will be withheld until such clearance is obtained.

- d. Prior to separation or transfer of those individuals who have been designated responsible officers, the [REDACTED] will designate a new responsible officer. Prior to the departure of a responsible officer from a station, the successor to the responsible officer must have completed the transfer of property responsibility to relieve the former responsible officer and to accept full responsibility for all property and property matters. This headquarters will be notified immediately by pouch upon appointment of a new responsible officer.

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PART IIIDISPOSITION OF PROPERTY1. GENERAL

The nature and scope of the organization's activities require comprehensive instructions on the disposition of surplus serviceable and unserviceable property. It is the purpose of these instructions to provide detailed information regarding procedures affecting the disposition of non-expendable property.

2. PROPERTY UTILIZATION

25X1A It is the policy of the organization to obtain maximum use of all property in its control. Full utilization of organizational property is a fundamental responsibility of every Chief ██████████ but property should not be held to supply the needs of contemplated programs or activities unless they are already authorized or in advanced planning stage. Chiefs of ██████████ should continuously review property in their control to determine that which is surplus to their needs. Annual and special inventories will be helpful in accomplishing this purpose.

3. DESCRIPTIONS

25X1A It is important that all property reported as surplus be adequately described as to quantity, make, model, type, age, condition, location, cost (estimated if not known) and appraised current value. This will expedite handling of all concerned by obviating the necessity of calling on ██████████ for additional information.

4. COMPETITIVE BIDS

25X1A In order to obtain a fair return to the organization and to protect all individuals concerned with property, it is the policy on sales to receive at least three (3) competitive bids (security permitting) and the property then to be sold to the highest bidder. Funds received from sales should be taken into your ██████████ funds and should be reported in your financial accounting. A record of the bids will be forwarded to headquarters with the applicable "Consolidated Property Report." In the event it is not practicable to obtain three (3) bids a certificate explaining the impracticability of obtaining bids should appear on all copies of the applicable credit voucher.

5. PURCHASE OF ORGANIZATIONAL PROPERTY

Property offered for sale by the organization may be purchased by employees only when the sale of such property is based upon competitive bids. No purchase may be made, either directly or indirectly, by an

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to his stock record account. A copy of the "Report of Inventory Adjustment" with copies of any other documents supporting the transaction will be forwarded to headquarters with the applicable "Consolidated Property Report".

- b. No employee shall appropriate for his own use any article of organizational property that has been ordered destroyed.

8. REPORT OF SURVEY - LOST, DAMAGED, AND DESTROYED PROPERTY

a. General

- (1) It is the policy of headquarters that at all times some individual will be responsible for the care and safekeeping of organizational property. In cases where property is determined to be lost, damaged, or destroyed, the responsible individual will prepare a "Survey Report", Form No. 36-18, in accordance with the procedures outlined below.
- (2) Survey Reports must be initiated by the responsible individual within thirty days after discovery that the property is missing, damaged, or destroyed.

b. Preparation and Distribution of "Survey Reports"

- (1) Supplies and equipment lost, damaged, or destroyed will be listed on a "Survey Report", Form No. 36-18, initiated by the Responsible Officer or the individual having direct responsibility for the property on memorandum receipt. The chief of the [REDACTED] will appoint a disinterested individual to investigate all circumstances and evidence regarding lost, damaged or destroyed property. His findings and recommendations will be included on the reverse side of the survey report. In cases where the property being surveyed is damaged, the responsible officer should also include a recommendation as to disposition that should be made of the property.
- (2) If an individual holds the property on a "Memorandum Receipt" basis, an original and two copies of the Form No. 36-18 will be forwarded by hand to the responsible officer. One copy will be retained by the responsible officer and the original and one copy approved or disapproved by the [REDACTED] will be forwarded to headquarters for screening and final action. One copy will be returned to [REDACTED] indicating the action taken. The responsible officer will use this copy, supported by any other documents verifying the transaction, as a credit voucher to his stock record account. A copy of the Report of Survey, with any other documents supporting the transaction, will be sent to headquarters with the Consolidated Property Report.
- (3) If the property is not charged out on memorandum receipt basis,

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the responsible officer will prepare an original and two copies of a Survey Report. These copies will be distributed and processed in the same manner as described in paragraph (2) above.

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PART IVEXCHANGE COMMODITIES1. DEFINITION

Exchange commodities are those items of technical supply and equipment, office supply and equipment, or consumer goods which by their necessity, scarcity, and/or their desirability may be given to agents or contacts in anticipation of or in exchange for services in cases where cash payments are inappropriate. This is not to be construed as including those items which will revert to the control of the appropriate operating Office at a future date, since they will be included in normal property accountings as set forth in Part II.

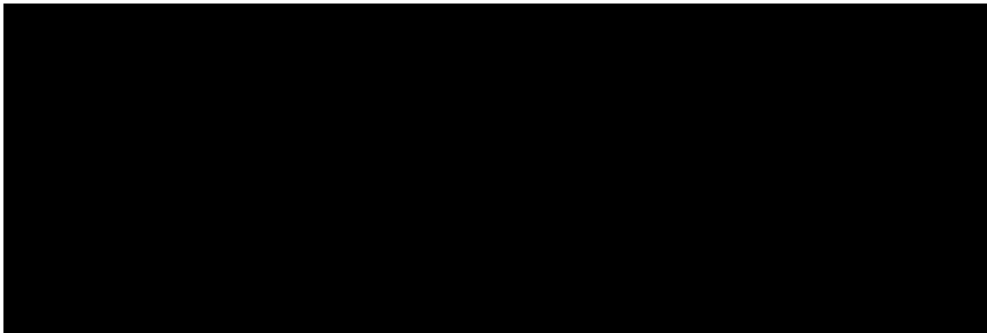
2. USE

Exchange commodities are procured primarily for purposes as stated in paragraph 1, above. They may be used as well for representation by individuals who have been authorized to act in a representation capacity when there is no other ready method of obtaining them. When so diverted for representation, they will be accounted for and reported on the form "Quarterly Inventory and Accounting Report of Exchange Commodities" in the appropriate column. Approximate monetary value will be considered by headquarters as a debit against the representation allowance. General policy regarding the use of exchange commodities will be laid down for [REDACTED] by Headquarters. Headquarters will review disbursements in detail when the "Quarterly Inventory and Accounting Report of Exchange Commodities" is received.

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3. PROCUREMENT SOURCES

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- (1) Items not procurable as specified in a. and b. above, will be ordered from headquarters by dispatch which will include statement of anticipated use and justification. Such requests will

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FORM NO. 36-14
OCT 1946

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STOCK CONTROL CARD

ITEM (NOMENCLATURE):					UNIT:					STOCK NUMBER:				
DATE	VOUCHER NO.	RECV'D.	RET'D.	BALANCE	DATE	VOUCHER NO.	RECV'D.	RET'D.	BALANCE	DATE	VOUCHER NO.	RECV'D.	RET'D.	BALANCE

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ACCOUNTS CONTROL

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100130012-7
PROPERTY TURN-IN OR TRANSFER SLIP

TO	ACCOUNTABLE OFFICER	PAGE	OF	PAGES
FROM	ACCOUNTABLE OFFICER	VOUCHER NO.		
		TURN-IN SLIP NO.		

ITEM NO.	STOCK NO.	NOMENCLATURE	UNIT	QUANTITY	REMARKS	ACTION

* LEGEND FOR REMARKS: **FWT** - UNSERVICEABLE, DUE TO FAIR WEAR AND TEAR. **SER** - SERVICEABLE

I CERTIFY that the articles listed herein are turned in under the circumstances indicated in "REMARKS".

 DATE

 SIGNATURE (ACCOUNTABLE OFFICER)

The quantities shown in the "ACTION" column have been received

 DATE

 SIGNATURE (ACCOUNTABLE OFFICER)

FORM NO. 36-24 JUN 1948 PREVIOUS EDITIONS MAY BE USED

REPORT OF INVENTORY ADJUSTMENTS

STATION OR UNIT			REPORT NO.	VOUCHER NO.		
SLIP NO.	STOCK NO.	NOMENCLATURE	RECORDED BALANCE	INVENTORY BALANCE	ADJUSTMENT	
					QUAN. OVER	QUAN. SHORT

I CERTIFY that the above inventory adjustments are necessitated by differences between the balances as recorded on the stock record cards and the balances counted on the physical inventory made on _____
 Authority is requested to reflect the above adjustments on the stock record cards of the named station supply branch.

DATE _____, 194__ _____ <small>ACCOUNTABLE OFFICE</small>	DATE APPROVED _____, 194__ _____ <small>CHIEF OF SERVICES OR CHIEF OF MISSION OR STATION</small>
---	--

FORM NO. 36-16
 OCT 1946

SURVEY REPORT		REPORT NUMBER		
NOTE: SEE INSTRUCTIONS ON REVERSE SIDE		DATE		
LOCATION		INSTALLATION		
ACCOUNTABLE OR RESPONSIBLE INDIVIDUAL (NAME)				
STOCK NUMBER	(1) DISPOSITION OF ARTICLES	QUANTITY	(2) TOTAL COST	(3) DISPOSITION
		GRAND TOTAL		
(4) CIRCUMSTANCES (INCLUDE NAMES, DATES AND LOCATIONS)				
I, _____ BEING DULY SWORN, DEPOSES AND SAYS, THAT THE ARTICLES OF PUBLIC PROPERTY SHOWN ABOVE AND/OR ON ATTACHED SHEETS WERE LOST, DAMAGED, OR DESTROYED WHILE IN THE PUBLIC SERVICE, THE CIRCUMSTANCES BEING AS FOLLOWS:				
		_____ SIGNATURE (AFFIANT)		
SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 194__				
AT _____		_____ SIGNATURE (NOTARY PUBLIC OR SUMMARY COURT)		
PROPERTY SURVEY BOARD, APPROVED		FINANCE DIVISION,		
_____ SIGNATURE (CHAIRMAN)		_____ SIGNATURE (CHIEF)		

FORM NO. 36-18
 JAN. 1948

(5) FINDINGS

I HAVE PERSONALLY INVESTIGATED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS _____ TO _____ AND IT IS MY BELIEF THAT THE ARTICLES LISTED HEREON AND/OR ON ATTACHED SHEETS, TOTAL COST _____

SIGNATURE (INVESTIGATING OFFICER)

(6) CERTIFICATION (PROPERTY ACCOUNTABLE OFFICER)

I CERTIFY THAT THE ITEMS LISTED HEREON AND/OR ON ATTACHED SHEETS APPEAR ON MY STOCK RECORD ACCOUNT AND WERE ISSUED ON M/R TO RESPONSIBLE PERSON INITIATING THIS SURVEY.

SIGNATURE (ACCOUNTABLE OFFICER)

(7) RECOMMENDATION (CHIEF OF INSTALLATION - OVERSEAS)

INVESTIGATION OF ALL AVAILABLE EVIDENCE (DOES OR DOES NOT) SUBSTANTIATE THE FINDINGS OF THE INVESTIGATING OFFICER.

SIGNATURE (CHIEF OF INSTALLATION)

RECOMMENDATION (PROPERTY CONTROL SECTION)

SIGNATURE (CHIEF)

INSTRUCTIONS

1. CORRECT NOMENCLATURE
2. ITEM TO BE INSERTED BY PROPERTY CONTROL SECTION.
3. STATE WHETHER ARTICLES WERE LOST, DAMAGED, STOLEN, ETC.
4. A CONCISE STATEMENT BY RESPONSIBLE PERSON INITIATING SURVEY INCLUDING NAMES, DATES, LOCATIONS, TO WHOM LOSS REPORTED, ETC. SWORN STATEMENTS SHOULD BE OBTAINED FROM WITNESSES WHENEVER POSSIBLE TO BE ATTACHED TO EXHIBITS.
5. REPORT AND RECOMMENDATION OF INDIVIDUAL MAKING ON THE SCENE INVESTIGATION OF LOSS, DAMAGE OR DESTRUCTION.
6. TO BE COMPLETED ONLY WHEN PROPERTY WAS ISSUED ON MEMORANDUM RECEIPT BASIS.
7. SHOULD CHIEF OF INSTALLATION DISAGREE WITH FINDINGS OF INVESTIGATING OFFICER, STATE REASON AND ACTION RECOMMENDED.

NOTE: IF SPACE IS INADEQUATE, ANOTHER SHEET MAY BE USED MAKING REFERENCE IN THE SPACE PROVIDED AS FOLLOWS: (SEE ATTACHED SHEET _____ MARKED ATTACHMENT _____).

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Location _____

QUARTERLY INVENTORY AND ACCOUNTING REPORT
OF EXCHANGE COMMODITIES

Quarter _____

- 1 - ITEM (NOMENCLATURE)	- 2 - UNIT	- 3 - OPENING INVENTORY	- 4 - RECEIPTS		- 5 - DISBURSEMENTS		- 6 - REMARKS
			RECEIPTS QUANTITY	SOURCE OF PROCUREMENT	ISSUES QUANTITY	RECIPIENT OF ISSUE	

Note: This form may be duplicated
in the field.

Sheet _____ of _____ sheets.

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OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE
Washington, D. C.

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Regulation ■ TIA Procurement and Supply Manual, covers the regulations and procedures for the establishment throughout the Agency of a uniform system for procurement and supply matters. This manual is published for the information, guidance, and compliance of all concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER HEID WOLF
Deputy Director
(Administration)

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INTRODUCTION

1. Purpose

- A. The purpose of this manual is to establish throughout the Agency a uniform system for procurement and supply matters by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment, disposal and identification of and accounting for supplies of the Central Intelligence Agency.
- B. The procedures prescribed herein become effective upon publication. No deviations or exceptions will be permitted except by specific direction of the Deputy Director (Administration).

2. Relation to Existing Instructions

- A. So far as practicable, all administrative regulations for procurement and supply matters, whether overt or covert in character, which are more or less permanent in application and which are issued or are to be issued by authority of Deputy Director (Administration), will be contained within this manual.
- B. Subsequent changes in Agency policy and direction reflected by Administrative issuances will be reflected by changes, additions or deletions to this manual.

3. Channels for Submission of Proposed Revisions and Amendments

- A. Agency activities will submit proposed amendments or revisions through channels to the Chief, Procurement and Supply Office. Proposed amendments or revisions will be reviewed and, where publication is deemed appropriate, transmitted to the Deputy Director (Administration) for review and subsequent publication. If revision or amendment is considered inadvisable, originating component will be advised of reason therefore.

4. Basic Policies

- A. The Agency shall use that method of procurement most advantageous to the Government, availability, price, quality, security and other factors considered. Vouchered funds shall be employed wherever practicable.
- B. Procurement will be effected in accordance with Armed Services Procurement Regulations (A.S.P.R.) Section II, Section 3, which are included where applicable, Public Law 110, 81st Congress, other Congressional laws as enacted, and be governed by regulations contained within this manual.

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5. Organization

- A. The CIA Procurement and Supply Manual is published in four parts.
- B. Each part will be divided into sections corresponding to those referenced in the part outline, and sections will be in numerical page sequence.
- C. All revised pages will be identified by the annual number, part number, section and date of publication.
- D. In order that changes may be identified more specifically, a bracket will precede and follow each new or revised portion of all revised pages furnished with the change.
 - (1) A double bracket [] will indicate that portions which has been deleted. When changes are too numerous to identify individual changes within a paragraph, a bracket will precede and follow the entire paragraph.
 - (2) If a bracket follows a paragraph number, it indicates that the body of the paragraph has been changed. If it precedes a paragraph number, it indicates that a paragraph has been added.
 - (3) When the pages are again revised, previous brackets will be dropped and new ones indicating new changes will be inserted.
- E. No attempt has been made to prescribe the internal organization of Agency activities, nor to set forth the functions of organizational components. However, procedural charts, when included within this manual, will be made to conform with approved changes in Agency organization structure or functions.

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Regulation Number

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CIA Procurement and Supply Manual

Part	I	General
Part	II	Planning
Part	III	Supply
Part	IV	Purchase

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Security Information

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PART I

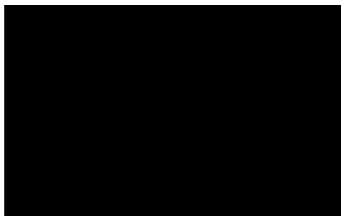
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PART I
General

- A. Mission
- B. Functions of the Procurement and Supply Office
- C. Agency Supply System



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- D. Number of Personnel
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PART I GENERAL, SECTION A, Mission

The Chief, Procurement and Supply Office is responsible for the procurement, storage, issue and supervision of Agency accountability of all Agency equipment and supplies, except as departure therefrom is properly authorized, and for coordination and compilation of requirements of material required for logistical support.

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PART I GENERAL, SECTION B, Functions of the Procurement and Supply Office

1. Procures or provides technical guidance as necessary for the procurement of all materiel and supplies determined necessary for Agency activities, directly or by contract, from civilian or military and other Government sources.
2. Negotiates, on a policy basis, with officials of appropriate Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
3. Provides necessary coordination to compile requirements for Agency operations, including development of supply plans, stock levels, production capacity requirements and Controlled Materials Program requirements.
4. Provides domestic facilities, and technical guidance for overseas facilities, for receiving, inspecting, warehousing, packing, issuing and disposing of all supplies and equipment.
5. In collaboration with operating offices concerned, provides for selection, indoctrination, training and rotation of Procurement and Supply personnel, over which technical guidance is maintained.
6. Assumes, on behalf of the Director of Central Intelligence, supervision of accountability of all Agency supplies and equipment.
7. Is responsible for all Agency supplies and equipment until relieved therefrom, by delivery to the proper operating activity.

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PART II PLANNING

- A. Authority
- B. Basic Policies
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 - 1. Planning Staff, Procurement and Supply Office
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- E. Consolidation and Translation of Requirements
 - 1. Availability
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 - b. Time Factors
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PART II

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PART II - PLANNING, SECTION A, Authority

1. Authority

The Chief, Procurement and Supply Office or his authorized delegates are responsible for the coordination and compilation of requirements for equipment, supplies and services required for Agency logistical support.

2. Definition

Requirements in this term applied to the quantity, class and items of supply and equipment, which are essential to the support of the organizational components, in the fulfillment of their responsibilities toward the overall mission of the Agency.

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PART II PLANNING, SECTION B, Basic Policies

The Planning Staff, Procurement and Supply Office, recommends Agency procurement and supply policy through the medium of coordination with the organizational components to ensure complete and adequate logistical support. These include the following:

- a. Assistance to the organizational components in the development of their materiel requirements.
- b. Technical advice and guidance, with regard to the capabilities and capacities of equipment to meet determined operational requirements.
- c. Recommending such standardization as is possible in the coordination and compilation of materiel requirements.

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PART II PLANNING, SECTION D
Agency Support for Logistical Planning

1. Project Review Committee

Technical guidance and assistance is rendered organizational components in support of project submittals to the Project Review Committee, containing requirements for supplies and equipment (in accordance with Agency Regulation [REDACTED]).

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2. Support Coordinating Committee

Renders such assistance as may be deemed essential in the development of requirements and the fulfillment of material needs in support of special projects.

3. Controlled Material

The Planning Staff ensures through the medium of material analysis an adequate allocation of critical and strategic material, by the development of such allocations through liaison with the Munitions Board and the National Production Authority.

4. Intra and Inter-Agency

Conducts such liaison essential to the formulation and fulfillment of requirements for supplies essential for proper and timely Agency logistical support.

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PART III

Supply

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5. Relief from Accountability
6. Re-establishing Accountability
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8. Direct Responsibility
9. Office Heads Responsibility
10. Senior Representative Responsibility
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12. Duties of Responsible Officers
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PART III SUPPLY, SECTION A, Public Property - Accountability and Responsibility

1. Definitions:

a. Accountability: The obligation of an individual officially designated to maintain a formal record of Government property on a prescribed stock record account system, which is subject to audit by an officially designated auditor.

b. Accountable Officer: An individual detailed or assigned to duty and charged with pecuniary responsibility for Government property under his jurisdiction. Within CIA there are two types of Accountable Officers:

Individual accountable for all

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An individual accountable for

c. Responsibility:

(1) General Responsibility: The obligation of an individual for the proper custody, care and safe keeping of Government property under his supervision.

(2) Direct Responsibility: The obligation of an individual to whom property has been intrusted and who, by virtue of possession is specifically charged with its care and safe keeping.

d. Disposition: The issues, transfers, and all other methods where material are dispersed. (See Part III, Issues, Section H, Transfers, Section H, and Disposal, Section I.)

e. Stock Records: A formal record maintained by an Accountable Officer on prescribed forms and in the prescribed manner showing by items, the receipt and disposition of property, and the balance on hand, and supported by files of those documents required to effect an authorized receipt or disposition.

f. Property and Supply Officer: Term used by custom to indicate any officer responsible for the custody and issue of property. The term will not be used in these regulations to indicate individuals who have accountability for property unless the term "accountable" prefixes the designation.

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2. Accountability:

a. Accountability is maintained regardless of whether the property is in storage or in use, or in the possession of others to whom it has been entrusted for use or custody, and is terminated only upon official transfer to another Accountable Officer or the property is disposed of by other authorized methods as prescribed herein.

b. Designation of Accountable Officers:

(1) The Chief, Supply Division, Procurement and Supply Office will designate Accountable Officers for Headquarters CIA.

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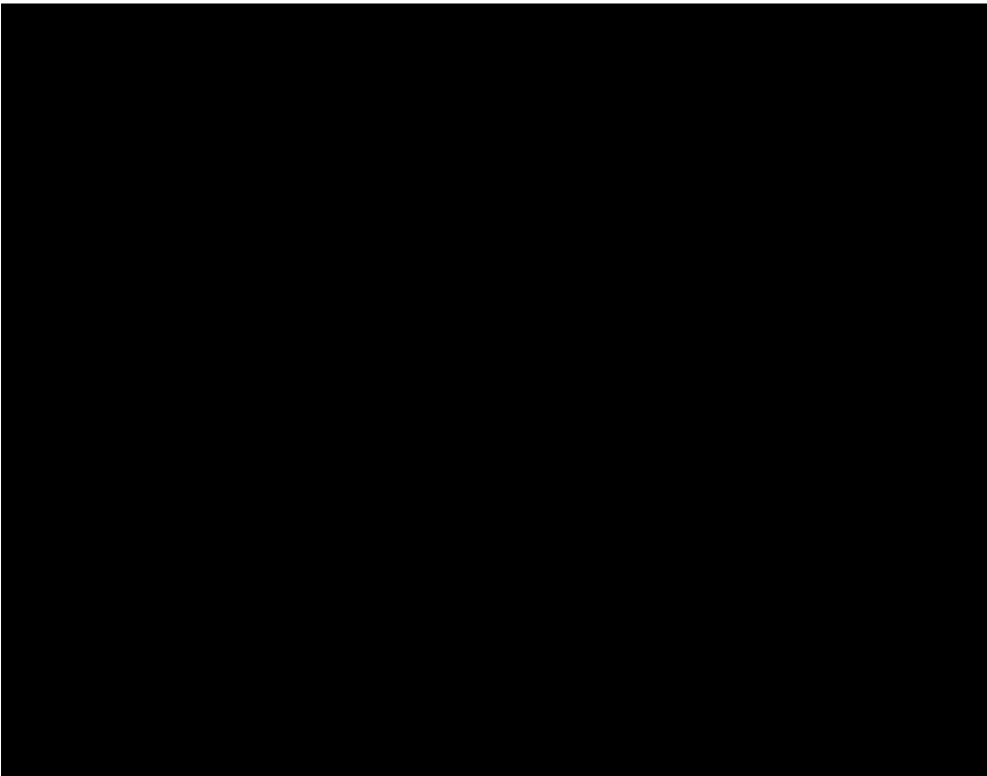
(2) [REDACTED] will designate Accountable Officers for that area under their jurisdiction.

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(3) Chiefs of Supply [REDACTED] not under the jurisdiction of a Station Chief will designate Accountable Officers for their depot and sub-depots under their jurisdiction.

(4) Designation of Accountable Officers will be made within the scope of the following provisions:

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Security Information**2. Property:**

All property acquired by CIA, regardless of the means of acquisition, shall be accounted for except as otherwise prescribed for in these regulations (Part III, Section A). All public property unaccounted for, when discovered by an Accountable Officer, shall be taken up and accounted for by him. When property, other than that shown on the stock records, or in excess of the amounts charged to a responsible party, is discovered, it will be reported to the Accountable Officer who will pick up accountability for it.

3. Property on Lease:

Accountable Officers shall maintain a separate record of all property under lease, regardless of source.

4. Property on Loan:

Accountable Officers shall maintain a separate record of all property which has been loaned to the Agency by individuals, groups, other branches of the United States Government, or foreign Governments.

5. Stock Records:

a. ^{purpose} The purpose of maintaining stock record accounts is to provide:

- (1) The basic instrument of stock control, which is the stock record card. (All stock record cards will be of uniform design and will be furnished from departmental Headquarters.)
- (2) A means of recording all actions which effect the property balances.
- (3) A record of accountability and responsibility.
- (4) A record which will facilitate the reporting of information required by the Agency to control the distribution of supplies, to compute storage and procurement requirements and to establish supply activity requirements and stock levels.

b. ^{make} The stock records system of accounting for Agency property is

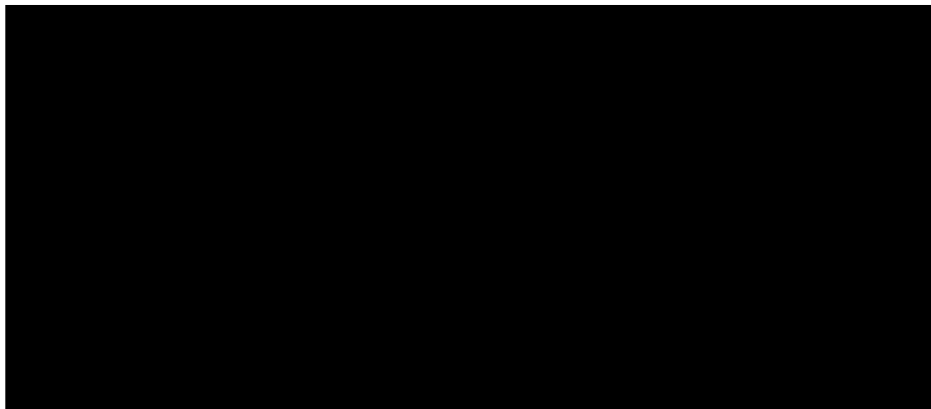
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- (1) The stock records are therefore divided into three (3) major components:

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c. Stock Records: The stock records will consist of the following files, which shall be maintained in sequence by commodity classification, code and stock number:

(1) Stock Records Card: That day to day record of receipts and disbursements which reflect the balance of each item of material on hand, or in use. Separate stock record cards will be maintained for each item, size, model, etc., of supply having a separate stock number and description. This card shall contain:

Box Heading:

(a) Card No.: The sequence number of the card for the specific item. The first card established is No. 1. When card No. 1 is filled up, a second card will be used and all open balances will be transferred to it from card No. 1. Card No. 1 will be filed. Card numbers provide a convenient method of maintaining transactions in sequence for review or audit.

(b) Installation: The number or symbol of the installation where the record is being maintained.

(c) Nomenclature: The Agency authorized brief description of the specific item, normally the main noun description with model, size or individual identifications. In addition, other required descriptive data required for operational identification are used. (See part III, section D)

(d) Stock Number: The Agency authorized stock number, assigned to the item by the Catalog Branch.

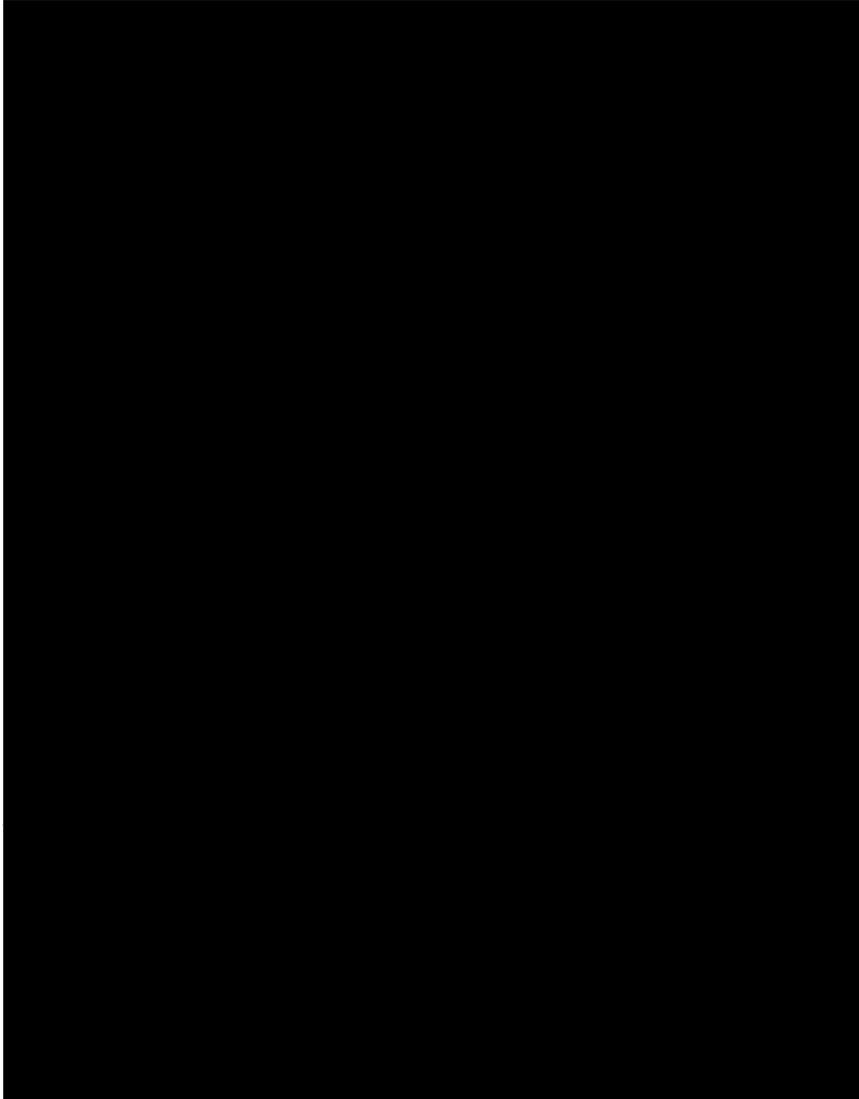
(e) Unit of Measure: The unit by which the items are purchased and/or requisitioned and distributed. The combination of nomenclature, stock number and unit of measure provides the complete authorized identification of an item.

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(f) Lead Time in Days: The procurement lead time and order and shipping time is the time elapsing between initiation of procurement or stock replenishment action and receipt of material resulting from such action.

(g) Standard Pack: The quantity normally packed in a package or other container.

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ON ORDER		NOMENCLATURE										DATE		NO. OF MEASURE				
DUE IN		Blanket, Red, Wool, 1/2 x 1/2										1972		10				
LAST UNIT		DUE IN										DUE OUT		DUE IN				
DATE	REQ. NO.	DATE	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	QTY.	
DATE	ORDER	DUE IN	REL.	ORDER	REL.	ORDER	REL.	ORDER	REL.	ORDER	REL.	ORDER	REL.	ORDER	REL.	ORDER	REL.	
1	2a	3	La	1b	5a	3b	4a	4b	4a	4b	4a	4b	4a	4b	4a	4b	4a	
<i>Balance Fwd</i>																		
	1428	975	1 Aug.	300	300	100	200	200	0			8 July	14 15	5 Aug.	12	5836	1 Aug.	400
8 July	62	421	1 Sep.	1050	1050	700	350					15 Aug.	15-72	F.O.	14	1672	1 Aug.	70
STOCK RECORD CARD DUE IN - DUE OUT																		

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j. Corrections Requiring Change in Balance Column

When correction of an error involves a balance column and the incorrect balance column entry has not been brought into agreement with quantities actually on hand by inventory or other authorized adjustment, abbreviation "Corr" will be entered on an available blank space on the line in which the error is found and a correcting entry, under original voucher number, will be made on the next available line. The correcting entry will be the amount by which the balance column was incorrectly posted. This entry will be made in the debit column if the balance column must be increased and in a credit column if the balance column must be decreased. In all cases, the original voucher number and date will be entered on the same line as the correcting entry. The abbreviation "Corr" will be entered on an available space on the line of the correction.

k. Corrections Requiring Changes in M/R Column

Errors in posting memorandum receipt vouchers will be corrected as for any other errors.

l. Corrections Due to Error in Posting Voucher Number

When an error is discovered in posting a voucher number, the erroneous entry will be lined out and the correct entry made immediately above the incorrect posting, in the same space or box if possible, otherwise between the erroneous entry and the preceding entry in the same column. If insufficient space, enter on next available line as for other errors.

m. Vouchers Not Posted

When a voucher has been discovered which has not been posted, appropriate entries will be made on the stock record cards as soon as the error is discovered. However, if an inventory adjustment report has been posted so as to adjust the balance on hand of an item affected, no posting of such vouchers will be made other than entry in the "Date" and "Voucher No." columns. Balances will not be changed, they will be brought down and the note "omitted" entered in a blank space on the line used for the correction. Notation explaining failure to post the voucher will be placed on the voucher together with the date entry was made on the cards.

n. Entry on Wrong Card

When an entry has been made to the wrong stock record card, the adjustment will be made as follows:

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CARD NO.			NOMENCLATURE										STOCK NO.									
INSTALLATION													UNIT OF MEASURE									
LEAD TIME IN DAYS			1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
DATE	VOUCHER NO.	TYPE	QUANTITY RECEIVED	ISSUES		SIZES		DAMAGE OR WASTE			DATE	VOUCHER NO.	TYPE	QUANTITY RECEIVED	ISSUES		SIZES		BALANCE ON HAND			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1952			<i>Bal Fwd</i>			50	20	300	1.00	320	00											
5 Jul	27	R		150	10-17			150		170	00											
15 Jul	51	P _T		10	M3	60		140		160	00											
25 Jul	104	R	200					340	1.00	360	00											
30 Jul	51	A	Corr.	10		70		330		350	00											
15 Aug	162	R		330	10-19			0		20	00											
17 Aug	178	1A	10					10		30	00											
20 Aug	192	P _T	5			65		15		35	00											
25 Aug	199	P _T					(20)			15	00											
1 Sep	215	R	700					715	1.50	1,065	00											
15 Sep	221	R		70	11-14			645		967	50											
5 Sep	227	R		400	01-01			245		367	50											
10 Sep	241	S ₂		10		75																

STOCK RECORD CARD
 RECEIPTS & ISSUES

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b. Stock Control is regulated by stock levels as follows:

- (1) Determination of levels
- (2) Computation of levels by considering replenishment factors
- (3) Maintenance of levels by timely and adequate replenishment and disposal of surpluses
- (4) Review and revision of levels and replenishment factors based on usage data, experience and anticipated demands.

c. The present established level information on certain items is based on estimates and expressed quantitatively. This program is planned as "stock levels" as defined herein, employing replenishable requirements as a basis. Employment of this program will establish stock levels for those items on which levels have not been computed and confirm or correct the existing estimated levels. No effort will be made to establish stock levels at the report activities in the initial application of this program.

d. The determination of stock levels to be maintained will be based on three factors as follows:

- (1) The Safety Allowance is an allowance to provide for continued operations during minor interruption of normal replenishment or unpredictable fluctuations in supply demand and is the low limit.
- (2) The Replenishment Period is the normal or scheduled period elapsing between successive repeating and computations of routine stock replenishment requirements. (See Operating Stock Levels).
- (3) The Procurement Lead Time and Shipping Time is the time elapsing between initiation of procurement or stock replenishment action and receipt of material resulting from such action.

e. Stock levels are defined below. These definitions include other terms closely related to, and necessary for consideration with, stock levels. (See Page 12 for graphic illustration).

- (1) Safety Stock Level: That quantity (in addition to the operating level) of material required to permit continued operations during minor interruption of normal replenishment or unpredictable fluctuations in supply demand.
- (2) Operating Supply Level: The quantities of material required to sustain operations in the interval between requisitions or the arrival of successive shipments. These quantities should be based on the established replenishment period.

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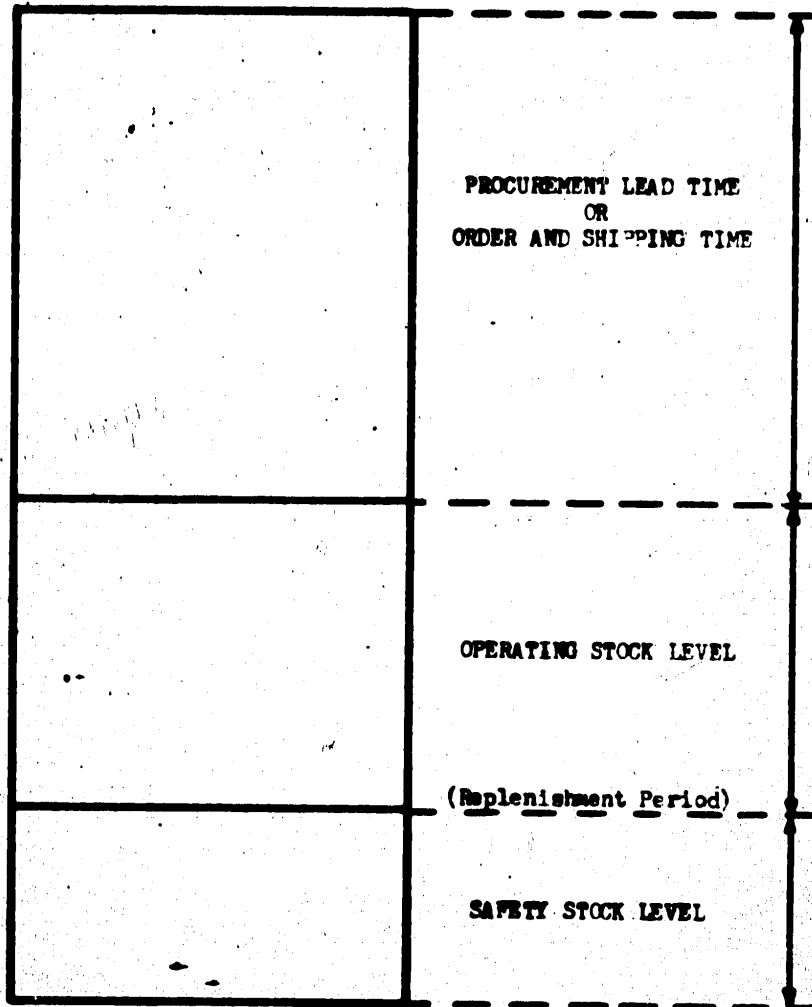
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**GRAPHIC ILLUSTRATION OF LEVELS OF
SUPPLY**

**REQUISITIONING
OBJECTIVE**

**STORAGE
OBJECTIVE**



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- (3) Assume the total expected receipts to be 18.
- (4) Assume the total outstanding obligations to be 6.
- (5) Assume that replenishable demands for the past 3 months was 39.
- (6) The replenishment factor is 6; obtained by dividing the replenishment period (3 months) into the Requisitioning Objective (18 months).

Applying the replenishment formula:

$$(25 \text{ plus } 10) - (6 \text{ plus } 39 \times 6) = -186$$

If the arithmetical computation of the replenishment formula results in a minus amount this will represent a requirement to bring stocks of the item up to the Requisitioning Objective. A required amount will be indicated by a minus - symbol.

(b) Example 2.

The stock levels for an item are 6 months Safety Level (Minimum Level), 6 months Operating Level, 12 months Stock Objective (Maximum on hand Level), and 18 months Requisitioning Objective (maximum on hand and on order level). The replenishment period is quarterly (3 months), therefore, replenishable demands are based on the past 3 months period.

- (1) Assume the total balance on hand to be 90.
- (2) Assume the total expected receipts to be 3.
- (3) Assume the total outstanding obligations to be 1.
- (4) Assume that replenishable demands for the past 3 months was 5.
- (5) The replenishment factor is 6; obtained by dividing the replenishment period (3 months) into the Requisitioning Objective (18 months).

Applying the replenishment formula:

$$(90 \text{ plus } 3) - (1 \text{ plus } 5 \times 6) = 62$$

If the arithmetical computation of the replenishment formula results in a plus amount, this will represent the quantity of item which is in excess of the Requisitioning Objective. No symbol will be used to denote an excess amount, inasmuch as a figure without a qualifying symbol is understood to be a positive (plus) amount.

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g. Stock levels in [redacted] will be determined by the Senior Representative in collaboration with the Chief, Procurement and Supply Office.

7. Vouchers

a. All papers resulting from a receipt or issue of material and supporting entries to the stock records are vouchers.

b. All vouchers will be numbered consecutively, commencing with the number "1" at the beginning of the fiscal year (July 1) or upon opening an account, and continuing in one series of numbers until the end of the fiscal year, regardless of change of Accountable Officers. Vouchers will be further identified by suffixing the last two digits of the fiscal year to the voucher number, but separated therefrom by a dash. For example, 1-53 would be assigned the first voucher in fiscal year 1953.

c. All active vouchers will be filed for subsequent inspection or audit. The voucher file will contain, in addition to the vouchers, all related papers to property transactions and will be maintained in voucher number sequence.

d. Vouchers that have fulfilled their normal operating functions, both as sources of factual information and reporting data, will be disposed of in accordance with the Agency Records Disposal Schedule.

e. Cancelled voucher numbers will not be reassigned and the voucher will bear a certification as to the cause for cancellation. Such certifications will be signed by the Accountable Officer. The appropriate line in the voucher register and the voucher will be stamped "cancelled". If the voucher has been previously posted, the posting will be corrected on the stock record cards to indicate cancellation. The voucher will be filed in the voucher file to support postings.

f. When it is determined that a voucher is lost or missing after a thorough search has been made, a certificate in lieu of the voucher will be placed in the file and "lost" entered on the appropriate line of the voucher register.

8. The Voucher Register

a. The voucher register is the key to the stock record accounts and serves as the basic documentary record of the property transactions of the Accountable Officer. It bears the same relation to the stock record accounts as a journal bears to a bookkeeping ledger.

b. Each Accountable Officer will maintain only one voucher register, which shall be for the combined purposes of recording vouchers, assigning voucher numbers and controlling follow-up.

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e. The voucher register will be maintained on Form No. 36-15, Voucher Register, and shall contain the following information:

- (1) Voucher number
- (2) Date
- (3) Description of first item
- (4) To or from

d. Disposal of inactive voucher registers will take place after an audit and will be in accordance with the Agency Records Disposal Schedule.

9. Accounting for Ordnance Material

a. All ordnance items will be accounted for by item, quantity and serial number. The serial numbers will be shown on or furnished with all documents effecting issue, transfer or receipt of those articles. Accountable Officers will maintain an index record of all such items by serial number. Each item on the index will show the vouchers on which the item was received, the location of the item, i.e., "in stock", when and to whom issued, and when returned to stock. Serial number records of ordnance items shipped will be retained and placed on file for future reference. Before packing ordnance items for shipment or storage, the serial numbers will be cataloged in a packing list. The original of this list will be placed under the container and the duplicate inserted in a waterproof envelope which will be securely affixed to the outside of the container.

b. Ordnance items of equipment containing a number of component items will be maintained as complete, if possible, and will be carried on the property account as complete. If this is impracticable, it will be carried as "incomplete" and so noted on the stock records. In either case an itemized list of the component parts required for and included in the set will be furnished the responsible individual upon issue, and a copy of the list will be maintained by the Accountable Officer.

10. Accounting for Automotive Vehicles

a. Automotive vehicles are all pieces of equipment which are powered by a self-contained power unit.

b. Automotive vehicles to which the United States Government holds title:

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(1) In addition to maintaining regular stock record cards for each model, make and type of automotive vehicle, an individual Automotive Vehicle Record will be maintained by the Accountable Officer for each separate vehicle. This record will contain the make, model, type, chassis number, original cost, date of purchase, motor number and the name of the individual responsible for the vehicle, and a list of the accessories attached to the car.

(2) If accountability for the vehicle is transferred, the Automotive Vehicle Record will be forwarded to the appropriate Accountable Officer with the invoice. In the event this record is lost, the Chief, Procurement and Supply Office, will be so notified and will produce for the Accountable Officer a duplicate record.

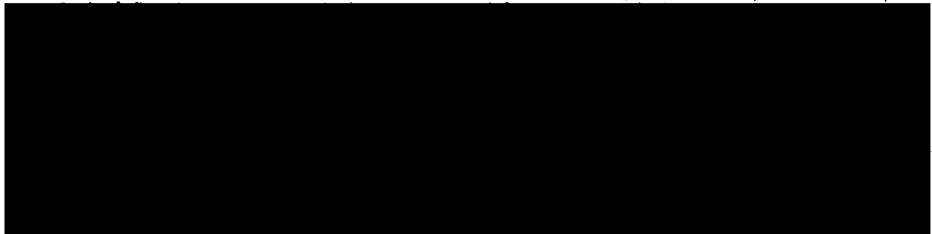
(3) When the motor on a vehicle is replaced, the record will be corrected accordingly, and the Chief, Procurement and Supply Office, notified of the change. The old motor will be disposed of in accordance with agency disposal regulations contained herein.

(4) Accessories such as chains, tires, tubes, heaters, fire extinguishers, etc., when assigned to a motor vehicle as additional equipment, are considered to be an integral part of such vehicle, and are to be entered on the Automotive Vehicle Record.

c. Government owned automotive vehicles to which an individual or organization holds title:

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The Chief, Procurement and Supply Office, shall account for all Government owned automotive vehicles, except those specifically



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PART III SUPPLY, SECTION C, Stock Catalog

1. Authority

The Chief, Procurement and Supply Office, or his authorized delegates, will be responsible for the development and maintenance of an Agency Supply Catalog in accordance with Public Laws 152 and 754, 81st Congress, and such Governmental Directives as have been or may be issued.

2. Mission

Included in the above responsibilities are:

- a. The conversion of data pertaining to items of supply into names and descriptions suitable for use in the Agency Supply Catalog.
- b. The maintenance of such liaison with Governmental Agencies and commercial firms essential to the development and maintenance of Agency Supply Catalogs.
- c. The development of a stock classification system using, when available, item names, description patterns, and item descriptions prescribed by Munitions Board Catalog Agency (MBCA) and American-British Supply Classification (ABSC).
- d. The maintenance of such records and statistics as may be necessary for the accomplishment of the above and for such informational uses as are required.

3. Policy

- a. Agency Catalogs and revisions thereto will be the sole source of property classification for such items as are contained therein.
- b. All organizational components of the Agency will use the Supply Catalog to ensure the use of correct stock numbers and descriptions in preparing requisitions.
- c. All property will be identified with a stock number and proper description, which will be assigned insofar as possible in conformance with procedures established by MBCA, by the Catalog Branch, Supply Division.

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PART III SUPPLY, SECTION C, Stock Catalog

1. Authority

The Chief, Procurement and Supply Office, or his authorized delegates, will be responsible for the development and maintenance of an Agency Supply Catalog in accordance with Public Laws 152 and 754, 81st Congress, and such Governmental Directives as have been or may be issued.

2. Mission

Included in the above responsibilities are:

- a. The conversion of data pertaining to items of supply into names and descriptions suitable for use in the Agency Supply Catalog.
- b. The maintenance of such liaison with Governmental Agencies and commercial firms essential to the development and maintenance of Agency Supply Catalogs.
- c. The development of a stock classification system using, when available, item names, description patterns, and item descriptions prescribed by Munitions Board Catalog Agency (MBCA) and American-British Supply Classification (ABSC).
- d. The maintenance of such records and statistics as may be necessary for the accomplishment of the above and for such informational uses as are required.

3. Policy

- a. Agency Catalogs and revisions thereto will be the sole source of property classification for such items as are contained therein.
- b. All organizational components of the Agency will use the Supply Catalog to ensure the use of correct stock numbers and descriptions in preparing requisitions.
- c. All property will be identified with a stock number and proper description, which will be assigned insofar as possible in conformance with procedures established by MBCA, by the Catalog Branch, Supply Division.

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4. Property Classification:

a. Definition - The systematic grouping of related items into classes and sub-classes in a logical sequence to facilitate their supply and reporting.

b. Classification of new or non-cataloged items of Agency property will be established by Chief, Supply Division, Procurement and Supply Office.

c. Property will be grouped as follows:

(1) Group I - Ordnance

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Class 10. Weapons (offensive and defensive)

- 12. Fire control equipment
- 13. Ammunition and explosives

(2) Group II - Transportation (includes fuel and lubrication)

Class 11. Combat vehicles

- 15. Aircraft and airframe structural components
- 16. Aircraft components and accessories
- 17. Aircraft launching, landing and ground handling equipment

19. Ships

20. Ship and marine equipment

22. Railway equipment

23. Motor vehicles, trailers and cycles

24. Tractors

25. Vehicular equipment components

26. Tires and tubes

28. Engines, turbines, and components

29. Engine accessories

49. Maintenance and Repair Shop equipment

91. Fuels, lubricants and petroleum waxes

(3) Group III - Machinery, Tools, Instruments and Machine Parts and Supplies (other than transportation)

Class 30. Mechanical power transmission equipment

31. Bearings

32. Primary and secondary metal working machinery

33. Machine tools and equipment

34. Woodworking machinery and equipment

35. Service and trade machinery

36. Special industry machinery

37. Agricultural machinery and equipment

39. Materials handling equipment

40. Rope, cable, chain, and fittings

42. Fire fighting equipment

43. Pumps and compressors

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- Class 47. Pipe, tubing, hose and fittings
- 48. Valves
- 51. Hand tools
- 52. Production gauges
- 53. Hardware and abrasives
- 66. Instruments and laboratory equipment

(4) Group IV - Engineer

- Class 38. Construction, mining and excavating machinery
- 41. Refrigeration and air conditioning equipment
- 44. Furnace and steam plant equipment
- 45. Plumbing, heating and sanitation equipment
- 46. Water purification and sewage treatment equipment
- 54. Prefabricated structures and scaffolding
- 55. Lumber, millwork, plywood and veneer
- 56. Construction and building materials
- 95. Metal bars, sheets and shapes
- 96. Ores, minerals and their primary products

(5) Group V - Communication (includes photographic equipment)

- Class 58. Communication equipment
- 59. Electrical and electronic equipment components
- 61. Electric wire and power and distribution equipment
- 62. Lighting fixtures and lamps
- 63. Alarm and signal equipment
- 67. Photographic equipment

(6) Group VI - Medical

- Class 65. Medical, Surgical, Dental, Hospital and Opticians equipment and supplies

(7) Group VII - Quartermaster (general supplies)

- Class 68. Chemical and chemical products
- 69. Training aids and devices
- 71. Furniture
- 72. Household and commercial furnishings and appliances
- 73. Tableware, kitchen and galley equipment
- 74. Office machines
- 75. Office supplies
- 76. Books, maps, and other publications
- 77. Musical instruments, phonographs, and home type radios
- 78. Recreational and athletic equipment
- 79. Cleaning equipment and supplies
- 80. Paints, brushes, sealers, and adhesives
- 81. Containers and packaging materials
- 83. Textiles, leather, and furs
- 84. Clothing and individual equipment
- 85. Toiletries

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- Class 87. Agricultural supplies
- 88. Live animals
- 89. Subsistence
- 93. Non-metallic fabricated materiel
- 94. Non-metallic crude materiel
- 99. Miscellaneous

5. Description

a. Description is an established word or group of words arranged in proper sequence to describe fully a specific item. The basic noun name will appear followed by sufficient adjectives in the order of their importance to clearly identify the item.

(1) Standard Description is that description established by MBCA. This may be a general description to cover a group of like items, or a specific description to cover a single item. Whenever there is sufficient difference in the characteristics of items to necessitate separation in stock, they will be processed for assignment of distinctive standard descriptions, subject to the following specific exceptions and provisions:

(a) Different makes and models by different manufacturers of a class of item will not be separately identified in standard description action when procured or performance requirements or performance specifications, but will be processed together. However, they will be processed under separate standard descriptions if officially standardized by make and model.

(b) Different sizes of the same basic item will not be separately identified in the standard description where there is an established size schedule. Different sizes will be covered by separate description, unless otherwise excepted.

(c) Separation in stock for administrative reasons, not due to differences in characteristics of the items, must be identified by separate standard descriptions.

(2) Catalog Description is that description contained in Supply Catalogs as determined by the Chief, Supply Division, Procurement and Supply Office. This is the description under which the individual items are procured, controlled, stored, issued, and accounted for. Catalog descriptions will be identical with standard descriptions to the extent that the latter are defined. Any supplemental identification will be by addition of adjectives at the end of the standard description to further identify the item without change in the basic standard description terminology or wording.

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b. The Chief, Procurement and Supply Office, is responsible for coordinating the assignment of catalog descriptions with MBCA, and for coordination within the Agency on its recommendations for standard descriptions.

c. When necessary for the purpose of identification of special items being developed by organizational components, temporary descriptions may be used without prior approval of Chief, Procurement and Supply Office, until item is requisitioned.

6. Stock Numbers

a. Definition: A stock number consists of a Commodity Classification Code Number and an identification number assigned to a specific item to ensure positive identification.

(1) The Commodity Classification Code will be the American-British Classification as developed by the MBCA. This code will be a four digit number giving the major group and sub-groups of each commodity grouping.

Example: 4410 The first two digits designate the major group of steam boilers, with the last two digits designating the sub-grouping of steam boilers over 15 pounds WSB.

(2) The identification number will be a seven digit non-significant number. This number will appear as two groups, with the first three digits separated from the last four digits by a hyphen.

Example: 123-4567

b. Assignment of Stock Numbers

(1) The Commodity Classification Code Number will be assigned to each item of supply.

(2) The Federal Item Identification Number (FIIN) will be assigned whenever available.

(3) When FIIN is not available, a temporary seven digit non-significant item identification number will be assigned. This temporary number will be replaced by a permanent FIIN when available. The temporary number will be assigned in numerical sequence, starting from 000-0001, and will not exceed 009-9999.

(4) A stock number once assigned to a stock item will not be reassigned.

c. Utilization of Stock Numbers: Use of the assigned stock numbers will be mandatory by the operating offices.

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7. Catalog

a. Definition: Supply cataloging comprises those operations involved in item identification, classification, and stock numbering, including the selection of item names, the preparation of description patterns, and their use in establishing identification. These will be used as an aid to establishing interchange and substitution of items, in recording and presenting data pertaining thereto in a form which is understandable and usable in supply operations.

b. Policy

(1) The Agency Catalog will be based on the Federal Catalog Program.

(2) Agency Catalogs will be published in seven sections, with each section composed of groupings as established in paragraph 4c above.

c. Layout

Stock catalog entries will consist of eight headings as follows:

FCC & FIIN	Agency Stock No.	Descrip.	Unit of Issue	Exp.	Ster.	Ill.	Source
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

~~(1)~~ Column number ~~one~~ will be the permanent stock number composed of Federal Code and Federal Item Identification Number as assigned by FSCA.

~~(2)~~ Column number ~~two~~ will be the temporary stock number composed of Federal Code and the temporary Item Identification Number.

~~(3)~~ Column number ~~three~~ will be that descriptive information fully identifying a specific item.

~~(4)~~ Column number ~~four~~ will be the smallest quantity of an item or established group of items which supply installations are formally permitted to issue.

~~(5)~~ Column number ~~five~~ will determine the expendability of the specific item as per section B, paragraph 1.

~~(6)~~ Column number ~~six~~ will determine the degree of sterility of the specific item as per section E, paragraph 6. Stock items of otherwise similar characteristics may have more than one degree of sterility.

~~(7)~~ Column number ~~seven~~ will show an illustration of what is available in the catalog. Illustrations will be provided in the catalog when deemed necessary for proper identification.

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~~(S)~~ Column number ⁽⁷⁾ eight will indicate the source of purchase with identifying numbers when available.

d. Dissemination: Agency Supply Catalogs will be disseminated on a need-to-know basis as determined by Chief, Procurement and Supply Office. Organizational components will requisition catalogs through regular Supply channels in sufficient copies to ensure maximum efficiency of supply operations.

e. Supplements: Revisions or additions to the catalog will be made by means of supplements and disseminated automatically.

f. New Catalogs: New catalogs will be printed as deemed essential by the Chief, Supply Division, and will supercede all previous publications.

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PART III, SUPPLY, SECTION D, Machine Accounting Procedures

Note: This section reserved for machine accounting procedures in the process of development. The Procurement and Supply Office will determine the cut off point between manual and machine methods of stock accounting.

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- (3) Signature of Accountable Officer
- (4) Signature of approving officer
- (5) Requisition number (See Section E, paragraph b)
- (6) Date
- (7) Account number
- (8) Account and/or project chargeable
- (9) Page number and total number of pages of requisition
- (10) Item numbers listed consecutively on requisition
- (11) Agency stock number will be used whenever available.
- (12) Item description sufficient to completely identify material requested and manufacturer's stock number when available, or on non-stock items, complete specifications including component parts.
- (13) Quantity
- (14) Unit of issue
- (15) Unit price to be filled in by Stock Control Unit of supply source
- (16) Deadline date
- (17) Special packing or shipping instructions, if required, will be entered following item listings in the area provided for item description.
- (18) Certificate of receipt

d. Each major commodity grouping will be submitted on a separate requisition (See Section C, paragraph 4c).

e. Headquarters requisitions for the following material shall have the approval of the officials as indicated or their authorized delegates.

- (1) Class "A" furniture - Chief, Procurement and Supply Office
- (2) Ordnance supplies and equipment - Chief, Procurement and Supply Office.

For items utilized within the departmental area, approval of the Security Officer, CIA, will be obtained.

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REQUISITION FOR SUPPLIES, EQUIP. OR SERVICES

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Instructions: Refer to Adm. Order #

SOURCE OF SUPPLY:

DELIVER TO:

Req'n. No. _____
Date _____
Page _____ of _____ Pages
Office _____
Acct. Charge Project Chg. _____

Acc't. No.

(Signature of Acct. Officer)

(Signature of Approv. Officer)

RECEIPT: I Certify that the quantities of items and/or services itemized below have been received in serviceable condition except as otherwise indicated:

(Date)

(Signature of Recipient)

ITEM NO.	STOCK NO.	NOMENCLATURE	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT

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- (3) Surveillance equipment - Chief, Technical Services Staff
- (4) Communications supplies and equipment - Assistant Director (Communications)
- (5) Medical supplies and equipment - Chief, Medical Staff
- (6) Reproduction equipment - Chief, Administrative Services
- (7) Business equipment and machines (which have not been previously approved for general Agency use) - Chief, Organization and Methods Service

f. Where possible requisitions will be prepared on Agency Form No. 35-125, to provide a master ditto, and a carbon copy will be retained for local administration. *When a contract is required, to be made by SA and he needs it*

g. Cancellation - All requisitioning officers will periodically review outstanding requisitions to ensure continued justification for requested items. Those items for which there is no longer valid requirements will be cancelled by notification to supply sources and will be properly identified for cancellation action.

h. Numbering - All requisitions will be numbered consecutively, commencing with the number "1" at the beginning of the Fiscal Year and will continue without break until the end of the Fiscal Year. For further identification the Office and Division, Warehouse or other unit identification will precede the requisition number, followed by a dash. The last two digits of the Fiscal Year will be suffixed to the requisition number but separated therefrom by a dash. 25X1A

Example:

Office and Division	PC/EE - 1-53	Fiscal Year
Requisition number (in sequence)		

i. Back orders - Accountable Officers will periodically review items on back order so that requestors will be informed of current status. Items on back order for which requirements have ceased will be cancelled by notification of the requesting official.

4. Research and Development Items:

a. Requests for Research and Development material will be submitted on a regular requisition for supplies and equipment which shall bear, in addition to the normal information, the Research and Development number. In no case will such requisitions be submitted until it has been ascertained from the Technical Services Staff that such material is applicable and availability has been indicated to Research and Development Advisory Board.

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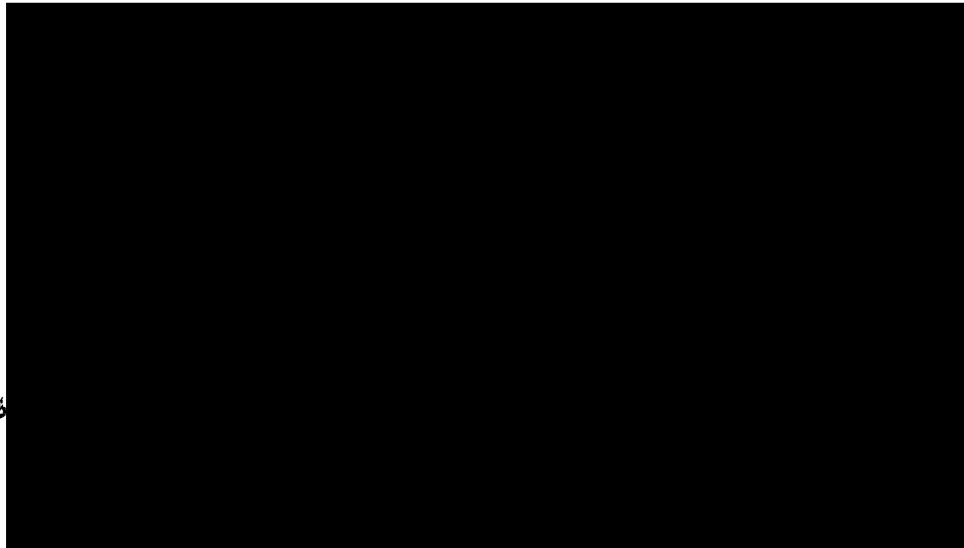
5. Automotive Vehicles:

a. Requisitions for automotive vehicles shall contain, in addition to the normal information:

25X1A

- (1) The type of vehicle required, its model and/or capacity.
- (2) The [REDACTED] or project to which the vehicle is to be charged.
- (3) Special accessory equipment required.
- (4) A statement as to whether the vehicles are in addition to or replacements of other vehicles. (If replacements, the type, model, engine serial number, and disposition method and authority shall be included.)
- (5) The authority and/or approval for vehicles.
- (6) The date vehicle is required.
- (7) The account or project to which the cost is to be charged.
- (8) Possible substitutions (three if possible), listed in order of preference.

b. Requisitions for automotive vehicles which are to be titled to an individual will contain, in addition to the above information:



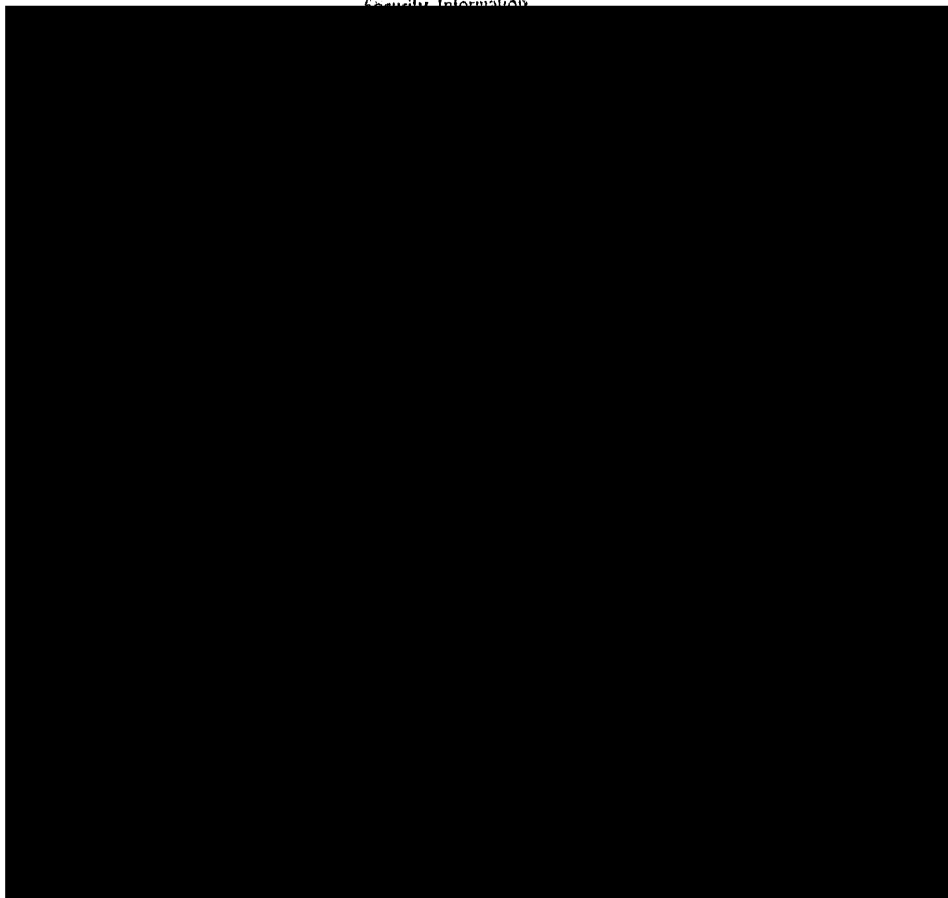
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7. Executive Furnishings:

Executive type furnishings may be requisitioned for the use of:

- a. Assistant Directors, Office Heads and their immediate staffs, grade GS-15 or above.
- b. Secretarial staffs supporting employees within the above categories.

8. Submission:

Accountable Officers will consolidate requirements for requisitions from sources within their jurisdiction as follows:

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- a. [REDACTED] - to Departmental Headquarters
- b. Within Departmental Headquarters from organization component to Chief, Procurement and Supply Office.

9. Inquiries

a. Headquarters: All inquiries concerning status of requisitions in process will be directed to Chief, Stock Control Branch, Supply Division, Procurement and Supply Office.

- 25X1A
- b. [REDACTED] other sources of supply: All inquiries on requisition status will be directed to the Stock Control activity within the authorized source of supply.

10. Substitution

Items on requisition not available for issue from stock may be substituted by like items only with approval of requestor.

11. Filling

- a. Sources of supply will exercise every effort to ensure prompt action on properly approved requisitions for items available from stock.
- b. Appropriate and prompt action will be initiated to secure items not currently available from stock but carried as normal stock items.
- c. When requisitions are received with obvious errors or omissions, every reasonable effort will be made to ascertain needs and to secure proper screening and editing by authorizing and approving officers.

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(2) The differences between the quantity of the shipment received and the quantity shown on the documents shall be indicated by receiving report to the Accountable Officer responsible for such shipment.

b. Excesses

(1) If the quantities of property received are in excess of the quantity shown on the receiving report the quantity received will be reflected on stock records.

(2) The items in excess shall be reported to the Accountable Officer from whom such excesses were received to ascertain whether such items should be returned or retained as additions to stock. This report is sufficient justification to drop accountability for excess quantities shipped.

4. Transferring of Government Property

a. Between Agency Accountable Offices (Intra-Agency)

Transfers of all Government Property between Accountable Offices, and to other destinations, shall be recorded and accounted for by use of a Shipping and Receiving Document (Form No. *).

b. To and From Government Agencies on a Non-Reimbursable Basis

(1) General: When it is necessary to transfer non-expendable property to or from another Government Agency, Procurement and Supply Office will effect necessary liaison for the purpose of arranging issuance, shipment, and ultimate transfer of the property.

25X1A

* In proc

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4. CARE AND PRESERVATION OF SUPPLIES.
 - a. General.
 - b. Responsibility.
 - c. Measures.

5. RECEIVING.
 - a. General.
 - b. Receiving shipments by rail.
 - c. Receiving shipments by other types of carriers.
 - d. Inspection of supplies.
 - e. Repacking before storage.

6. SHIPPING.
 - a. Importance of good shipping.
 - b. Shipping procedure.
 - c. Shipping methods.
 - d. Shipment by rail.
 - e. Shipment by other types of carriers.
 - f. Consolidated shipments.

7. PACKING.
 - a. Processing material for shipment.
 - b. Selecting and specifying methods.
 - c. Shipping containers.
 - d. Corrugated fibreboard boxes.
 - e. Unsheathed nailed wood crates.
 - f. Nailed wood boxes.
 - g. Plywood boxes.
 - h. Sheathed nailed wood crates.
 - i. Marking and documentation.

8. LABOR.
 - a. General.
 - b. Native.

9. PROTECTION OF SUPPLIES.
 - a. General.
 - b. Fire prevention.
 - c. Fire protection.
 - d. Fire fighting equipment.
 - e. Training.

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PART III SUPPLY, SECTION G, STORAGE OF GOVERNMENT PROPERTY**1. SPACE LAY OUT****a. PRINCIPLES OF SPACE LAY OUT**

Planning a storage area in terms of the supplies it will contain involves the intelligent and realistic application of a Depot Chief's basic resource--space. Space must be conserved and used to the fullest practical extent. Space planning has the following fundamental objectives:

(1) Full Use of Space

Every available foot of storage space will be put to use--not only horizontally but vertically.

(2) Saving Labor and Time

Heavy and unexpected shipments can be made by fewer men in less time when supplies are properly stored.

(3) Ready Accessibility of Stored Supplies

Supplies must be stored so that items are available when required and each item must be readily accessible.

(4) Maximum Protection to Stored Supplies

Depending on the nature of the material supplies must be protected against weather, against extremes in temperature; kept away from odors, protected from light; and all must be protected against fire. Space lay-out must always consider the protection of supplies.

b. FACTORS IN SPACE LAY-OUT

In determining space lay-out for a storage area, both commodity and capacity factors will be taken into account.

(1) Commodity Factors concern the supplies themselves. Planning and lay-out of space will be coordinated with the supplies which are anticipated for storage. Suitable storage space must be provided near doors and loading points for active supplies--supplies which are constantly coming in and going out of the depot. Supplies in quantity will have large blocks of space provided in center or end bays where maximum stacking height may be obtained, small quantities can go in several places throughout the storage area. The size, weight, and shape of supplies also will be considered in space planning, so that supplies that are heavy or bulky will have a shorter distance to travel between stack and loading point than supplies which are light and easy to handle, and supplies which need special consideration will be given proper storage.

(2) Capacity Factors concern the storage area itself--its physical characteristics and the use of floor or ground area and space.

(a) Physical characteristics of the storage area. Space will be laid out in accordance with physical characteristics of the storage area. For example, space planning will consider the location, quantity, and size of warehouse doors; location of lights, lighting circuits and switches; condition of the flooring and its maximum load limits; height of ceilings and rafters, and in what areas of the warehouse this height is greatest; the type, location, and capacity of elevators, ramps, chutes and the location of water outlets and fire fighting equipment.

(b) Use of Horizontal area. On the basis of the storage area's physical characteristics, the

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SPACE LAYOUT IN THE WAREHOUSE SECTION

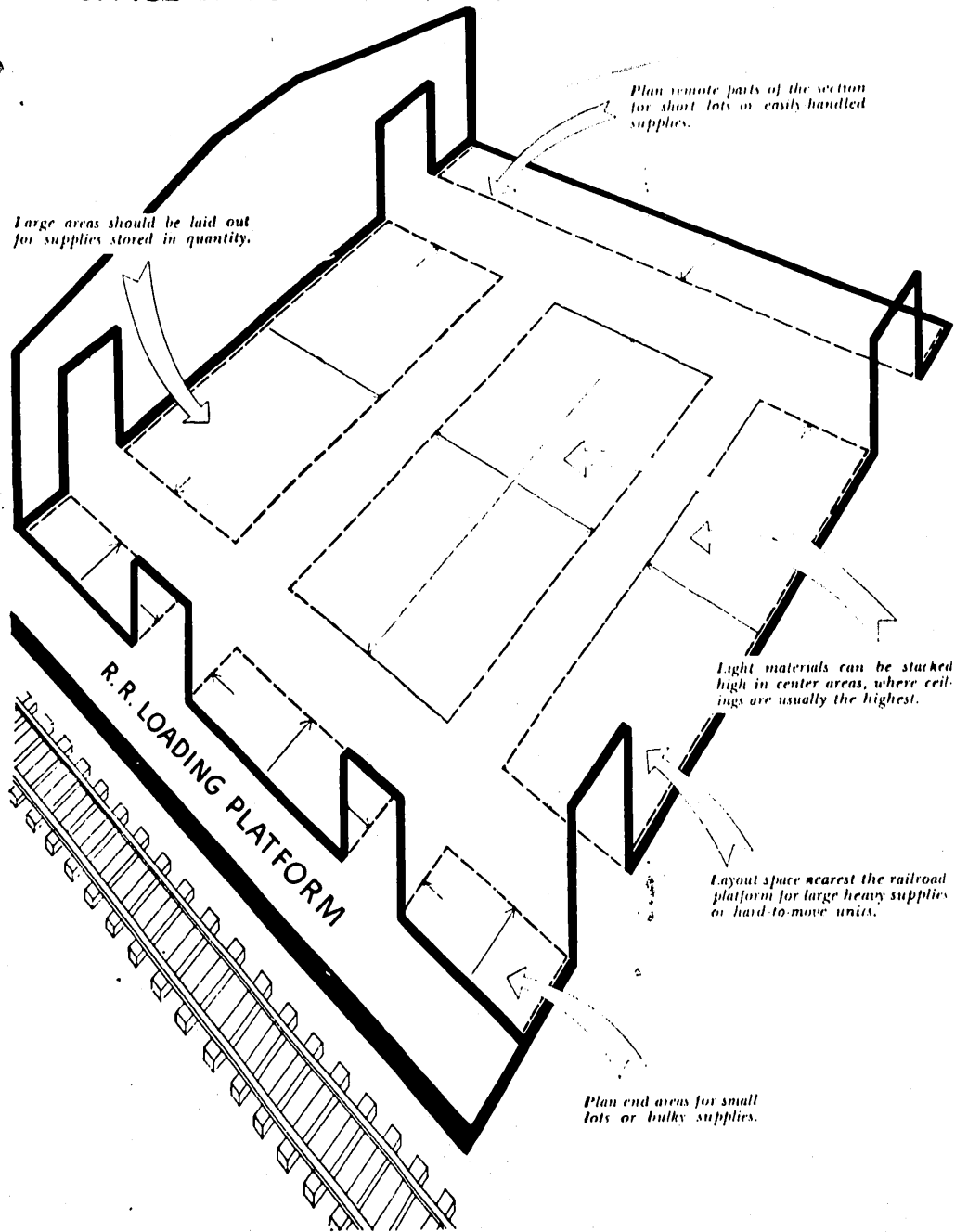


FIGURE 1

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Depot Chief will plan his space lay-out for maximum utilization. Not all space can be used for storage--offices, washrooms, clearing space, packing room, and aisles are all necessary, but the space they occupy will be kept to a minimum.

(c) Use of cubic space. In laying out storage space, the Depot Chief will also consider cubic space--space from the floor or ground up. Vertical storage space, as valuable as horizontal space, is wasted when supplies are not stacked properly.

c. WAREHOUSES

(1) Space

A particular warehouse has only a certain amount of floor space, when that is consumed additional supplies must either go outside or else extensive re-warehousing may be necessary. Large storage bays will be laid out where floors are strongest and ceilings are highest to take advantage of maximum stack height. Block stacks will be built as high as the nature of the commodity, floor load, materials handling equipment, and fire regulations allow.

(2) Doors

Doors must offer ready passage to supplies and materials handling equipment, they must not waste space as a result of being wider than necessary. Examples of standard, one-story warehouses are shown in figures 1 and 6. As illustrated in these lay-outs, freight doors, opening onto the loading dock at the rail side, give direct access to the main aisle and to each cross aisle.

Doors on the truck loading side serve a similar purpose. The two main aisles are made contin-

uous through the warehouse by interior doors connecting each warehouse section. In most cases, separate personnel doors will be dispensed with by cutting such doors into freight doors wherever needed. Whenever a door is determined to be excess, it will be sealed up, a sign to that effect posted on the outside of the door, and the additional space put to storage use.

(3) Aisles

Aisles and doors are closely related, since one furnishes ready access to the other. Whenever possible, aisles will be laid out with reference to the doors, since the latter are the more permanent. Factors in laying out aisles include the following:

(a) Distance to doors and loading platforms.

(b) Storage space needed for each class of item to be handled, the estimated size of lots, and size of pallets used.

(c) Changes in quantities and types of supplies which may be expected in the near future.

(d) Location of fire walls, fire fighting equipment, water outlets, and light switches.

(e) Location, size, and number of upright columns and the distance between each one.

(f) Whether supplies will be block-stacked or stored in bins.

(g) Supplies to be moved by hand and those to be moved by materials handling equipment.

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BAD Space Layout

Maze of criss-cross aisles, none wide enough for the passage of materials handling equipment, wastes space. Hand stacking limits height of stack.

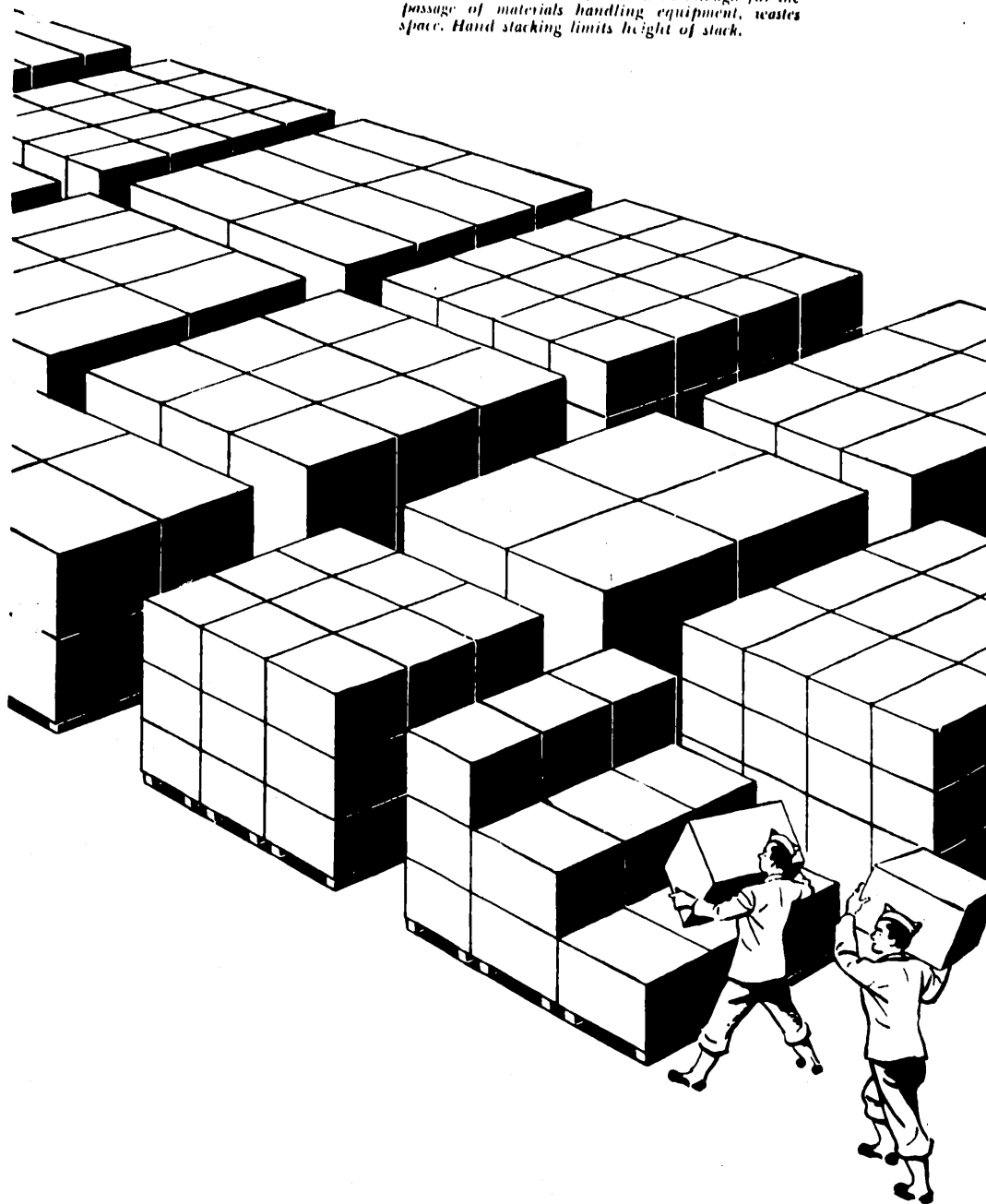


FIGURE 2

GOOD Space Layout

High stacking, aisles of sufficient width, and long, unbroken storage sections make good space layout. Note box pallets used for the storage of small lots adjoining the main aisle.

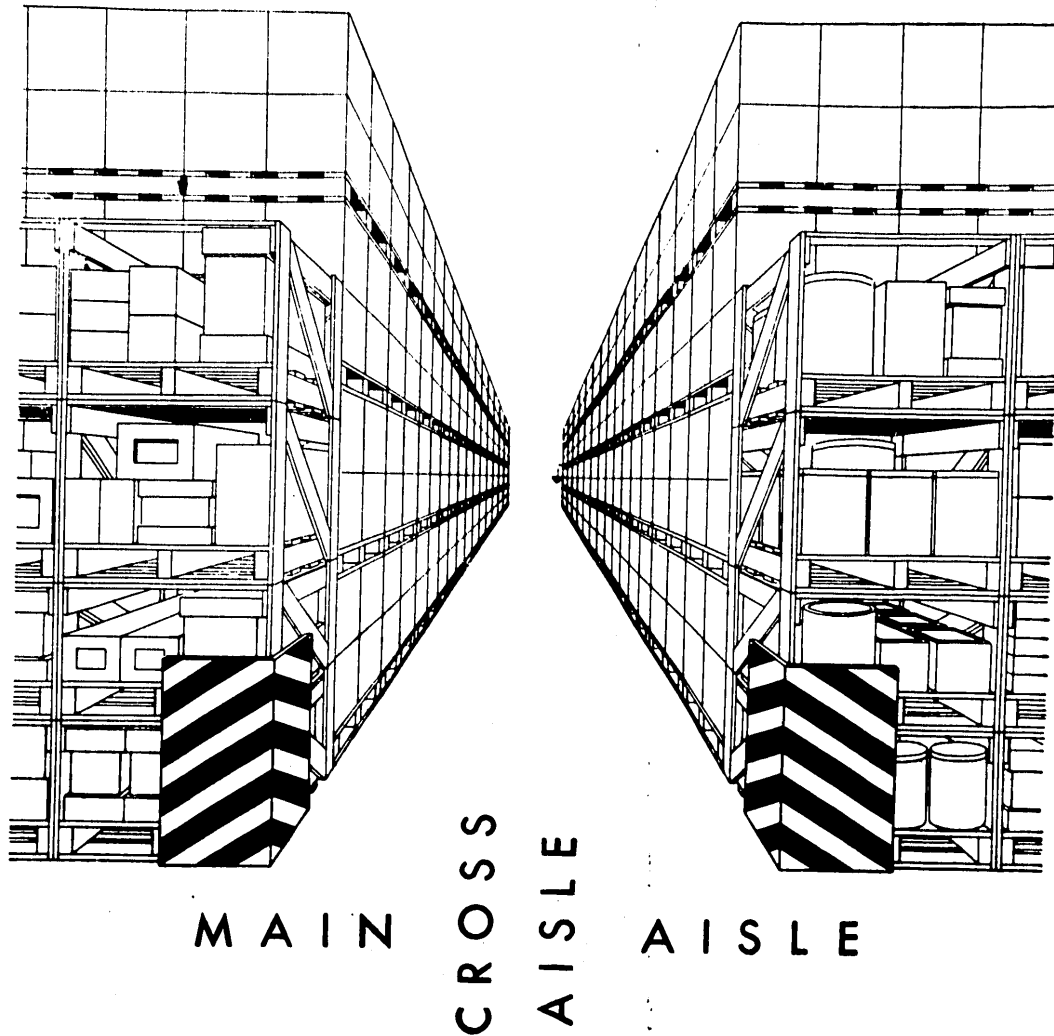


FIGURE 3

(h) Size and turning radius of fork lifttrucks to be used.

(i) Width. Materials handling equipment can operate only in aisles of ample width, but since aisles eat up warehouse space they will never be wider than necessary. In determining width of aisles, stacking methods and the fact that handling must be done where-ever possible by fork lift truck will be kept in mind. The size of the materials handling equipment and the packages to be handled determines the minimum width of aisles which will permit easy handling of supplies in and out of storage. (For example, fork lifttrucks of 2,000-pound capacity operate satisfactorily in 8-foot aisles; 3,000 to 4,000-pound capacity in 10-foot aisles; and 6,000-pound capacity in 12 to 14-foot aisles.) To hold down the width of aisles, do not use heavier materials handling equipment than is necessary. Once aisles have been established, paint aisles lines on the warehouse floor to preserve their identity.

(j) Main aisles are the arterial highways of the warehouse and should extend through the entire length of the building. They will be wide enough to permit easy passing of two loaded pieces of materials handling equipment going in opposite directions.

(k) Cross aisles run parallel to the short axis of the warehouse and connect the main aisles. Where possible, cross aisles will lead directly through the doors opening onto the loading platform on the rail side, and on the opposite side will be easily accessible to truck loading platforms.

(l) Service aisles will not be used unless absolutely necessary and then only to break up additional

storage area when short areas adjoining main aisles are not sufficient for the storage of small lots.

(m) Bin aisles (cross aisles) 30 to 36 inches wide run between bin sections. They furnish access for stock picking and replenishment.

(n) Inventory aisles will not be used, as stacking on a uniform pattern makes it unnecessary to count each case or item individually.

(o) Electrical equipment, such as light switches and plug-in sockets which can be relocated, will normally be placed along transportation aisles or immediately inside and adjacent to large exterior or fire doors.

d. SHEDS

Shed space lay-outs follow in general the lay-out of warehouses, except where paved aprons of sufficient width are available, no main aisles are necessary.

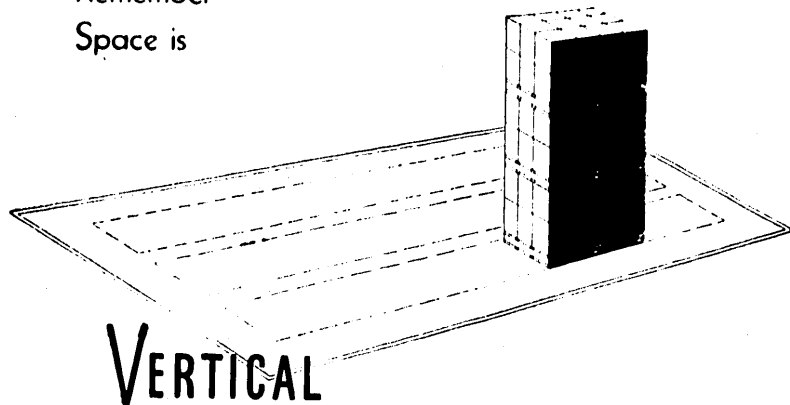
e. OPEN STORAGE AREA

The arrangement of supplies in an open storage area will be just as carefully worked out in advance as in covered storage. Hauling distances from unloading points to storage points will be kept short. Aisles and roadways will be arranged in such a way as to promote straight-line flow of supplies between carrier and storage point. Rehandling will be avoided. If the area is well arranged, one moves puts the item where it belongs, to remain there until it is shipped out. Open storage areas will normally be divided into areas, and subdivided into blocks, with each area and block numbered. A good locator system is as important outdoors as in.

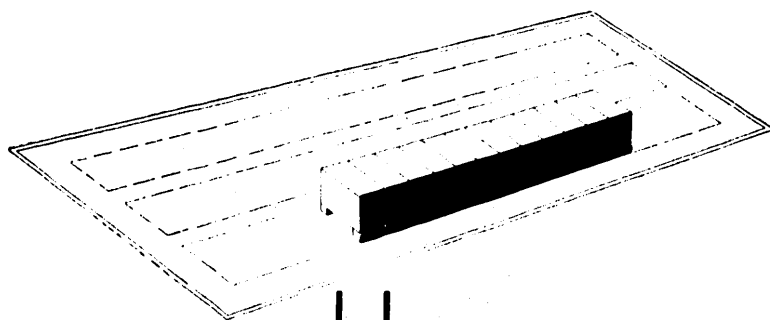
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To Store MORE
Remember
Space is



VERTICAL

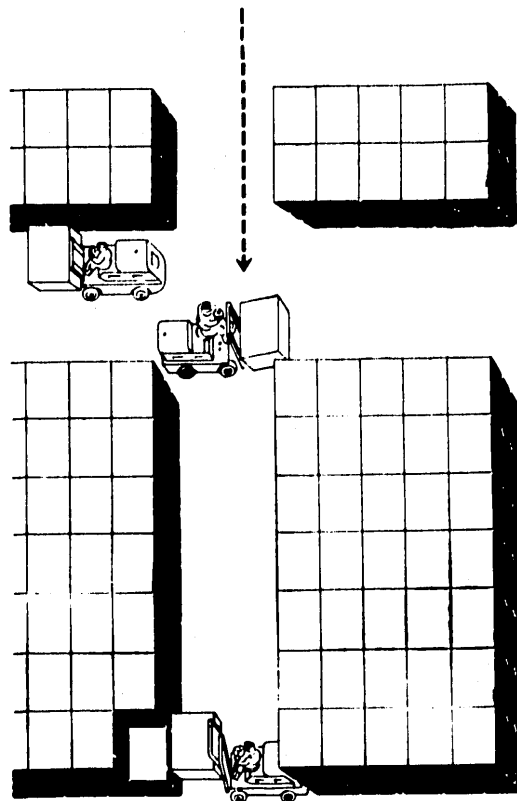


not just

HORIZONTAL

FIGURE 4

Aisle Widths



Make sure that aisles are wide enough to permit efficient operation.

FIGURE 5

f. MAXIMUM SPACE UTILIZATION

(1) Space must not only be planned and laid out in advance, but after the storage operation begins it still is necessary to hoard available space so that none of it will be wasted.

(2) Unused space will be left in as large blocks as possible, small blocks dispersed throughout the warehouse are more difficult to use efficiently.

(3) Maximum utilization of storage space also calls for space lay-out in terms of space itself with a good locator system, and not in terms of alphabetical or stock number sequence.

g. LOCATION OF SPECIAL WAREHOUSE AREAS

(1) Bin areas will be located in low-ceiling areas of the warehouse and as near the packing area as possible, since practically all bin items are packed before they can be shipped.

(2) Clearing space should be left if possible inside the warehouse at the doors opening onto truck loading platforms and used for assembling outgoing shipments, temporary holding points for incoming shipments prior to storage, or as areas in which supplies are identified, inspected, or labeled. Portable packing units may be set up in clearing spaces to handle outgoing supplies.

(3) Packing areas will be located in low ceiling areas since operations do not require high ceilings.

(4) Consolidating areas are used for grouping shipments due to be

shipped together in the same carrier. The point of consolidation should be moveable and consolidation should take place in that warehouse in which the greater or bulkier part of the shipment originates.

h. REWAREHOUSING

Rewarehousing is the movement of supplies from one storage location to another to permit better use of space. Whenever possible, it should be done gradually through normal receiving and shipping.

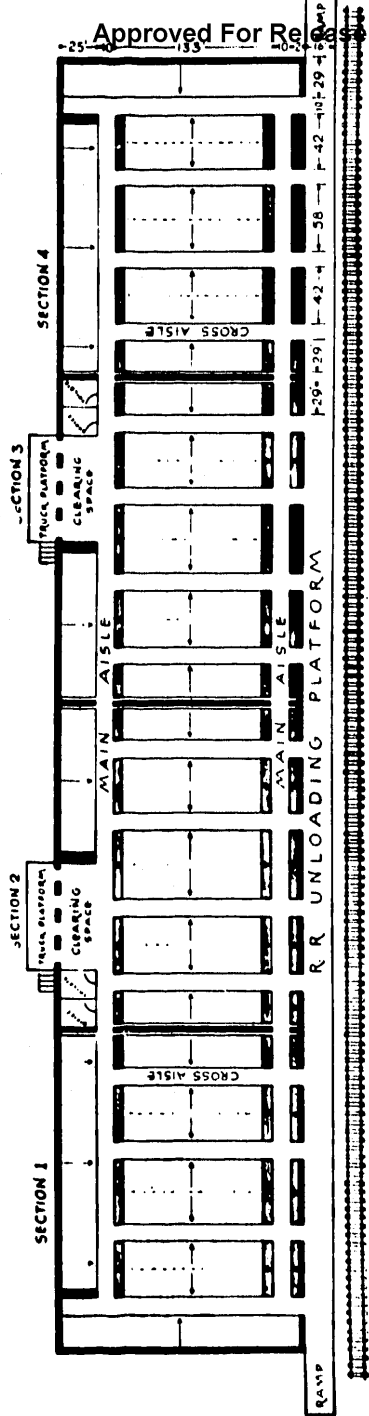
1. MODEL SPACE LAY-OUTS

(1) General. Agency storage installations differ from place to place, some of single-story construction, others multistory, some originally designed for storage purposes, others have been converted to storage use. Sheds also vary as to size and construction, and no two storage areas are exactly alike. However, certain types of construction and storage lay-out are common to many depots as shown in paragraph (2) following.

(2) Warehouses. Figure 6 illustrates a typical warehouse layouts.

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Typical Warehouse Layouts

Examples of 130-foot and 210-foot section warehouses. Widths of all aisles is 10 feet. In one example, the use of fire aisles is shown.

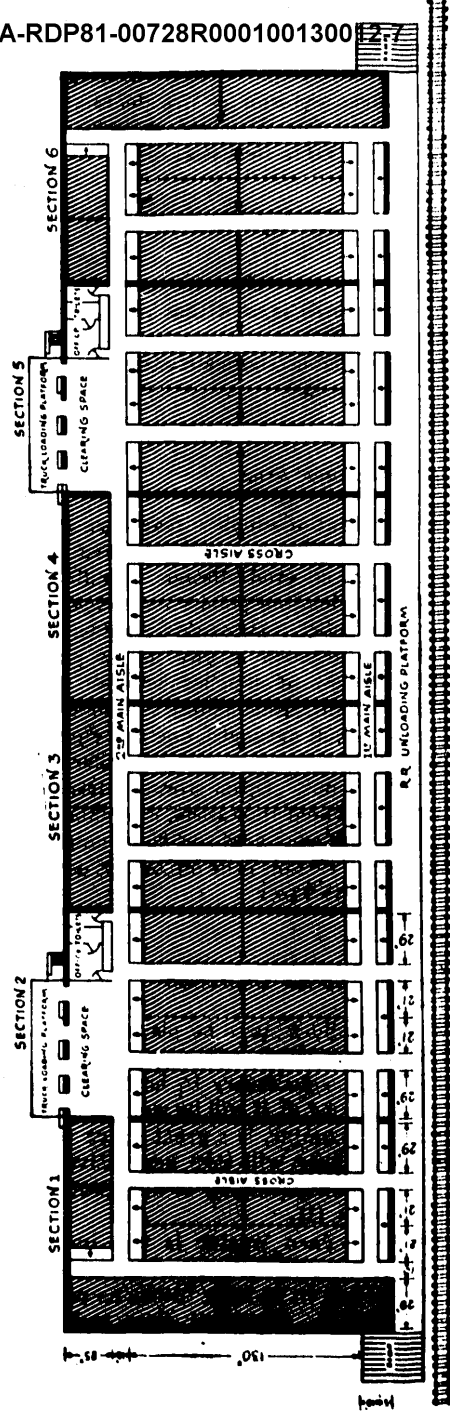


FIGURE 6

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PART III SUPPLY, SECTION C, STORAGE OF GOVERNMENT PROPERTY**2. MATERIALS HANDLING****a. DEFINITION**

Materials handling is the physical moving of supplies into and out of storage. The aims of good materials handling are conservation of labor, time and space to the greatest degree consistent with safe operations.

b. PRINCIPLES

The efficiency of materials handling is measured by the number of units (tons, pieces, gallons, or other units of measurement) handled per man-hour. Following is a list of factors which effect or promote the efficiency of materials handling:

(1) Balanced operation.

There is a right number of men for every handling operation. In mechanical operations, equipment, not men, sets the pace. Balanced operation is the fundamental principle of materials handling.

(2) Straight-line Flow.

Materials will always be moved by as direct a route as possible between carrier and stack.

(3) Least Handling.

Each separate handling consumes time and labor, and creates additional exposure to operating hazards. Components of a receiving or shipping operation—loading or unloading, checking, inspecting, packing, strapping, marking, weighing—will be consolidated to the maximum degree.

(4) Handling Unit.

One large unit requires less total handling than many small units. Consolidating small packages into large units, as palletizing does, reduces handling time.

(5) Mechanical Equipment

Mechanical equipment saves time, labor, and space in volume operations. Where the handling volume is small, however, it may not be economical to use mechanical equipment.

(6) Gravity.

Gravity can often be substituted for manual labor or machinery. The simplest example of this are supplies delivered by a chute or conveyor rather than by truck or hand-carry.

(7) Flexibility.

Equipment capable of a variety of operations is more useful than equipment which performs only one. Fork lift trucks, for example, are more useful than mobile elevators because they not only lift but carry and stack.

(8) Dead Weight.

Reducing the ratio of dead weight to live load saves time and labor. A half-loaded truck is hauling more truck than load.

(9) Idle Time.

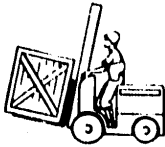
Manpower and equipment are efficient only when functioning. Operations should be timed so that men or equipment, never wait for each other.

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MECHANICAL EQUIPMENT

PERFORMANCE



SAVES TIME
Material is loaded faster; moves faster.

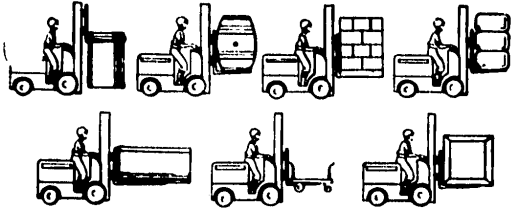
SAVES LABOR
A single machine outhandles many men.

SAVES SPACE
Machines stack higher, fully utilize cubic space.



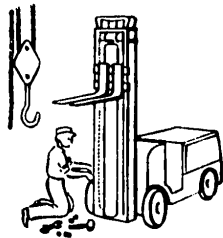
FLEXIBILITY

Choose equipment and methods fitted for more than one job.

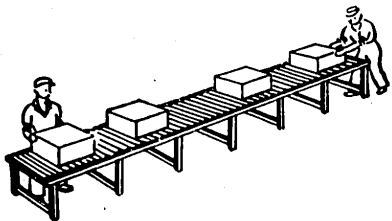


MAINTENANCE AND REPAIR

To keep mechanical equipment constantly on the job, repairs and replacements must be anticipated. Preventive maintenance schedules will eliminate unnecessary repairs.

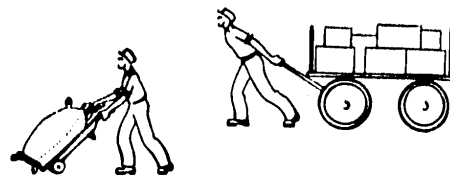


GRAVITY



Letting gravity do the work saves time and effort.

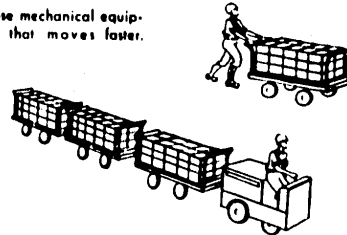
FIGURE 7



Materials handling is good or bad according to the number of units (tons, gallons, pieces) handled per man-hour.

SPEED

Choose mechanical equipment that moves faster.



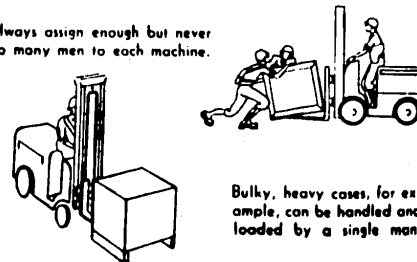
SAFETY



See that men do not get hurt. Good light is safe light.

BALANCING MEN AND EQUIPMENT

Always assign enough but never too many men to each machine.



Bulky, heavy cases, for example, can be handled and loaded by a single man.

FIGURE 8

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(10) Standardization.

Adopting standard operating practices simplifies and speeds operations.

(11) Equipment Accessories.

Mechanical handling equipment does a better job when provided with automatic couplers, antifriction bearings, rubber tires, and other speed-up aids.

(12) Preventive Maintenance.

Regularly scheduled preventive maintenance reduces the frequency of accidents, the need for repairs and replacements, and lengthens the productive life of equipment.

c. SELECTION

Characteristics of the commodity, storage area, and carrier; distance between unloading or loading point and point of storage; and volume of operation will determine the choice of materials handling equipment and the method of using it to save time, labor and space.

(1) Characteristics of Commodity.

Size, shape, weight, and strength of a commodity or its container will be considered in assigning equipment for handling it in or out of storage.

(a) Palletized supplies are handled by fork lift trucks, sometimes in conjunction with tractor-trailer trains.

(b) Small, uniformly sized commodities or containers are readily placed on pallets and handled as a unit by fork lift trucks.

(c) Larger items, such as some bales, crates and drums, may be handled by a fork lift truck with the use of short dunnage.

(d) Boxes sometimes arrive at the storage installation with cleats or runners nailed to the underside which serve in the same manner as short dunnage to admit the forks of a fork lift truck.

(e) Cylindrical supplies with a hole through the center, such as castings and coils of wire or strip steel, can be handled by a ram truck or by attaching a home-made ram to the fork of a fork lift truck.

(f) Heavy or bulky supplies and those that cannot be reached by other equipment are handled by cranes. Where these supplies are to be stored inside, and warehouse or overhead cranes are not available, crane attachments can be rigged on fork lift trucks.

(g) For tires handled in quantity, box pallets are used with fork lift truck.

(h) Small, flat-surfaced packages may be transferred in continuous flow over conveyor systems, either horizontally or from one level to another. Chutes and slides quickly deliver smooth-surfaced packages, sacks, and bales to lower levels.

(i) Lumber, pipe, rails, etc., are handled speedily in large unit loads by straddle trucks.

(2) CHARACTERISTICS OF THE STORAGE AREA.

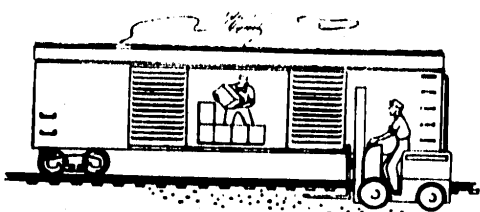
Physical characteristics of the storage area largely determine the selection of materials handling equipment and the extent it may be used.

(a) Floor Load Capacity. When the floor load capacity is not sufficient for the operation of a loaded fork lift truck or warehouse tractor, lighter equipment such as a conveyor system or a hand lift truck will be substituted. In the absence of these, two- or four-wheel hand trucks may be used.

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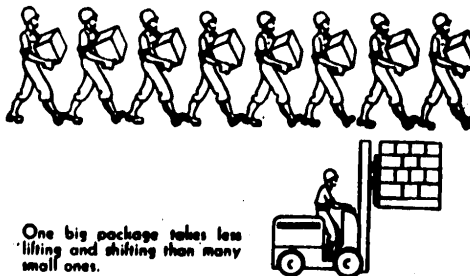
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IDLE TIME



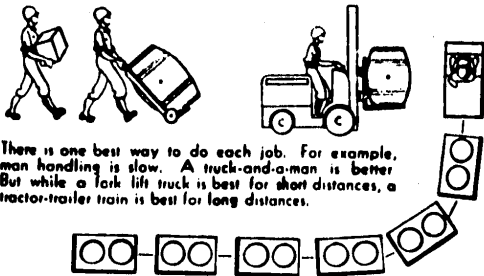
Keep mechanical equipment busy handling materials; do not let it stand idle during loading and unloading.

THE HANDLING UNIT



One big package takes less lifting and shifting than many small ones.

STANDARDIZATION



There is one best way to do each job. For example, man handling is slow. A truck-and-a-man is better. But while a fork lift truck is best for short distances, a tractor-trailer train is best for long distances.



OBSOLESCENCE



Equipment that wastes time, labor, or space should be replaced.

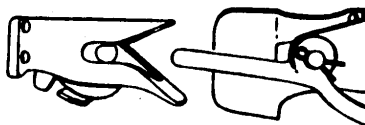


DEAD WEIGHT



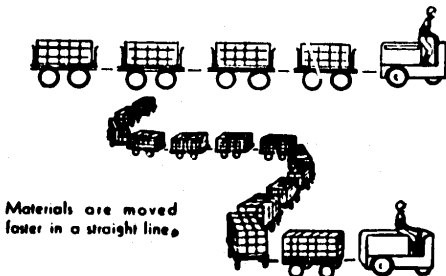
The lighter the equipment, the less mechanical or man power needed to move it.

EQUIPMENT DETAILS



Automatic couplers, nonfriction bearings, and rubber tires speed up materials handling.

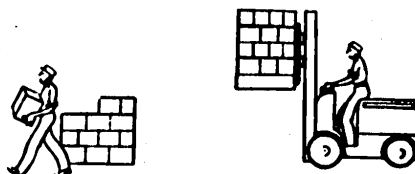
STRAIGHT LINE



Materials are moved faster in a straight line.

FIGURE 9

FATIGUE



Men slow down as they get tired; never give a man a job a machine can do.

FIGURE 10

- (b) Roof Supports. Distances between supporting columns must be considered in planning storage of supplies, and the right size pallets requisitioned in order to gain tight storage. Consideration will be given to the use of standard sized pallets.
- (c) Clearance. The size of warehouse or car doors may limit the choice of materials handling equipment. Overhead clearances sometimes dictate the height to which supplies may be stacked.
- (d) Surface. Smooth, level, clean floors offer a minimum of tractive resistance to materials handling equipment. Roughness of surface similarly increases tractive resistance. Hard-tired fork lift trucks, tractors, and trailers normally will not be operated over unimproved open areas. Pneumatic tired fork lift trucks, straddle trucks, truck mounted cranes, and flat-bed trailers can operate over reasonable rough surfaces while crawler type cranes can negotiate almost any surface. Regardless of surface, open storage areas within operating range of tracks often can be served by locomotive cranes.
- (e) Loading platforms. Where loading platforms at car or truck floor level are provided, fork lift trucks, conveyors, shutles, slides, cranes, or portable loading platforms may be used.
- (f) Multistory warehouses. These offer special equipment problems. Elevators are limited in size, capacity, and speed, ramps offer considerable tractive resistance, particularly at turns. Multistory operations can often be speeded by use of inclined conveyor systems, inclined and vertical stackers, and chutes for transporting supplies from one level to another.

(2) Characteristics of Carriers. Lowest fork lift trucks can enter an average American box car or large motor truck from a car-level platform. Gondola cars, ships, and barges, must generally be loaded and unloaded by crane.

(3) Distance to be traveled. The distances between the carrier loading or unloading

point and the storage location also determines the choice of equipment and its method of use.

(a) If the distance is not over approximately 250 feet one way and the supplies are palletized, a fork lift truck can take a pallet load out of the car or truck, transport it to the storage location and stack it; then return for another load. When loading it performs the same operation in reverse.

(b) For distances between 250 feet and a mile one way, tractor-trailer trains can do a more efficient job of transporting than a fork lift truck. Fork lift trucks are used to load and unload the tractor-trailer trains.

(c) For distances over a mile, and for shorter distances if the route is over uneven ground, motor trucks are more economical than tractor-trailer trains. Here again fork lift trucks are used to load and unload the motor trucks.

(d) Cranes handling heavy supplies can move only a short distance with load in suspension, particularly over uneven surfaces. If the distance is too great for efficient operation of the crane, supplies normally will be loaded onto heavy flat-bed trailers, and unloaded and stacked by a second crane, or the load will be transferred from the crane to a heavy-duty pneumatic-tired fork lift truck which carries the load to the storage point and stacks it.

(4) Volume of Operation

Large-scale operations will be mechanized to the maximum extent. Small scale operations frequently do not justify the expense and upkeep of mechanical equipment. The equipment will be keyed to the volume of the individual operation.

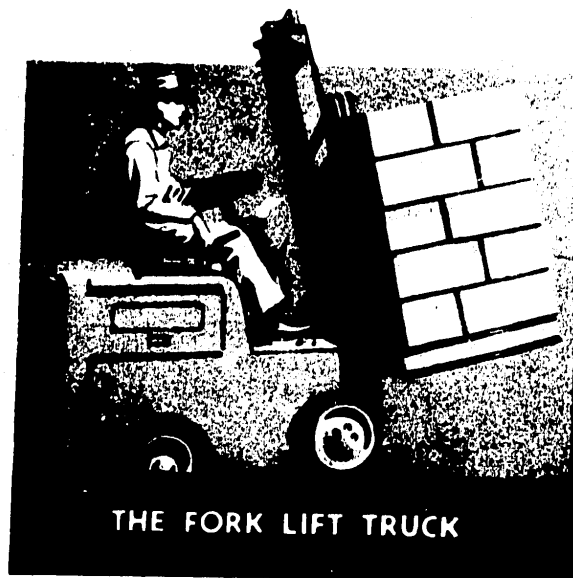
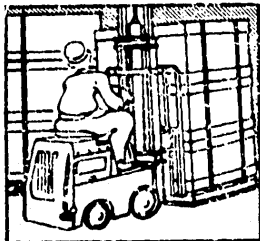


FIGURE 11



Teamed with pallets or dunnage, equipped with regular forks or home-made variations, fork lift trucks successfully handle most materials.

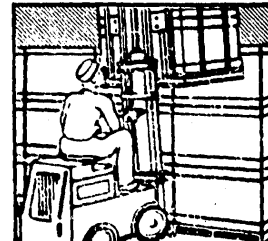
FIGURE 12



LIFTS a load of 1½ to 3 tons



SHIFTS that big load at a speed of 150 feet a minute.



STACKS higher, faster, safer.

FIGURE 13

d. BASIC EQUIPMENT

Storage is based upon four main groups of handling equipment; industrial power trucks (fork lift trucks and tractors,) trailers, cranes, and conveyors. These are supplemented by pallets, skids, hand trucks, stackers, portable elevators, hand lift trucks, straddle trucks, chutes, slides, and heavy motor trucks.

e. PALLETS

A pallet is a wooden platform, built to specified dimensions, on which supplies are loaded, transported, and stored in units.

(1) Flat pallets are either single-faced or double-faced.

Single-faced pallets have one platform with stringers underneath on which the weight of the load rests. They are used when concentration of weight bearing surface will not damage supplies and underneath. Double-faced pallets have a double platform separated by stringers. The smooth bottom surface evenly distributes weight over the surface of the supplies stored underneath. The forks of a fork lift truck are inserted parallel to the stringers.

(2) Box pallets.

Box pallets are constructed with frame-work and cross-members extending up from the pallet platform, the front side being normally left open for loading and unloading. They may have rigid framework permanently attached to the pallet platform, or they may have demountable framework, which can be detached from the platform to save storage space when pallets are not in use. When supplies must have added protection during transport or storage, the box pallet is provided with removable cross members on the front side.

(3) Advantages.

Pallets and fork lift trucks form an unbeatable combination for saving time, labor, and space. Their chief advantages are as follows:

(a) Large units of supplies may be handled at one time.

(b) High stacking is made possible, with maximum use of vertical space.

(c) Manual handling is reduced, supplies are less subject to damage, and safety is increased.

(d) Floor racks are eliminated and less damage is required.

(e) Inventory, sorting and inspection are speeded up and inventory aisles are eliminated.

(f) Supplies are relocated quickly and easily.

(g) Loading and unloading tractor trailer trains is easier and quicker, saving manpower at the freight car and at the stack.

(h) Freight cars may be loaded and unloaded when car level platforms are not available by using fork lift trucks to reach up inside the cars.

(k) Pallet design.

Pallet design depends upon the following:

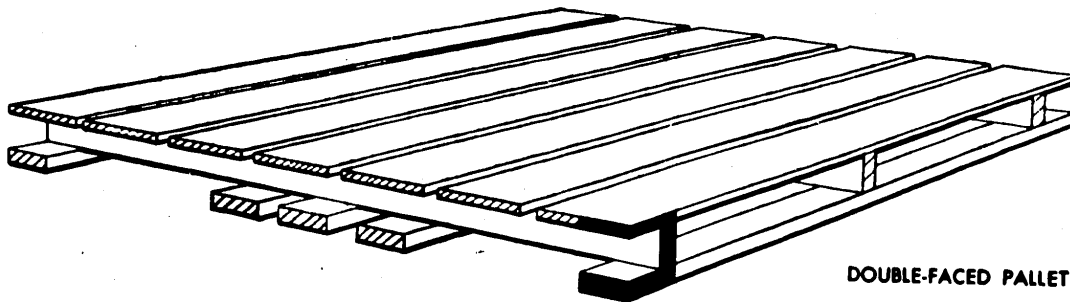
(a) Size of packages or material to be placed on the pallets.

(b) Horizontal distance between warehouse columns or interior walls.

(c) Width of aisles required for the type of fork lift truck used.

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DOUBLE-FACED PALLET

A double platform separated by stringers. The bottom surface distributes the weight over the load beneath.

FIGURE 14

FOUR WAY PALLETS

They enable the fork to enter from any side of the pallet, thus facilitating moving and stacking.

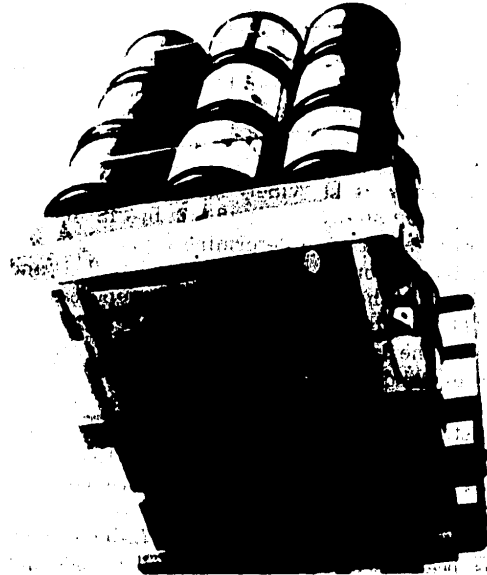
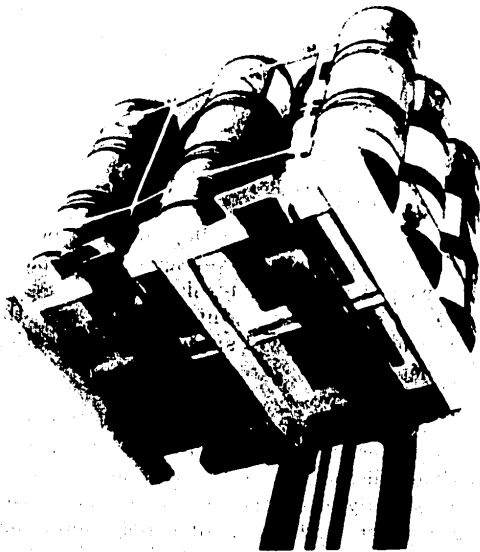
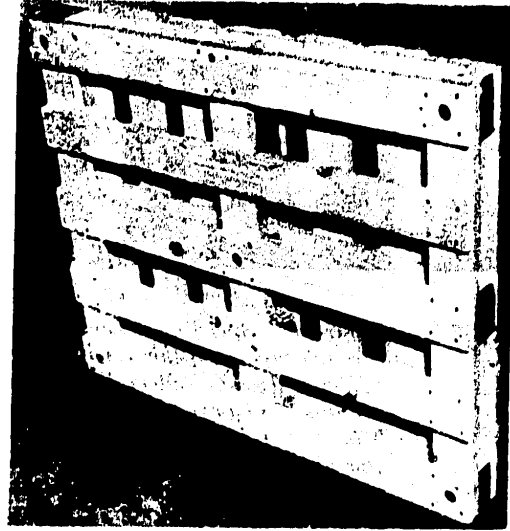
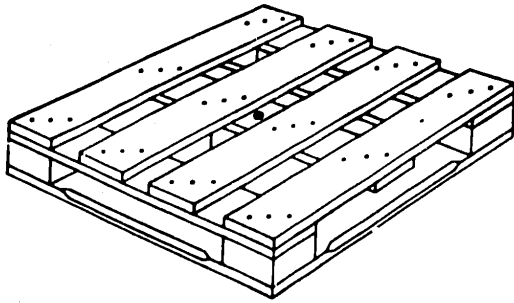
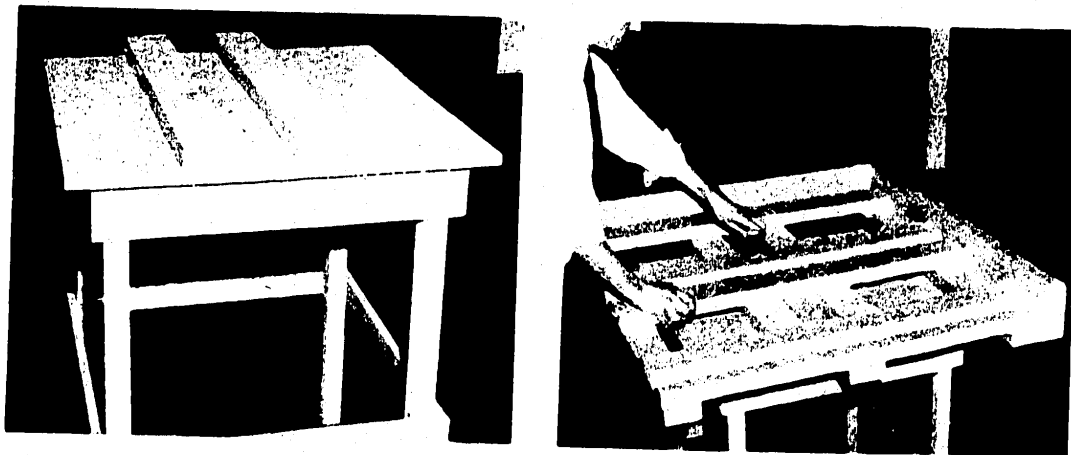


FIGURE 15



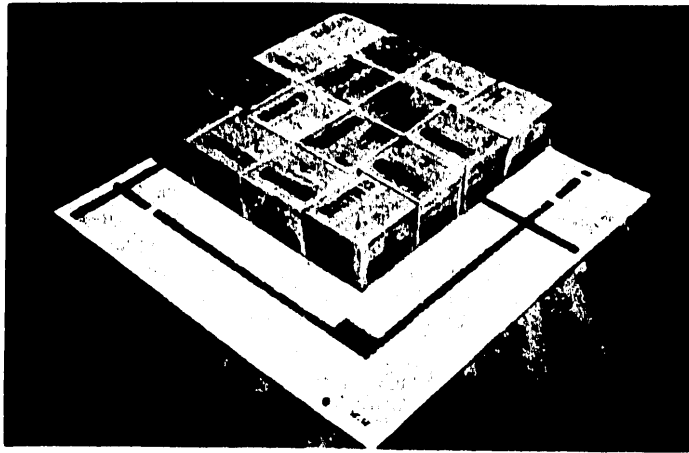
Speed and accuracy in the construction of pallets are gained through the use of this removable pallet jig. Make one for each of the few primary sizes of pallets required at your depot. One table suffices for all the jigs. They are bolted to the table or removed without trouble or delay. This mobility is a notable feature in the case of rush requirements. Spare jigs are stored in racks when not in use. This photograph of the demonstration model shows how a jig is attached readily to the nailing table. Once bolted, the three 2 x 4 stringers are set in place between the guide pieces and face boards are nailed to them.

FIGURE 16

Bagged goods cross-stacked on pallets gives stability to the individual pallet load and permits high, even block stacking.



FIGURE 17



PALLET LOAD TEMPLATE

PATTERNS for pallet loads of various sizes are worked out easily with this pallet-load template or measuring pattern. It consists simply of a piece of gray or neutral-colored plywood, the size of the largest pallet used. Outlines of six different-sized pallets (as illustrated below) are painted on the board in 1-inch stripes. There can be more or less than six, depending on the number of pallet sizes used in a particular depot. Each stripe is

painted a different color to denote a different size. Correct pallet loads are determined by placing the cartons on the template (illustrated above) to determine which size pallet should be used.

The template is particularly useful for personnel inexperienced in palletized operations and in the handling of new supplies.

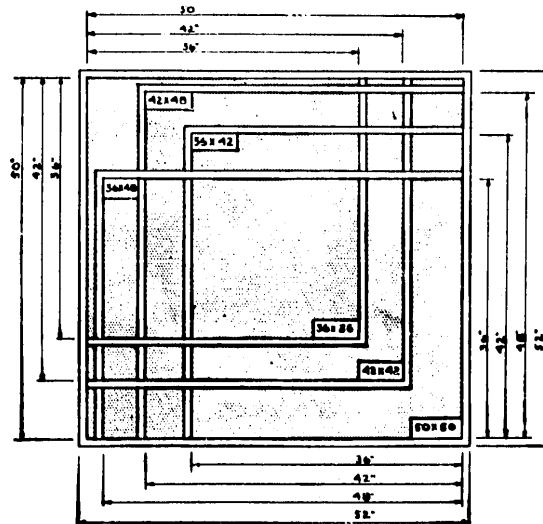


FIGURE 18

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(d) Use of pallets in hoisting or shipping operations.

(e) Maximum weight of supplies to be placed on the pallet.

(f) Use of pallets in open or covered storage.

(g) Necessity of passing pallets through freight car doors.

(h) Capacity of available materials handling equipment.

(5) Precautions in Pallet Design.

Incorrectly designed pallets waste time and money. Be sure that the fork of a fork lift truck can slip easily in and out of the pallet; therefore, pallet stringers should create a vertical space of about 1/4 inches. If hand pallet trucks are to be used with double-faced pallets, space will be left between boards of the lower platform to allow the wheels to drop. This opening will be 6 inches wide and properly spaced to fit.

(6) Selecting the Proper Pallet Size.

The size of the pallet does not necessarily indicate its capacity, for the weight of the items to be handled must be considered. Also, a slight overhang may be permitted when supplies are properly cross-tied and stacked on the pallet. Pallet sized most widely used in depots are 32 by 40, 36 by 48, and 48 by 48 inches. Depot Chiefs will determine sizes which will suit the majority of items to be handled, and will authorize only the sizes necessary.

(a) The largest practicable pallets will be used, the larger the pallets the fewer there are to handle.

(b) Box pallets will be used for odd-sized or irregular-shaped items, small assemblies, and items that are easily damaged or broken, if these items are to be palletized. They store well at the ends of large blocks facing transportation aisles.

(c) A distinctive paint marking on the edge of each pallet will speed up identification of pallet sizes.

(7) Arrangement of Supplies on Pallets.

Pallet pattern should be designed to use all possible pallet area with the supplies extending to or slightly over the edge. In most cases length, width, and height of supply containers should be considered in determining the pallet pattern. Where-ever possible supplies will be inter-locked so that stacks will be stable.

F. SKIDS

A skid consists of a platform from 30 to 36 inches wide and from 48 to 72 inches long, mounted on rigid legs, runners, or wheels. Skids are divided into three main types according to type of undercarriage.

(1) Dead Skids.

Dead skids have runners or rigid legs at each of the four corners.

(2) Semi-live Skids.

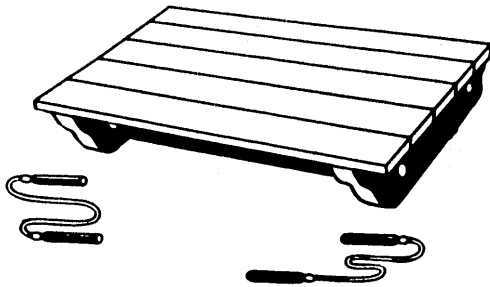
Semi-live skids have rigid legs at the front corners and wheels or casters at the back. They may be transported by hand skid jacks which lift the front end only.

(3) Live Skids.

Live skids have wheels or casters at each of the four corners.

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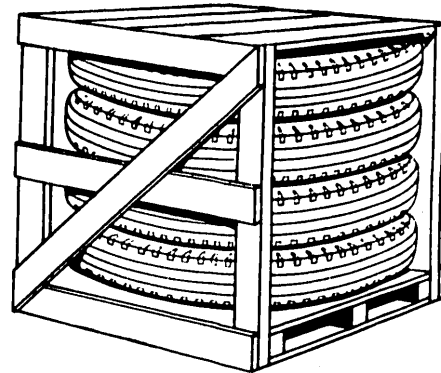
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SLED PALLET

This type of pallet is used during landing operations to get quantities of supplies ashore rapidly. It is dragged off landing craft fully loaded with supplies and towed to the supply point.

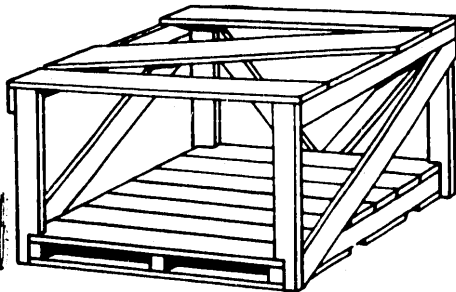
FIGURE 19



TIRE STORAGE

Box pallets keep tires from being damaged or crushed while in storage.

FIGURE 20



BOX PALLET

This type of pallet is best for small lots, small crushable items, or items of odd size.

FIGURE 21

MOVING SUPPLIES ON SKIDS
Dead skid and hand lift truck.

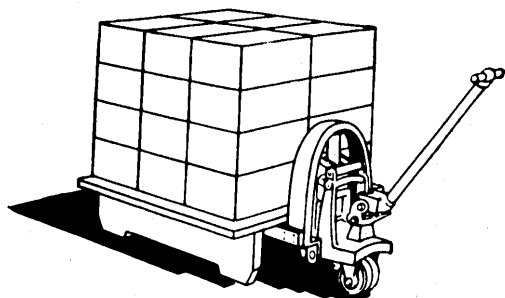
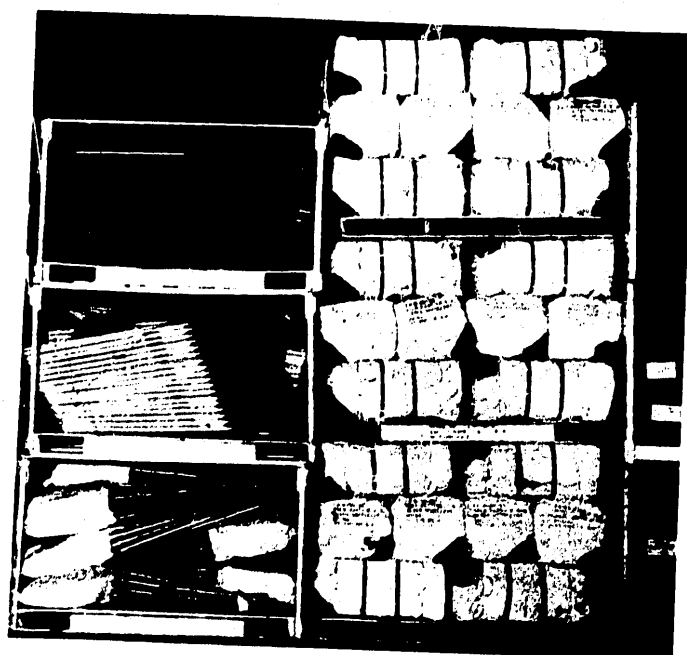


FIGURE 22



Here box pallets are put to good use for the storage of shovels and brooms, which are otherwise awkward to handle.

FIGURE 23

g. FORK LIFT TRUCKS

(1) General.

The most modern and efficient type of warehouse truck is the fork lift truck which combines in one machine the duties performed separately by other less advanced types.

(2) Operation.

Fork lift trucks are used to unload, transport, lift, and stack supplies; all are done by one operator in one continuous operation.

(a) Unloading.

When unloading a freight car at a carfloor-level platform the fork lift truck drives across a bridge plate into the car, picks up a pallet load, and comes back out on the platform for the trip to the stack. Rear wheel steer enables it to maneuver easily. If no carfloor-level platform is available, the fork lift truck reaches up from the ground level and removes loaded pallets in the doorway.

(b) Transporting.

With the mast tilted slightly backward and the pallet load resting on the forks a few inches off the ground, the fork lift truck proceeds at approximately 500 feet a minute to the stack area.

(c) Lifting.

Good fork lift truck operators commence the lifting operation at the final stage of their approach to the stack when it can be done safely.

(d) Stacking.

The load is eased into position over the last load of supplies placed

on the stack. Then the forks are withdrawn and the fork lift truck is backed away. Immediately, its forks are lowered on the trip back for another load.

(3) Attachments for Handling Supplies.

The fork lift truck can become an even more versatile piece of materials handling equipment, according to the ingenuity of the Depot Chief by the use of various attachments for doing certain specific jobs.

(a) A length of iron pipe over one of the fork blades enables the fork lift truck to handle objects with open space through the center.

(b) A boom attachment and hook fastened to the backplate transforms the fork lift into a crane.

(c) Special grapples attached to the fork enable the truck to handle stacks of flat material.

(d) Detachable shovel buckets or scoops enable the truck to carry bulk materials such as sand or gravel.

(4) Fork Lift Truck Specifications.

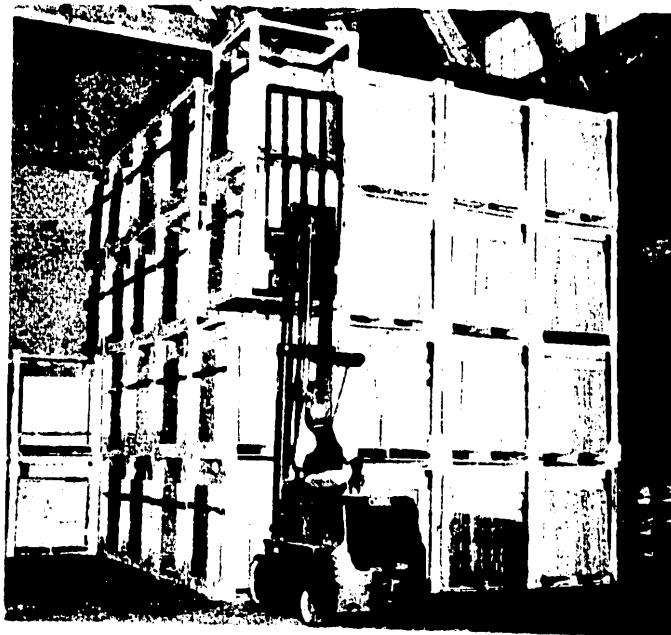
The most common types of fork lift trucks for inside use range from 2,000 pounds to 6,000 pounds capacity. They are powered by gasoline, electric, or combination gasoline-electric power plants.

(5) Selecting Fork Lift Trucks For The Job.

Probably the best all-purpose fork lift truck for inside use is the 3,000 to 4,000 pound size. Taking little more aisle space than the 2,000-pound truck, they move at practically the same rate of speed and carry a heavier load. Also,

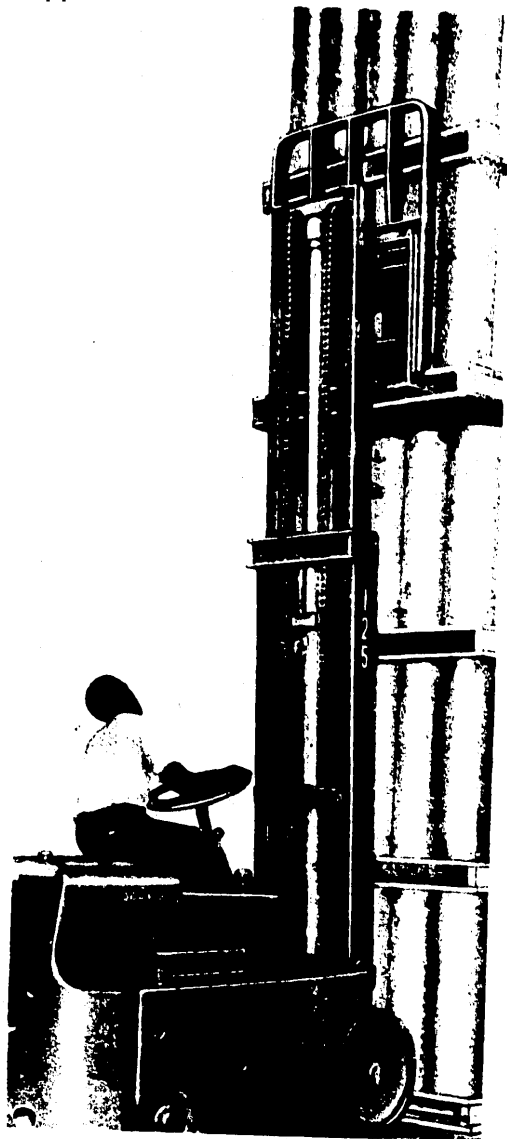
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*High stacking is just as easy with
box pallets as it is with other types of pallets.*

FIGURE 24



This 6000 pound fork lift truck, equipped with pneumatic tires, is designed to lift heavy, bulky loads, and works well outdoors over rough surfaces.



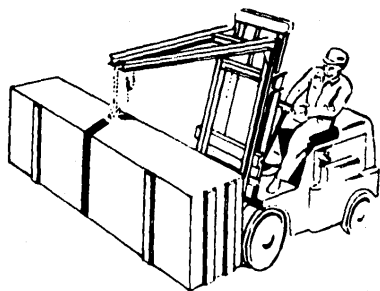
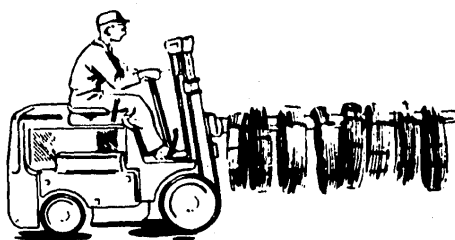
The 3500 or 4000 pound fork lift truck is the all-around truck for indoors; it takes little more aisle room than a 2000 pounder, is almost as fast, carries more per trip. Very stable, it can stack higher. The 6000 pound truck, similar to this but with a longer wheel base, stacks heavier loads even higher. But it needs a lot of aisle to work in.

Home-Made Attachments for Fork Lift Trucks



R A M

A length of iron pipe slipped over each fork or over one of the forks, the other being removed, and hammered to fit tight makes a ram for handling coils of strip steel, wire cables, castings, and other special jobs.



DETACHABLE CRANES

Various types of home-made cranes can be rigged on fork lift trucks. An elaborate one of metal is shown.

FIGURE 27



This 2000 pound fork lift truck is suitable for light loads. The position of the operator at the rear adds to the counterweight.

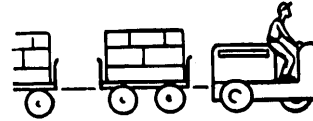
FIGURE 28

WHICH ? WHEN ?

The fork lift truck is primarily a stacking machine; do not use it for hauls greater than about 250 feet. The tractor-trailer train is a medium-distance hauling unit (250 feet up to a mile or so); but it is at its best only when surfaces are relatively smooth. The motor-truck and the freight car haul heavy loads long distances; but the tractor-trailer train is often a wiser choice than either when material is being moved between warehouses or on long hauls. Trailers can be loaded inside the warehouse, right at the stack; trucks and cars cannot. Tractor-trailer trains make no demand on congested railroad tracks or overworked switch engines. But when the going is tough, better turn over the job to a truck or freight car.



FORK LIFT TRUCK



TRACTOR-TRAILER TRAIN

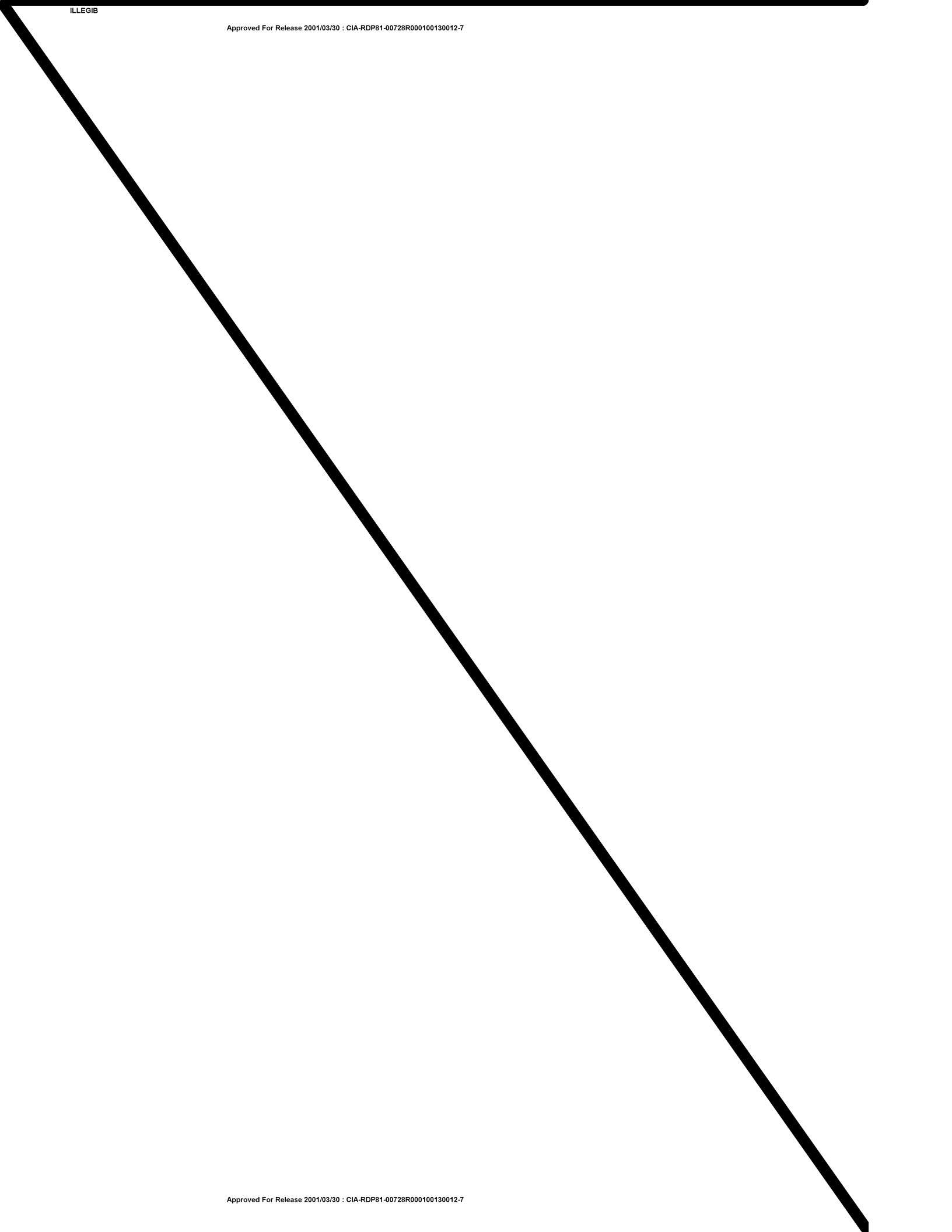


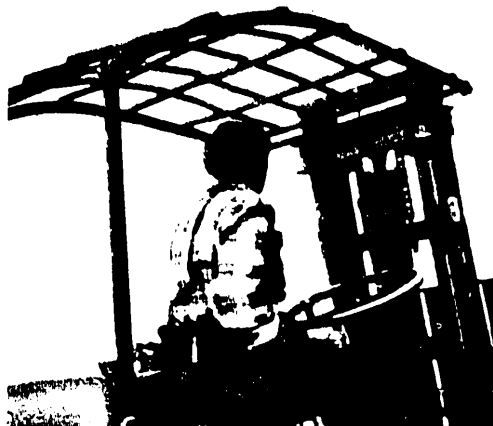
TRUCK



FREIGHT CAR

FIGURE 29





Here are two views of overhead safety guards to protect fork lift truck operators from falling supplies.

FIGURE 30





This medium fork lift truck will handle practically any load stored in the warehouse; yet it doesn't require excessive aisle space.

FIGURE 31

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(5) Continued.

if the lifting mechanism permits, their added weight enables them to stack supplies higher.

(6) Fork Lift Truck Efficiency.

Fork lift trucks are primarily lifting and stacking machines. When used as carriers over long routes their efficiency is greatly decreased. Fork lift trucks can stack high, permitting maximum use of vertical storage space.

(7) Determining Load Capacity.

Loading a fork lift truck beyond its rated capacity is a serious violation of safe practice, since overloading will tip over the truck, injure the driver, and damage or destroy the supplies. The greater the distance between the center of the load and the heel of the fork, the lighter the load which can be lifted by the truck. Any overhang of supplies on the pallet platform further decreases the amount of weight which can be lifted. The maximum capacity of each size of fork lift truck is determined by the manufacturer.

h. TRACTORS AND TRAILERS

Industrial tractors and warehouse trailers, forming tractor-trailer trains, transport supplies in quantity up to a distance of a mile in one direction over smooth surfaces inside warehouses, between warehouses, or from carrier unloading points to points of storage.

(1) Characteristics Of Tractors.

Tractors are powered by gasoline engine, electric motor, or combination gasoline electric power units. They are used for both indoor and outdoor hauling. Tractors may have three or four wheels with solid or pneumatic tires. For outside work, the four-wheel tractor with pneumatic tires is preferable.

(a) Three-wheel Tractors.

Three-wheel tractors may have a single or twin wheel as their front steer wheel. Their short turning radius makes them well suited to operations in congested areas and confined working spaces. The drawbar pull on this type of tractor is 2,000 to 2,600 pounds maximum.

(b) Four-wheel Tractors.

Four-wheel tractors are generally larger, heavier, and less maneuverable than the three-wheel type, but their power, weight, greater wheel diameter, and bearing surface give them more stability and more draw-bar pull capacity. Four-wheel tractors equipped with pneumatic tires are suitable for out-door hauling over moderately rough ground. They can easily be equipped with four-speed transmission and side power take-off for driving a rotary brush, a winch, or a crane, mounted either at the front or rear. Also, they can be fitted with cabs and detachable snowplow blades for out-door snow removal.

(2) Tractor-Trailer Trains.

A train of a dozen trailers will follow its tractor over allong devious route, negotiating curves and S-turns as easily as a freight train follows its engine. Railroad facilities should not be used for moving supplies from one point to another within the depot installation without good reason. The use of railroad equipment instead of motor trucks or tractor-trailer trains ties up track facilities, delays switching operations, and places increased demand on already-over worked switch engines.

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Tractor-trailer trains are the most economical means of moving supplies to and from storage over distances between 250 feet and a mile.

FIGURE 32

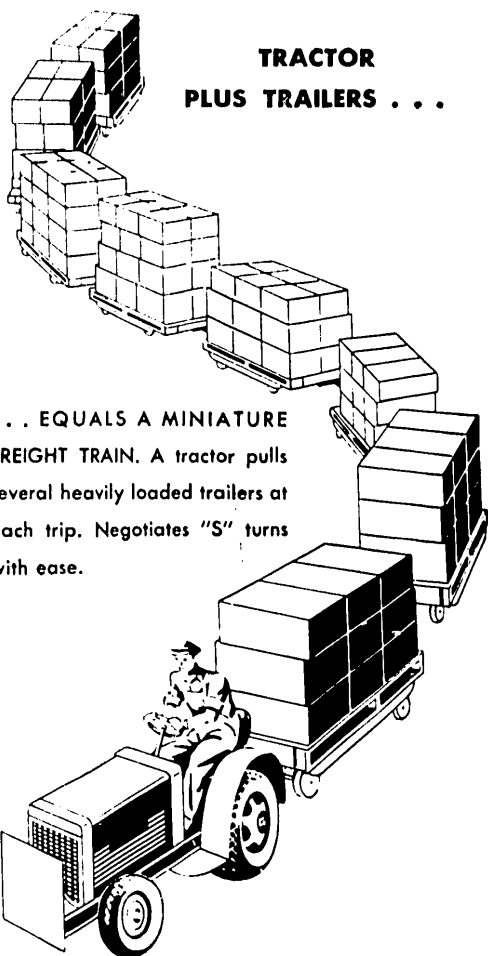


FIGURE 33

(3) Tractor-Trailer With Fork Lift Truck.

To unload supplies from a car with out the aid of a car-floor-level platform and move them to the point of storage, combined operation sequence using both tractor-trailer trains and fork lift truck is recommended.

i. CONVEYORS AND CHUTES**(1) Conveyors.**

Conveyors carry bulk supplies or packages in continuous flow over fixed horizontal or inclined routes up to several hundred feet in length. They save time and equipment when packages in quantity are to be transported over a considerable fixed distance. They can be installed permanently or used as portable conveyors, since each section can easily be detached and moved to another location. The types of conveyors, normally used in depots are gravity-operated roller conveyors and wheel conveyors, and power operated roller conveyors, belt conveyors, slot conveyors, and inclined belt or slot conveyors. These are as follows:

(a) Roller conveyor, gravity-operated.

Used when large quantities of uniform-sized packages are to be moved over distances greater than 100 feet.

(b) Wheel conveyor, Gravity-operated.

Primarily a portable unit, used in large storage operations to handle uniform-sized package weighing not more than 100 pounds. Conveyor runs will normally be a minimum of 50 feet.

(c) Roller conveyor, Power-operated.

Designed for heavy-duty continuous-flow operations over long distances where

there is no interference from cross-traffic. It may be operated with limited personnel. Length of conveyor runs will normally be at least 200 feet.

(d) Belt conveyor, Power-operated.

Adapted to large-volume handling of miscellaneous-sized packages over unobstructed long distances. Suitable for horizontal, inclined, or declined handling or combinations of these operations. Horizontal runs will normally be a minimum of 200 feet.

(e) Slat conveyor, Power-operated.

Designed to handle heavy packages over long distances and may be used for raising, lowering, and horizontal handling. Conveyor runs will normally be a minimum of 200 feet.

(c) Inclined belt or slot conveyor, power-operated.

Used for loading, unloading, and stacking operations of practically every type within weight limits of belt and slot type conveyors.

(2) Chutes.

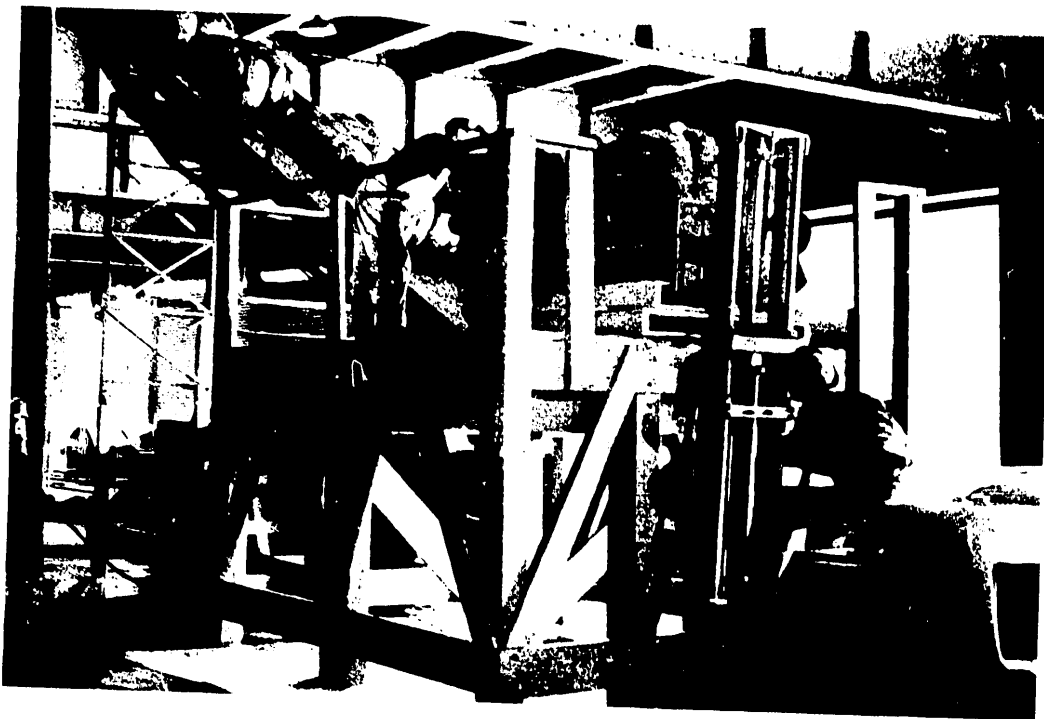
Chutes are used to move supplies to a lower level. They are built of wood, canvas, or metal and follow straight, curved, or spiral routes. Spirals or curves reduce the sliding speed of supplies, preventing damage when they reach the bottom, and are more economical of space than straight chutes.

j. CRANES

Cranes are used to lift, swing, and lower loads that are otherwise inaccessible, or are too heavy or bulky

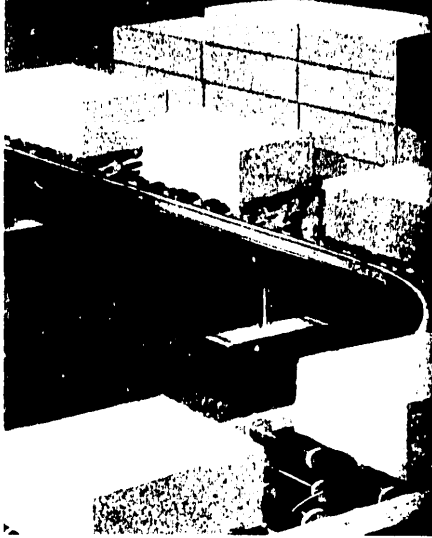
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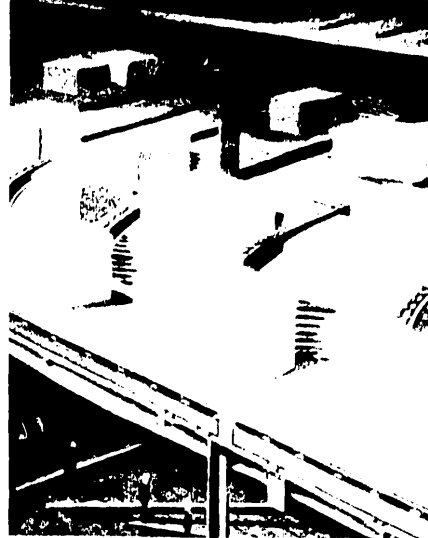


Power conveyors are often best for moving supplies from one level to another in a multistory warehouse.

FIGURE 34



GRAVITY WHEEL CONVEYOR. "Skate" wheels mounted on axle rods are faster and lighter than rollers.



BELT CONVEYOR (foreground). Supplies fed here by gravity roller conveyors, move along on a continuous power-driven belt.

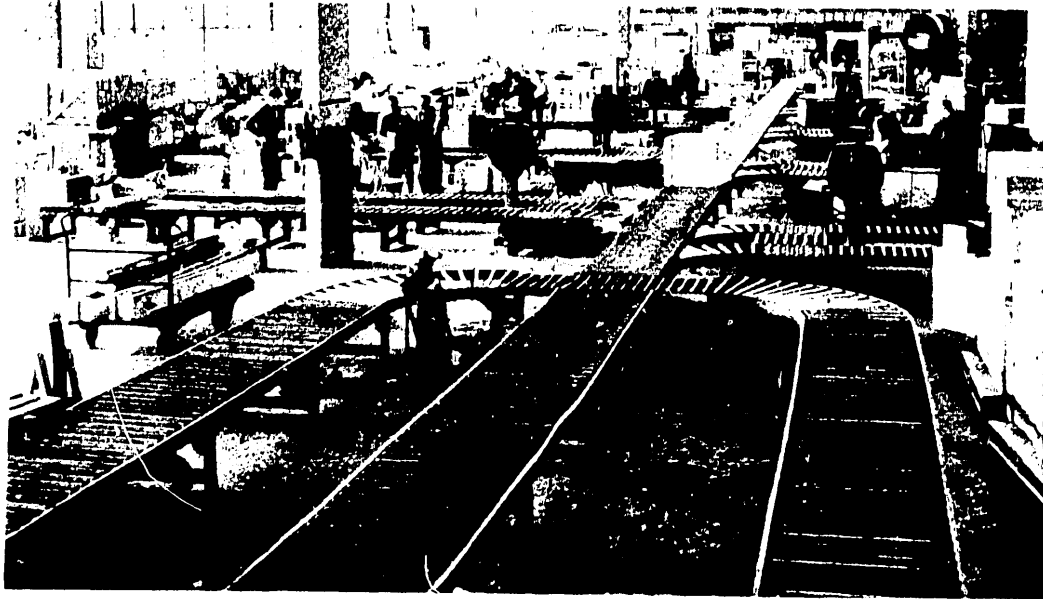


SLAT CONVEYOR. Wood or steel slats are fastened at each end to continuous power-driven roller chain.



CHUTES. Wood, metal, canvas. The tubular canvas type is excellent for dropping bags of sugar from high piles or upper stories.

FIGURE 35



*A roller conveyor system speeds up
the packing room operation.*

FIGURE 36

for other types of handling equipment. Their chief advantage is their reach. They are seldom used to transport loads horizontally except for short distances. Crane capacities range from 1 to more than 50 tons.

(1) Locomotive Cranes.

Locomotive cranes are mounted on wheeled cars which travel under their own power on standard or special gauge railroad track. This type of crane, built in a wide variety of lifting capacities up to 60 tons, is used for loading and unloading railroad cars.

(2) Crawler Cranes.

Crawler cranes are more mobile than locomotive cranes; they are mounted on track-laying type treads. Capacities run to about 50 tons. Crawler cranes are used in outside storage areas and can travel readily over moderately rough or soft ground. Their primary mission is to lift, swing, and lower but they may carry loads horizontally over short distances.

(3) Truck-mounted cranes.

Truck-mounted cranes are more mobile than locomotive cranes or crawler type cranes, since they are mounted on truck chassis and can travel anywhere a truck can go. Truck-mounted cranes are built to various capacities up to about 20 tons.

(4) Warehouse and dock cranes.

Warehouse and dock cranes are either of the rigid boom industrial tractor type or revolving type mounted on an industrial tractor or power-propelled chassis. The capacity of the rigid type runs to 10,000 pounds at 3 feet from the front of the tractor. These cranes are designed for hoisting and stacking work inside warehouses and on loading docks and platforms where overhead clearances are sufficient.

(5) Pneumatic-tired single-engine cranes.

Pneumatic-tired single-engine cranes in which the operator controls all the functions of the unit, are self-propelled and have speeds up to 15 miles per hour, and have a lifting capacity up to 50,000 pounds.

(6) Gantry cranes.

Gantry cranes are mounted on structures that span or bridge an intervening space. Cranes of this type are an adaptation of the overhead type crane applied to outdoor service. Gantry cranes may be fixed or portable. In the latter, the legs are mounted on wheel trucks for track operation. They are particularly useful in storage yards, docks and railroad yards where a long radius of action is required, since the gantry spans the area over which the crane operates. Capacities of gantry cranes run up to 60 tons, with a wide variety of boom lengths depending on the type of service required.

(7) Special crane-grappling attachments.

Special crane-grappling attachments for cranes are used at depots for safety and efficiency. In addition to various hooks which are manufactured commercially special sling attachments, hooks and other handling devices are devised for handling bulky or clumsy supplies. Heavy wooden cases may be picked up by box hooks with the parts of the hook being drawn together by the strain on the hoisting cable. Chains, cable slings, and rail spreaders may be used to lift large units, while a number of small units may be hoisted simultaneously by the use of multiple hooks or attachments.

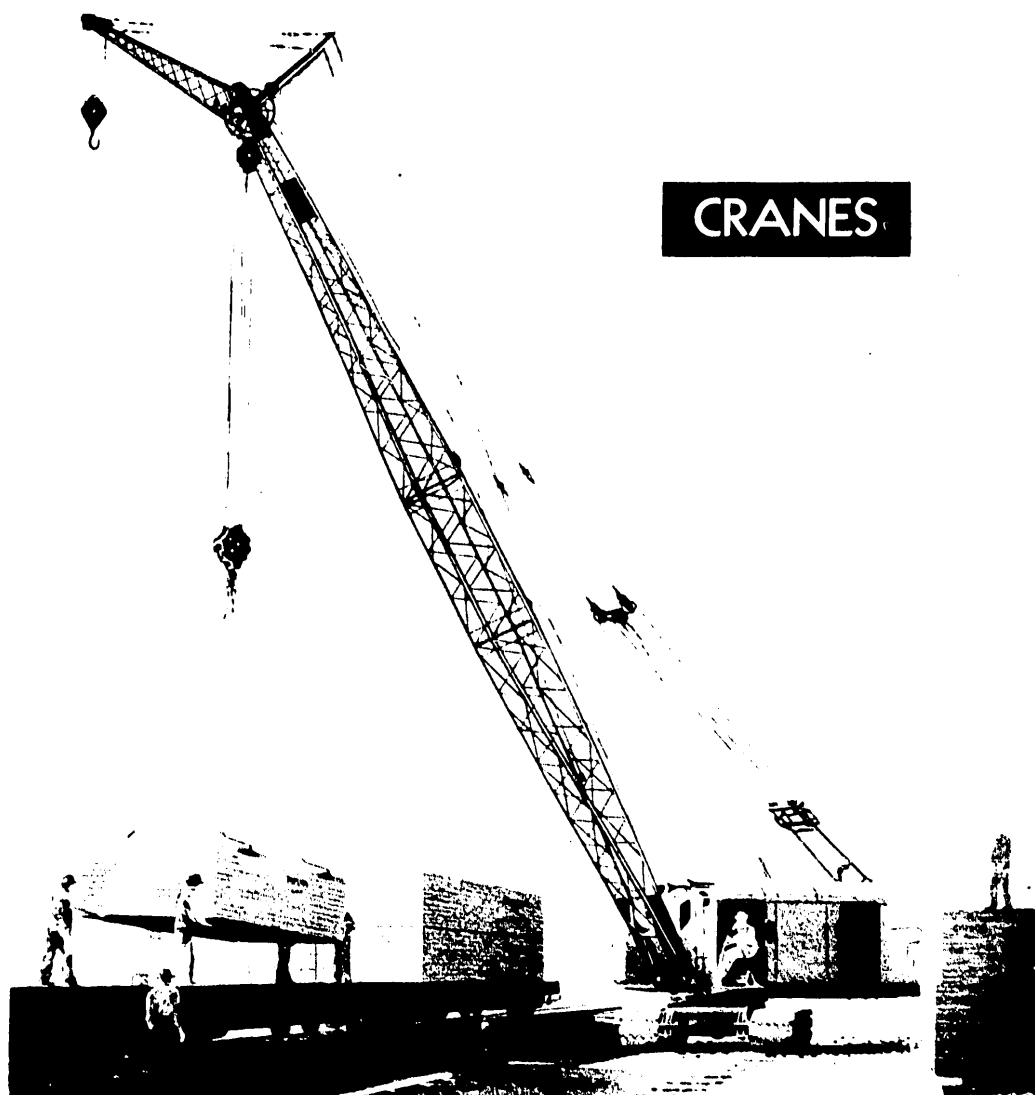
k. OTHER POWER-OPERATED EQUIPMENT

(1) Portable elevators.

Portable elevators are power-driven

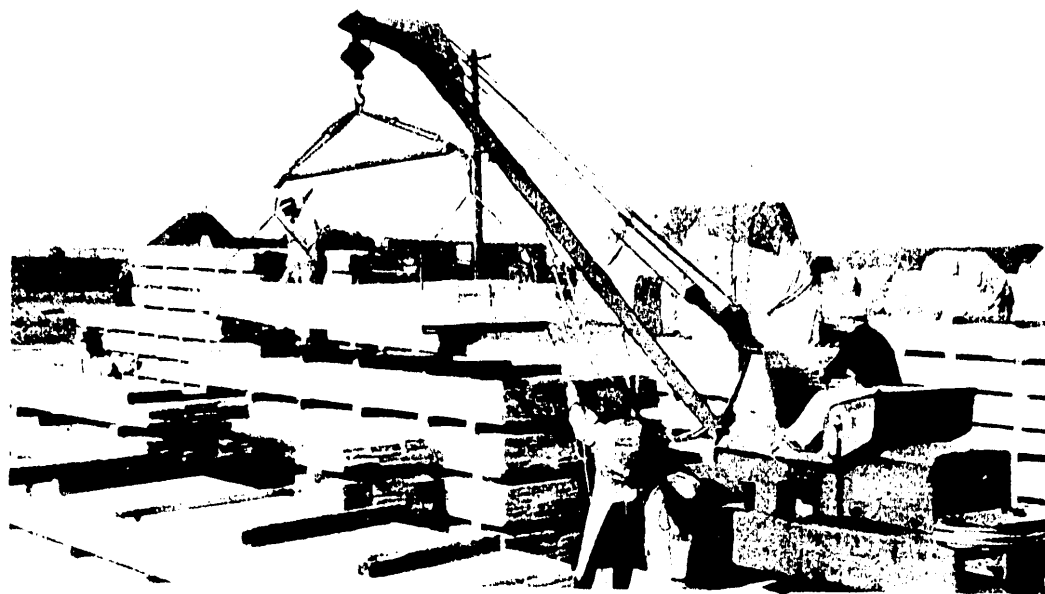
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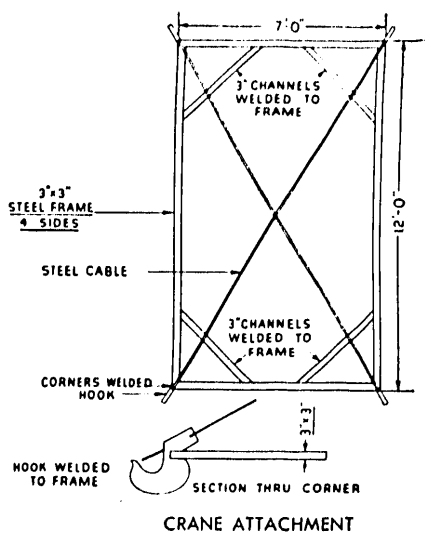
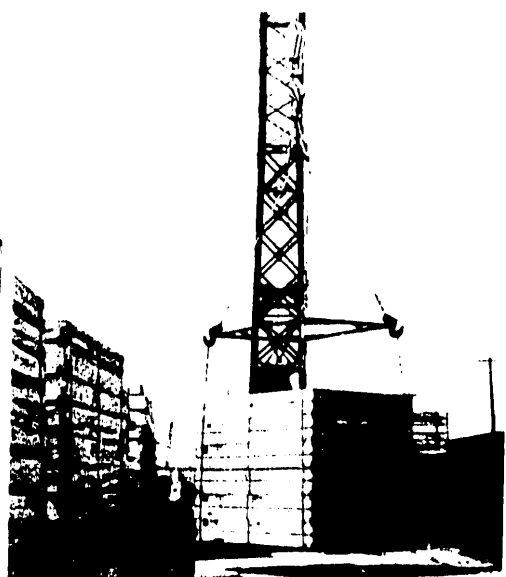
CRANES

FIGURE 37

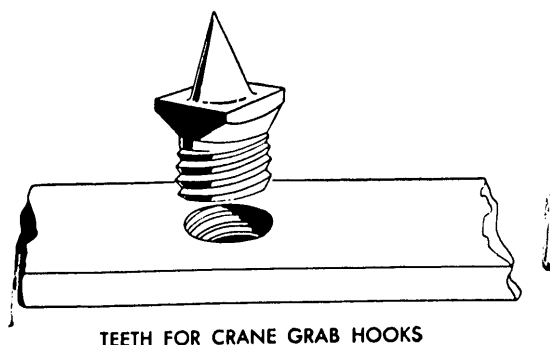


Warehouse crane.

FIGURE 38



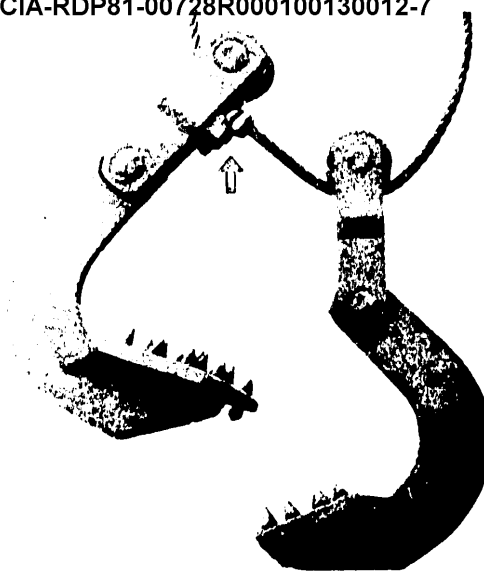
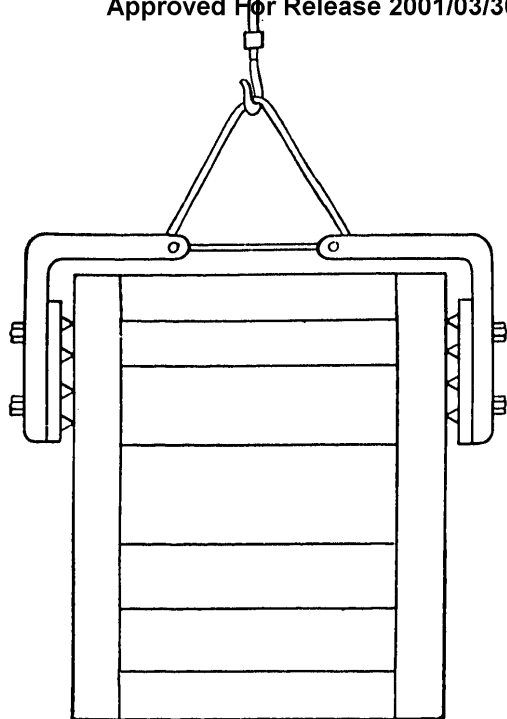
Two-way sling spreader.
FIGURE 39



TEETH FOR CRANE GRAB HOOKS

Horseshoe caulks may be sharpened as shown above to form teeth for grab hooks.

FIGURE 40



Shown above and at left are examples of grab and box hooks. The arrow in the picture above points to a safety catch which holds the two hooks a specified distance apart, preventing them from banging together.

FIGURE 41



This rigid tong bridge hoists several barrels at a time.

FIGURE 42

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units having either single or telescopic lift with a maximum lifting capacity of 10,000 pounds. They are used for lifting drums, barrels, cable reels, and other supplies and can be applied to double-deck storage in the absence of fork lift trucks. Maximum height of lift is about 10 feet.

(2) Portable stackers.

Portable stackers are mounted on caster platforms and may be operated by one man. They are designed for vertical handling of loads up to 2,000 pounds. Maximum height of lift is 15 feet. Two vertical struts serve as guides for the elevating platform and support the power mechanism. Passage through door-ways is gained by telescoping or hinging the vertical struts.

(3) Flat-bed trailers.

Flat-bed trailers are equipped with both rear and front towing attachments or drawbars so that a number of them may be coupled together to form a train. Light duty trailers have load capacities up to 3 tons, while heavy duty types carry loads up to 4 or 5 tons. Variations in body equipment may be requisitioned or alterations may be made locally at the depot. The more common types employed are:

(a) Four-wheel-steer trailers.

Wheels are mounted on steering knuckles and are connected by link bars so that all four wheels assist in steering.

(b) Fifth wheel or wagon trailers.

This type has one fixed axle and one axle with drawbar attachment for steering as a unit through a king pin or bearing plate.

(c) Caster trailer.

Two casters are mounted on a fixed axis and the other two are on

a swiveling axis. These trailers are easily moved by hand.

(4) Mobile loading platforms.

Mobile loading platforms built on trailers, are used for loading and unloading trucks and freight cars at car floor level where there are no fixed loading platforms. Platforms may be towed to car doors by a truck or tractor and moved up and down the length of a freight train to eliminate car switching. Mobile loading platforms may have guard rails and lighting system for night work.

(5) Elevating platform trucks.

Elevating platform trucks, designed to handle supplies on skids, have load capacities of from 4,000 to 20,000 pounds. Carrying platforms are of various sizes.

(6) Ram trucks.

Ram trucks are cantilever type gasoline or electric-operated industrial trucks, equipped with vertical upright or a mast and an elevating backplate. A ram extends from the backplate for picking up, carrying, and stacking open-center cylindrical loads. The load capacities run from 3,000 to 30,000 pounds. The machine is efficient for distances up to 200 feet.

(7) Power-driven hand fork trucks.

Power-driven hand fork trucks have an electric motor with a storage battery mounted over the front wheels. They operate both in forward and reverse. Capacities range from 4,000 to 6,000 pounds with approximately a 4-inch lift. They may be operated in 6-foot aisles.

(8) Fixed platform trucks.

Fixed platform trucks are an improvement over hand trucks, since the load capacity is greater. A disadvantage

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INCLINED VERTICAL STACKER

Raises supplies to the top of a stack, when
fork lift trucks are not available.

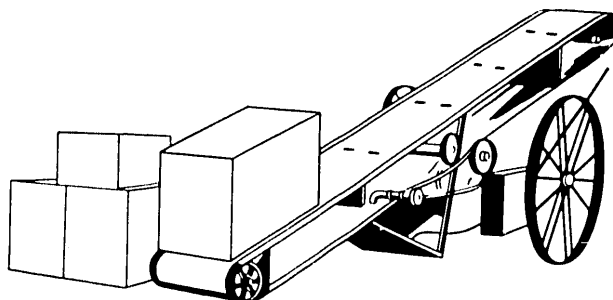
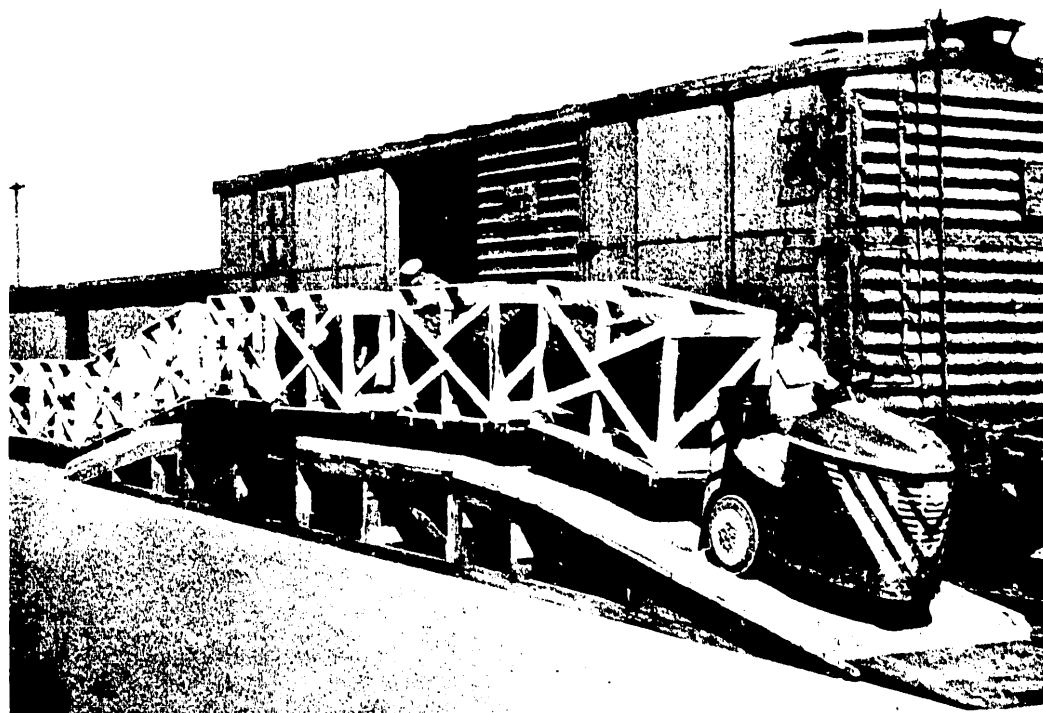


FIGURE 43



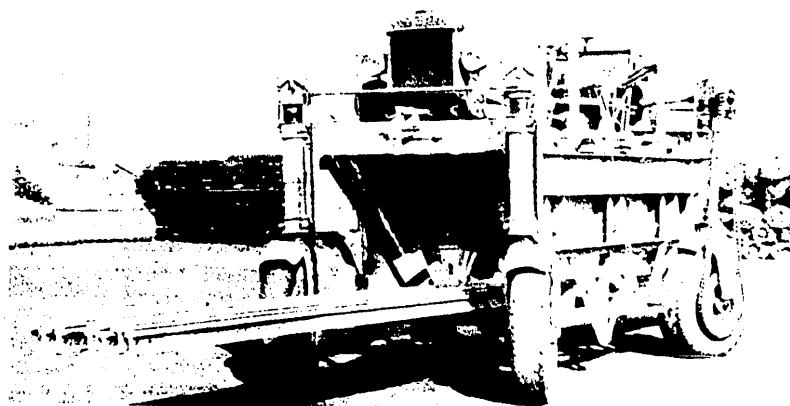
*This portable three-section ramp offers a solution to the
problem of working a car where there are no loading docks.*

FIGURE 44



A winch, mounted on the truck, pulls a heavy crate out of an end-door box car onto a trailer.

FIGURE 45



Straddle trucks are handy carriers, useful for moving such items as lumber, poles, rail or long sections of pipe.

FIGURE 46

is that they are idle while being loaded or unloaded. In addition to transporting supplies in and out of storage, they may be used as portable servicing units when equipped with spare parts and tools or with gasoline and oil dispensing facilities. Fork lift trucks and tractor-trailer trains are generally more efficient for materials handling.

(9) Power-driven winches and capstans.

Power-driven winches and capstans, operated by electricity, are occasionally used to roll or skid heavy objects by straight pull over short distances. They may be either portable or fixed.

(10) Straddle trucks.

Straddle trucks are built with inverted framework and four-wheel steer for the purpose of straddling a load, picking it up clear of the ground, and carrying it at speeds up to 50 miles per hour. They are gasoline-operated with the engine and operator's cab on top. They handle loads up to 30,000 pounds which may run from 42 inches wide by 48 inches high to 52 inches wide by 56 inches high. Straddle trucks are designed to transport such loads as lumber, poles, long sections of pipe, girders, or reinforcing rod.

1. SERVICE AND MAINTENANCE OF EQUIPMENT

Equipment break-downs are costly, they waste time and labor, throw an added burden on the other equipment, and use costly and often irreplaceable materials and parts. Preventive maintenance will keep break-downs to a minimum and add materially to the life of each machine.

(1) Lubrication of equipment.

Lubrication of equipment is essential, and will be done in accordance with lubrication orders pertaining to the equipment.

(2) Inspection, repairs and records.

Inspection, repairs, and records will be made in accordance with appropriate publications dealing with materials handling equipment.

m. MANUAL HANDLING AIDS

(1) General.

General circumstances may make it necessary to load, unload, transfer, or stack supplies by hand or with the help of manual handling aids. Sometimes mechanical handling equipment cannot be spared from more urgent jobs or it may be broken down. Then it is necessary to move supplies by hand. The depot chief will provide such handling aids as warehouse dollies; two-wheel, four-wheel, or six-wheel trucks; gravity conveyor units; and hand lift trucks or hand lift pallet type trucks.

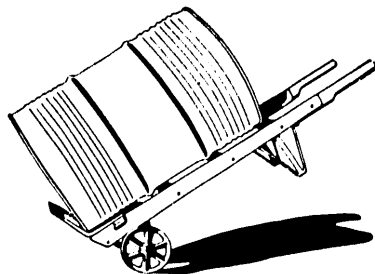
n. HAND TRUCKS

Hand trucks are used more generally than any other type of materials handling equipment. They are useful in all types and sizes of storage installations where mechanical equipment will not fit or is not available. The following types of hand trucks will be found useful in the average depot installation:

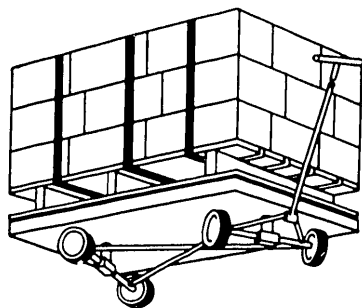
(1) Two-wheel trucks.

Two-wheel trucks are the familiar stevedore or railroad station type of hand trucks. Each consists of two handles and a platform on which the load rests. A blade extends at an angle from the bottom of the platform and supports the load. Two metal legs at the top corners of the platform help bear the load when the truck is resting flat on the ground. The truck is pushed by a man standing erect. Load capacities run from 200 to 600 pounds.

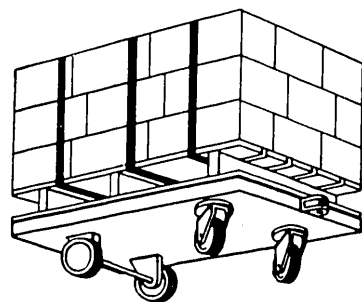
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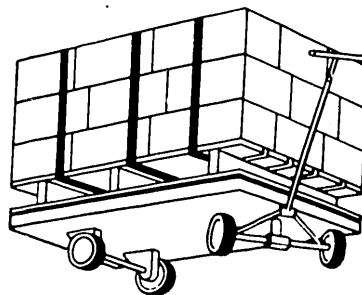
Two-wheel hand truck



"Fifth-wheel" on both axles



Caster trailer



"Fifth-wheel" on front axle

FIGURE 47

STYLES OF UPPER STRUCTURE — RACKS, STAKES, SLATS, ETC.								
	ONE END CLOSED	RACK IN CENTER	TWO ENDS CLOSED	TWO SIDES CLOSED	SIDE AND END CLOSED	SIDE AND ENDS CLOSED	SIDES AND END CLOSED	SIDES AND ENDS CLOSED
FLAT IRON WITH STRAPS								
FLAT IRON WITH RODS								
ROUND IRON AND PIPE								
SOLID METAL SHEET IRON ETC.								
WOODEN STAKES								
WOODEN SLATS								
SOLID WOOD								

FIGURE 48

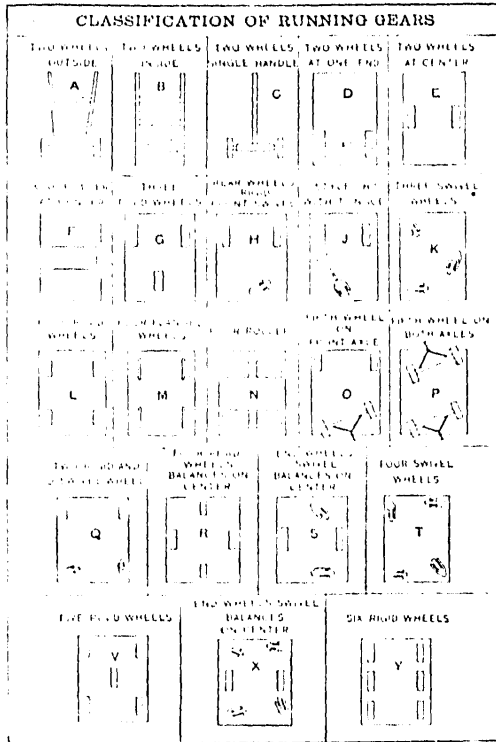
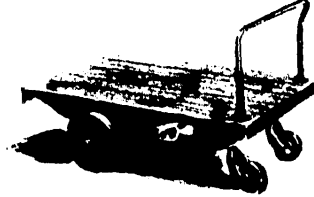


FIGURE 49



**STOCK
PICKER
TRUCK**

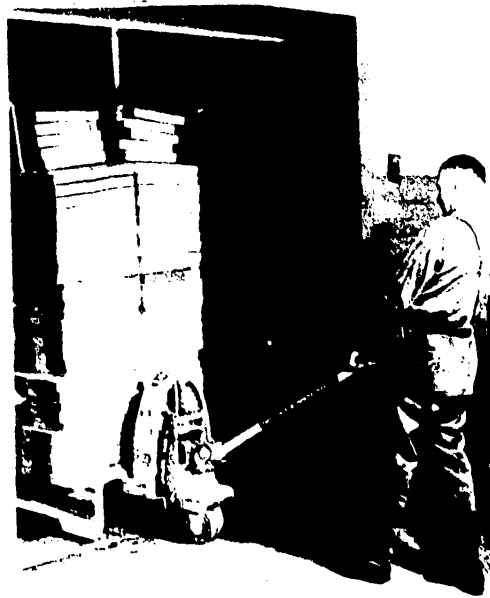
Moved along with the stock picker, and when loaded, dispatched to shipping room



**4-WHEEL
HAND TRUCK**

Range from 1,000 to 6,000 pounds capacity. Fine for small-lot stock-picking operations. Works well in multi-story buildings.

FIGURE 50



Hand lift trucks can be used in narrow operating space, or under circumstances when power equipment is unavailable. This type of equipment is often useful in multistory operations, as shown in this picture.

FIGURE 51

(2) Four-wheel trucks.

Four-wheel trucks, handling heavier and larger loads than two-wheel trucks, are useful in multistory warehouses and for small-lot stock picking. Their load capacities run from 1,000 pounds to 6,000 pounds.

(3) Six-wheel trucks.

Six-wheel trucks also handle larger loads than two-wheel trucks. They are used for sorting express or other shipments in a centralized receiving branch and for delivery of items over short distances. Load capacity is 6,000 pounds, although the load should not be so heavy as to make pushing difficult.

(4) Stock picker trucks.

Stock picker trucks are used for assembling lots of small items and delivering them to a central point.

(5) Hand lift trucks.

Hand lift trucks are three-wheeled platforms used for transporting skid loads over short distances. A steering handle is mounted on the front, furnishing the thrust by which the platform raises the load off the floor. Hydraulic mechanism furnishes the raising and lowering power.

(6) Hand lift pallet type trucks.

Hand lift pallet type trucks are similar to hand lift trucks except that the platform consists of two blades, supported on the ends by small wheels. They are used for transporting palletized supplies over short distances but not to lift or stack.

(7) Warehouse dollies.

Warehouse dollies are used for shifting heavy loads over short distances.

Each consists of a rectangular frame mounted on rollers. The dolly is placed in the center of the load unless the load is large enough to require a dolly at each end.

c. HAND-OPERATED STACKERS

These are designed for smaller storage operations than the portable power-operated stackers. They have a lifting capacity of 1,000 pounds with a 30-foot lifting height. The platform is raised or lowered through vertical struts by means of hand crank and gears. Platform widths range from 30 to 42 inches, as in the case of the power-operated stacker. Other characteristics are similar.

d. HAND-OPERATED WINCHES AND CAPSTANS

These are similar to those operated by electric power. They are either portable or fixed, and are used to roll or skid heavy objects by straight pull over short distances.

g. MANUAL HANDLING

A certain amount of manual handling of supplies is necessary at every storage installation. Manual handling may involve nothing more than transferring packages from a packing-room assembly line to a warehouse trailer or loading pallets in a box car, or it may be necessary to carry supplies over considerable distances. Depot Chiefs will make certain that all warehouse personnel understand the principles of manual handling--how to lift, how to carry, and how to dispose of the load at the point of storage or in the carrier.

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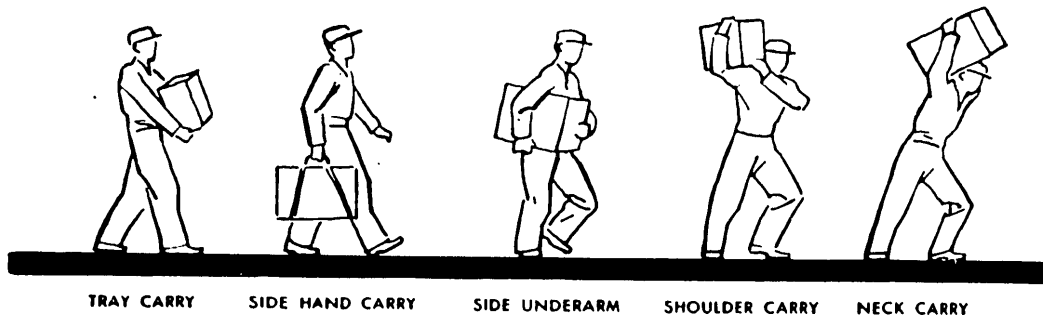
PROPER MANUAL HANDLING METHODS



SAVE TIME • PROTECT SUPPLIES • PREVENT INJURIES

(1) LIFTING THE LOAD

The worker squats down, feet spread apart and flat on the floor, with his body as close to the load as possible. He keeps his back straight so that the strain of lifting will be taken in his thighs and shoulders.



TRAY CARRY

SIDE HAND CARRY

SIDE UNDERARM
CARRY

SHOULDER CARRY

NECK CARRY

FIGURE 52

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3. STORAGE METHODS

a. STORAGE OPERATION

Good storage is simply a continuation of the receiving operation; a depot stores so that it may later ship. The elements of storage include such factors as the fullest use of space consistent with proper care of the commodity; positive item identification; a maximum conservation of time, labor, and equipment; and the rapid, unimpeded movement of supplies from storage area to loading point.

b. WHERE TO STORE

The problem of where to store is often made more difficult by shortage of storage buildings. Warehouses and sheds give added protection to stored supplies, and must be used for those supplies requiring the protection which a building provides. In storing supplies consideration will always be given to storing them in the open, so that covered space may be saved for those supplies which must have protection. Certain supplies arrive at the depot already prepared for open storage, others properly processed, can be given open storage and protected with tarpaulins, roofing paper, or other covering. Where and how to store can be determined by the following commodity factors:

(1) The Characteristics of Supplies.

The characteristics of supplies will often determine type of storage required. Supplies with special storage requirements will be stored according to special instructions of the Chief, Procurement and Supply Office.

(2) Active Supplies

Active supplies due to go out again in a short time will normally be stored near the loading point.

(3) The Volume of Supplies

The volume of supplies in incoming shipment will often determine the storage location.

(b) Large, Bulky, Hard-to-Move Supplies.

Large, bulky, hard-to move supplies will be stored as close to the loading doors as possible.

c. WAREHOUSE STORAGE

(1) General.

Warehouse storage is for supplies which cannot be exposed to weather. Items which can be palletized will normally be stored and handled on pallets. If the individual containers cannot stand weight, or are irregular in size and shape, box pallets may be substituted. Bins and racks can be used for smaller items which are stored loose. The principle of warehouse storage, as in shed or open storage, is to store according to space rather than by numerical sequence. Storage by space not only permits storage of more supplies in a given area, but it does away with the necessity for rewarehousing large stacks in order to preserve a numerical or alphabetical storage sequence.

(2) Block Stacks.

Block stacking utilizes three-dimensional space, since a block stack is two or more units wide, two or more units deep, and stacked two or more units high. The height of stacking is limited by height of warehouse ceilings, rafters, strength of individual containers, floor load limit, and lifting capacity of materials handling equipment.

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Store Small Lots at Ends of Large Center Bays

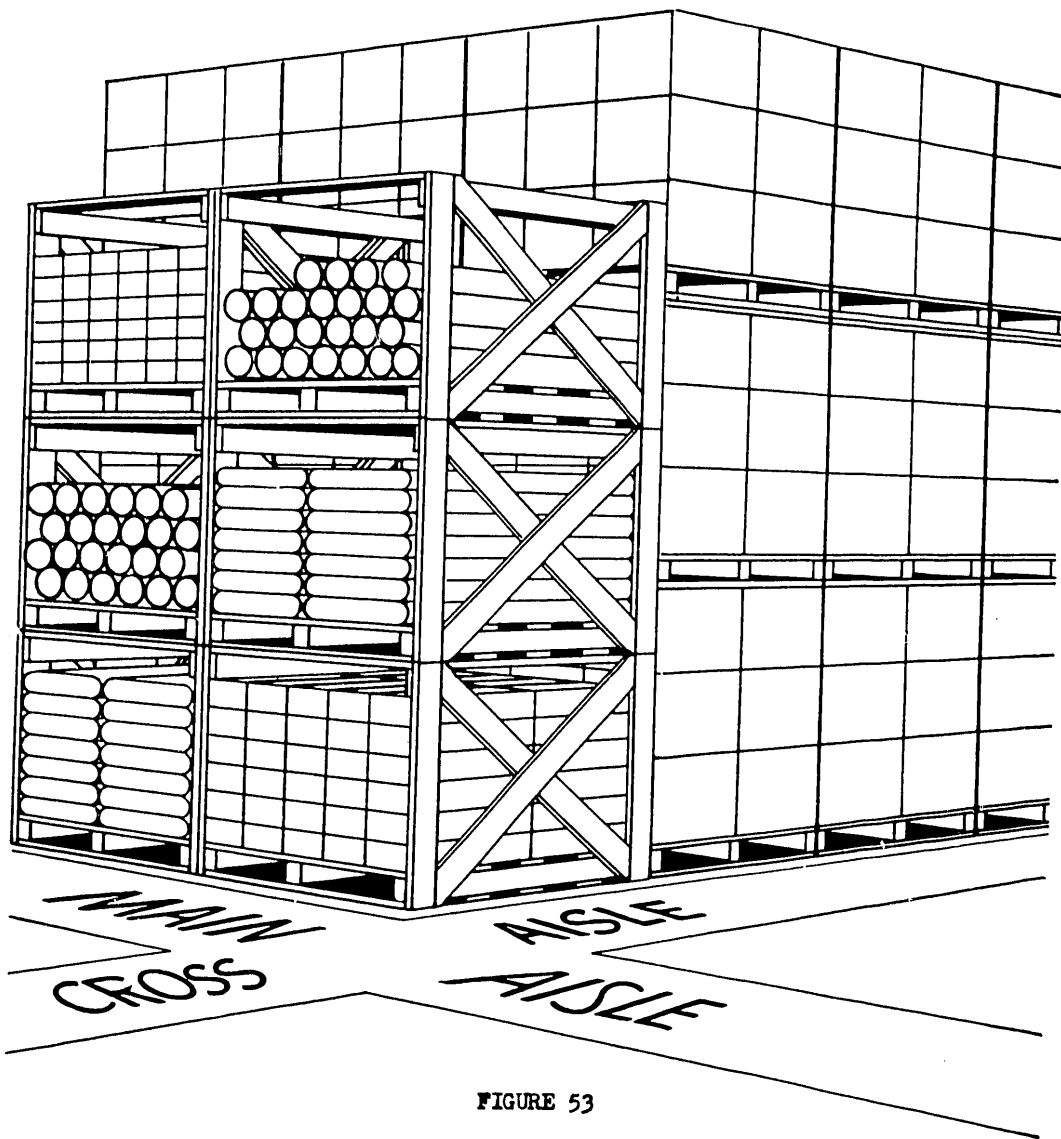
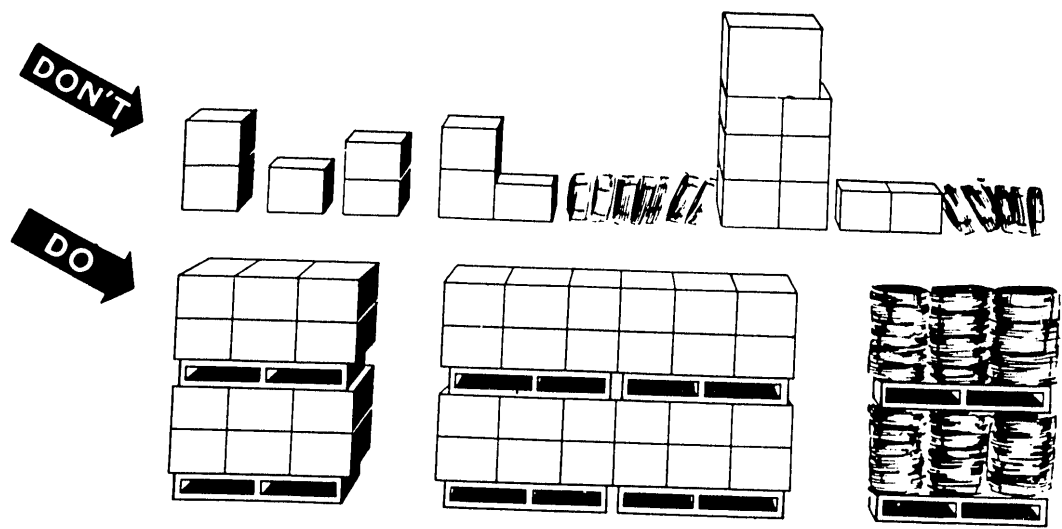


FIGURE 53



Never store numerically; always store by space.

FIGURE 54

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(a) Honey-combing.

This is a space-robbing practice an occurs when supplies are stored or removed in such a way that unusable space is left within stacks. When planning a stack, plan to use space according to the nature of the supplies to be stored. Large quantities of active supplies will be stored in large blocks with deep rows, but supplies which are withdrawn in relatively small quantities will be stored in blocks where the rows are not too deep. Withdrawals will be made by rows from aisle to wall and never across the whole front of the stack as the aisle is merely widened and no no space for additional storage is gained.

(b) Storing large lots.

Large lots go well in end bays if these bays are at the ends of the warehouse, full width of the building can be used for solid storage.

(c) Stacking aids.

Pallets save much time and labor in handling and storing many types of supplies. Cross stacking individual containers gives added stability to the pallet load, but if this is not practicable, strips of wood, cloth, or paper may be placed between layers. Dunnage keeps moisture-affected supplies off damp floor or ground surfaces, stabilized the stack, allows ventilation, and separates individual units for handling by fork lift truck. When supplies are stored on pallets, the pallets serve as dunnage.

(d) Safety measures.

To protect the supplies and the men handling them, all stacks will be firm and stable. The top layer will be level to prevent upper pallet loads from toppling.

(e) Safe floor loads.

Safe warehouse floor loads are normally determined by reference to the building plans, on which the floor capacities in pounds per square foot are customarily designated. Floor loads established as above will be considered as a maximum for safety and will not be exceeded.

d. SHED STORAGE

Shed storage is normally used for supplies that need protection from sun, rain, and snow, but not from temperature or humidity variations. Sheds may be used in an emergency to store supplies that normally need warehouse protection, like warehouse storage, shed storage will be well planned.

e. OPEN STORAGE

Open storage is for supplies which are not affected by weather or weather changes.

(1) Stacking

In open storage, supplies must be stacked just as carefully as in warehouses and sheds. Active supplies will be stored near the loading point.

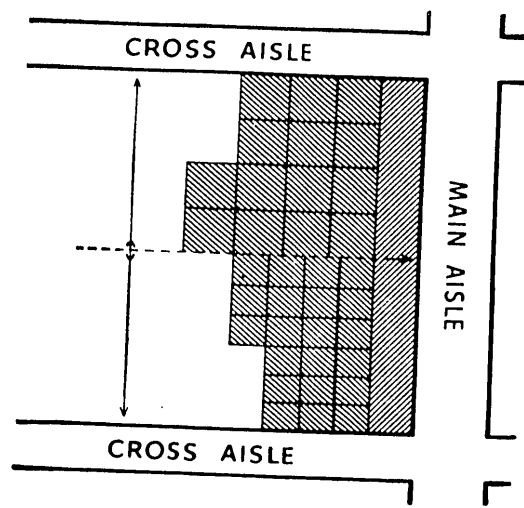
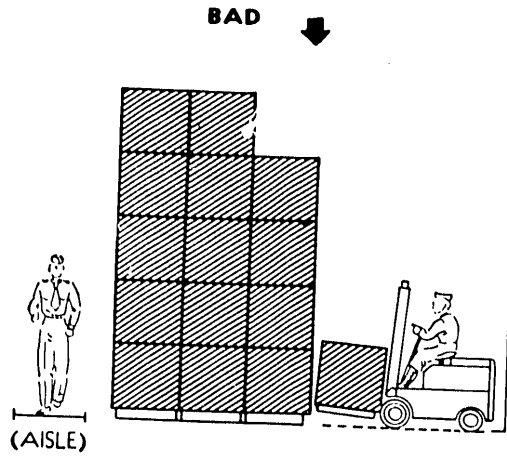
(2) Dunnage.

Dunnage is more important outside than in; it raises the supplies far enough off the ground to let the forks of a fork lift truck, or a crane hook or sling slip underneath; it stabilizes the stacks; it keeps the bottom off the wet ground, which is especially important in winter when supplies may freeze to the ground.

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Direction of Storage

NEVER hide storage space by storing from aisle toward wall

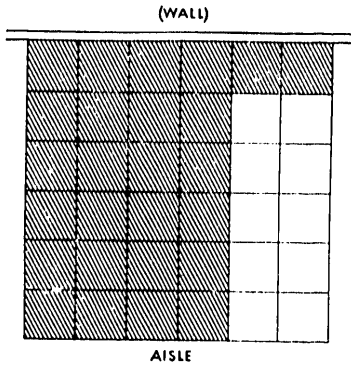


Where a storage area is bounded by aisles, establish an imaginary wall through the center of the space and store from there outward to the aisles.

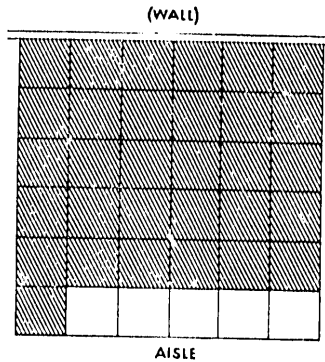
FIGURE 56

HONEYCOMBING Is Space-Waster No. 1

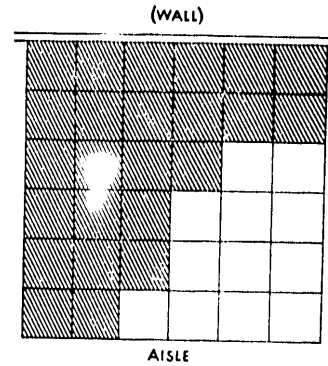
WHAT IT IS



Leaving a little at the rear of a row.



Taking out containers across a stack rather than from aisle toward wall.

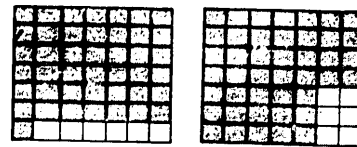
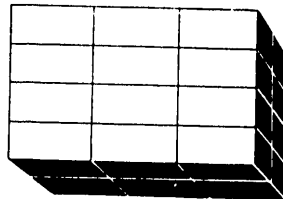


Taking out parts of several rows.

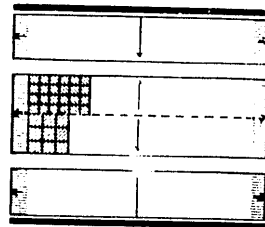
HOW TO AVOID IT



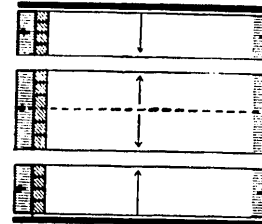
Don't stack in a single long row, as at left. Do stack in several short rows, as above.



When small packages must be removed several rows at a time to get working space, don't work clear across the front of the stack. Do work from the front toward the back.



Do stack in a number of rows from a wall or imaginary center wall line.



Don't extend rows clear across the building and its aisles.

FIGURE 57

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f. LOCATOR SYSTEM.

Since supplies should always be stored by space and lot size rather than by numerical sequence, an accurate, workable locator system is essential for every storage area.

- (1) All warehouses, sections, bays, and other areas.

All warehouses, section, bays, and other areas shall be designated by letters or numbers according to a plan, in which items are stored and can be described by a symbol--for example, "5-A-17," which means that the location is warehouse 5, section A, bay 17.

- (2) The locator system.

The locator system usually consists of a file of cards with one card for each item in storage with location of an item placed on the card for that item. As soon as stock in any one location is exhausted, that location is crossed out on the card. A good locator card contains such information as the stock number, nomenclature, unit of pack, and unit of issue for the item, and the dates received and locations of the various quantities of the item in storage. The card will be designed to contain only as much information as is necessary to find stored supplies.

g. INVENTORIES

An inventory is a physical count of supplies on hand.

- (1) A Complete Inventory

A complete inventory is one in which the quantity of every item in stock is counted as of a particular date.

- (2) A Special Inventory

A special inventory (also called a spot or selective inventory) is one in which the quantity of only certain items is counted. A special inventory of an item is taken whenever it is necessary to verify or adjust the stock of that particular item.

- (3) Procedure

Inventories will be taken in accordance with instructions of the Chief, Procurement and Supply Office.

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h. Stock Locator Procedure

1. Type of equipment

(a) Visible record cabinets will be utilized for the maintenance of the Stock Locator Card, Form No. 36-217. (Insulated type will be used where required for security purposes.)

(b) Card trays or boxes will be utilized for the maintenance of the Change of Location Card, Form No. 36-218.

2. Forms

(a) Stock Locator Card, Form No. 36-217, will be prepared for each item in stock and maintained in type of Kardex cabinet as required:

(1) Cards will be arranged in cabinets by class and stock number.

(2) Header entries will be typewritten and remaining entries will be made in pencil or ink.

(3) Column headings of Stock Locator Card indicate the data to be posted.

(b) Change of Stock Location, Form 36-218, will be utilized to note changes in storage location of items of Supply resulting from rewarehousing, floor cleanup and depletion of stock.

3. Procedure upon Receipt of Material

Upon receipt of material the Receiving Clerk will notify the Depot Supply Officer concerned who will be responsible for determining the exact storage location involved. Record will be entered on tally-in or other receiving documents. Copy of all receiving documents will be routed through the warehouse locator file where location by warehouse, floor, section, bay, and row will be transcribed therefrom to the Stock Locator Card, Form No. 36-217.

4. Procedure upon Issuance of Material

(a) All issuance documents will be routed through the warehouse locator file where the location of each line item will be entered on the document prior to submission to Storekeeper for completion. When item or items to be shipped are in large quantities, a primary and secondary location will be indicated on the document. Consideration to proper rotation of stock will be made at this time.

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(b) In the event instance closes out any one or all locations of an item, warehouse personnel will immediately complete a Change of Stock Location, Form No. 36-216, and forward to the warehouse locator file for appropriate change on the Stock Locator Card, Form No. 36-217.

(c) In the event a location entered on document is in error, store-keeper will notify the locator clerk and request additional information relative to location of item. Locator clerk will determine whether erroneous location was indicated on document or whether location shown on Stock Locator Card is in error, in which case a correcting entry will be made.

5. Procedure upon Changes in Location of Stock

(a) Changes in storage location of supply items brought about by major rewarehousing, floor clean-up, and depletion of stock will be reflected on Change of Stock Location, Form No. 36-216 and forwarded to the locator file for corresponding entries on Stock Locator Card, Form No. 36-217.

(1) A change of location brought about as a result of finding a concealed discrepancy or because of data contained in stock number changes, will be considered as floor-clean-up.

(b) Preparation of Form No. 36-216 is required only when a presently established location is exhausted and/or when a new location is created for an item of supply.

6. Changes in Stock Numbers and Nomenclature

A current master stock catalog or listing of all items stored by the warehouse will be maintained in conjunction with the locator file. A copy of all stock number changes will be routed through the warehouse locator file and corrections, additions, deletions and/or substitutions will be reflected on the locator file and stock catalog or listing.

7. Special Storage Location

(a) For items in a special storage status the following additional information will be reflected on the Stock Locator Card, Form No. 36-217:

(1) Organizational identification (and telephone extensions if available) of person requesting storage.

(2) Degree of security requested.

(3) Approximate length of time for which storage is desired.

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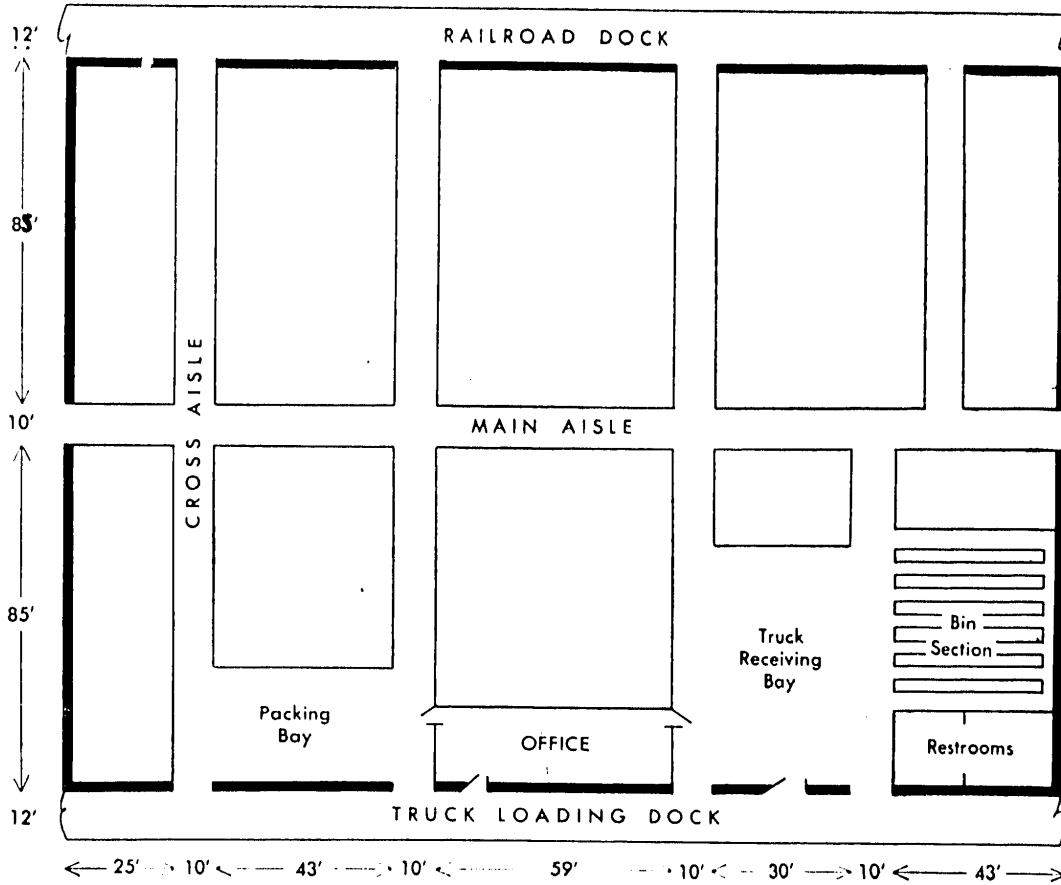
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Date of receipt	Date of Pack	Cond.	Unit of Pack	Kind of Pack	Weight (lb)	Cube (ft)	LOCATION				Remarks
							Whse. or Area	Sec't. or Floor	Bay	Bin or Pallet	
STOCK NO.			NOMENCLATURE					SIZE		UNIT	

FORM NO. 36-218

STOCK LOCATOR CARD

STOCK NO.				NOMENCLATURE			
FROM				TO			
WHSE	FLOOR	BAY	BIN	WHSE	FLOOR	BAY	BIN
DATE		SIGNATURE			REMARKS		
FORM NO. APR 1952 36-218		CHANGE OF STOCK LOCATION				(13)	



STORAGE INSTALLATION

Here is a 180-foot by 240-foot section (warehouse) of storage building. Aisles and storage bays are as shown. This type of construction has a high center of 20 feet, 2 inches, to the bottom stringer of the truss.

FIGURE 59

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4. CARE AND PRESERVATION OF SUPPLIES

a. GENERAL

All supplies in storage will receive adequate care. If corrosion and deterioration start while supplies are in the warehouse or en route, such supplies will not reach their destination in usable condition.

(1) Corrosion prevention

Corrosion prevention affords protection to metallic items by covering surfaces subject to corrosion to prevent contact with water, moisture vapor, acids, and other contaminating substances. Essentially, it includes careful and effective cleaning of the entire item or of parts of an item, the application of a barrier vapor-proof paper to exclude air and moisture, and the covering of the barrier to provide for its protection.

(2) Packaging

Packaging is the covering of items to protect them and the corrosion preventive barrier from physical damage during handling, storage, and packing.

b. RESPONSIBILITY

The senior representative of the area will normally be responsible for the care and preservation of all supplies in use and in storage. Care and preservation is a storage function and the responsibility therefor will be assumed by the depot chief exercising storage responsibility. The degree of these responsibilities will parallel the storage responsibilities and depot chiefs will apply the methods specified by the Chief, Procurement and Supply Office.

c. MEASURES

Measures taken by the depot chief for the care and preservation of supplies in his care will include:

(1) Inspection on Receipt

All supplies and equipment subject to corrosion or deterioration will be given a spot check to determine their condition and extent of preservative protection as soon as received in the depot. When the check of the supplies or of the equipment reveals conditions that must be corrected, the entire shipment may have to be inspected. All items requiring cleaning, processing, and packaging will be given prompt attention in accordance with instructions.

(2) Processing and Repackaging

The fundamentals of cleaning, application of preservatives, and repackaging are described in Section 7.

(3) Inspection and preservation in storage.

The initial preparation of storage does not eliminate the necessity for periodic inspection of supplies and equipment in storage.

(4) Insect, Rodent, and Vermin control

Effective protection is essential in the storage of supplies subject to damage from pest. Preservative and control measures will be supervised by trained personnel

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because of the inherent danger in using fumigants and in the possibility of gases damaging adjacent supplies.

- (5) Inspection, processing, packaging, and packing of outgoing supplies.

All outgoing supplies will be examined before shipment. All supplies that have not been inspected during extended storage and those that were not inspected at time of receipt, will be spot checked if of a type subject to possible deterioration.

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5. RECEIVING

a. GENERAL

Receiving at a storage installation is a means to an end, rather than an end in itself. Depots receive supplies not to keep or use but to ship, and efficient shipping is dependent on good receiving. Speed, accuracy, proper location, and efficiency in receiving and storing supplies at the depot are essential

(1) Planning the handling method

The receiving operation begins in advance of actual receipt of supplies at the depot. On the basis of advance information concerning the shipment, plans are made for receiving, unloading, and moving the supplies to storage.

(2) Spotting of carrier

After the supplies arrive at the depot, the car or truck is spotted in the proper location on the loading platform.

(3) Unloading the supplies

The supplies are unloaded from the carrier and identified, segregated, and tallied in by the checker.

(4) Movement to storage

This operation, a continuation of the unloading operation, moves the supplies from the carrier to the assigned storage location. All records and forms pertaining to the shipment are checked and completed.

b. RECEIVING SHIPMENTS BY RAIL

(1) Planning

After advance notification, the depot plans for receiving, locating, and storing the incoming supplies. To permit complete planning, the advance information furnished to the storage officer will include nomenclature, size, weight, cubage (if possible), quantity, and kind of package. This information along with car number, routing and names of shipper is usually received through notices of shipment from the consignor.

(2) Unloading.

First, the car seals will be checked to make sure they are intact and that their numbers and the car numbers agree with those on the shipping papers. Accurate checking and identification of the supplies are essential. When checked, loaded pallets are then carried by fork lift truck to the predetermined storage location.

c. RECEIVING SHIPMENTS BY OTHER TYPES OF CARRIERS.

The method of receiving truck shipments is similar to that for rail shipments. To facilitate handling, the unloading point will be at the door nearest the point of storage.

d. INSPECTION OF SUPPLIES.

Supplies will be spot checked or completely checked upon receipt to ensure proper quantity, packaging, packing, and marking. Deficiency reports will be made through proper channels when shipments received require work to be done by the depot to put the items in condition for further shipment.

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g. REPACKING BEFORE STORAGE

Supplies are often received which require repacking before further shipment is made. Repacking is required to replace faulty original packing or because of damage resulting during shipment. It will be done as soon as possible after receipt to avoid congestion of available packing facilities.

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6. SHIPPING

a. IMPORTANCE OF GOOD SHIPPING

The shipping operation must be efficient if the using agency is to receive the supplies on time, in the quantity requested, and in good condition. Proper shipping is dependent on proper receiving, proper storage, proper loading, and proper packing. Since shipping is the last in the chain of depot functions, it is important that supplies from the depot be delivered through correct paper procedures and approved shipping methods.

b. SHIPPING PROCEDURE

Detailed procedure for preparing supplies for shipment is contained in Section c, Item 4.

c. SHIPPING METHODS

This section deals with the methods of preparing and shipping supplies from the depot:

(1) Planning the operation

Plans for the entire operation will be made in advance. They start upon the receipt of authorization for shipment. Among the questions to be determined are where supplies are located, how much processing or packing is required, how many men and how much handling equipment is needed, and when and where to spot the carrier.

(2) Stock-picking

Items making up the shipment are selected. Oldest supplies will

be shipped first and attention given to selecting supplies in such a way that space will be created for incoming lots.

(3) Movement to the carrier

Supplies are carried along the quickest route from the storage area to the waiting car or truck and the necessary processing, packing, weighing, and marking are done on the way.

(4) Loading the carrier

Supplies move into the freight car or truck, and the load is blocked and braced to insure arrival at its destination in good condition. Documents on the shipment are completed at this stage as attached.

d. SHIPMENT BY RAIL

(1) Rail shipments normally involve the movement of supplies in quantity. The time required for selecting the items which make up the shipment, assembling them into units, and packing them will be estimated; also, provision will be made for the labor and equipment needed to do the job. Supervisors will familiarize themselves with all details of the handling operation before it starts, so that the job may be done correctly and efficiently. The empty freight car will be spotted at the right warehouse floor, inspected, and made ready to receive the supplies. The actual delivery of supplies from the stacks will be planned and closely supervised and the principle of straight line flow will govern the outgoing movement of supplies. Marking will be planned, whenever possible, to avoid extra handling.

(2) Each item will be accurately tallied and the shipment will be properly braced and blocked within the car.

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e. SHIPMENT BY OTHER TYPES OF
CARRIERS

Shipments by truck, parcel post, express or air will be prepared and moved out of storage in the same manner as rail shipments. For supplies sent out by truck or express, it is necessary to ascertain the time the truck will be spotted at the loading platform so as not to tie up vehicle and driver longer than necessary. Shipments by air involve special weight considerations in packing.

f. CONSOLIDATED SHIPMENTS

(1) Advantages.

The consolidation of shipments is advantageous when it saves manpower, equipment, space, or transportation cost. Shipments may be consolidated, when several different shipments are bound for the same areas and substantial savings can be made in freight charges.

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7. PACKING

a. Processing Material For Shipment

(1) The requirements for the packing of materials for the Central Intelligence Agency are unique. Because of the security factor, type and quantity of items, and critical delivery date, the packing procedures differ from those used by private industry and other government agencies. Industry and the armed services, by past experience, have arrived at the ideal package for many items, but because that type of package identifies a definite class of material, it cannot be used by this Agency. In most instances, the class of material is purposely misidentified for security reasons. Items cannot be marked with handling instructions, inasmuch as the instructions would identify the class of material which in turn would violate security. Extra packaging is necessary to provide additional protection for the material which otherwise could be marked with proper handling instructions.

(2) Experience has shown that only the ultimate in packing will suffice for the needs of this Agency. The need for an item shipped by this Agency is usually extremely critical; it must arrive in operating condition. The armed services requirements differ, in that, a large group of a single item is shipped and if a small percentage of the quantity of the item is damaged, no serious consequences result, inasmuch as there usually is enough quantity to make up for the damaged items.

(3) Various methods of packaging have been adopted from industry and the armed services and modified to meet the requirements of the Agency. Other methods, not employed elsewhere, have been developed to meet the particular requirements of the Agency.

(4) The material processed on every shipment is thoroughly inspected for markings that would identify the Agency, such markings are removed in a manner so as to prevent restoration. All items are inspected for obvious defects and when necessary are subjected to cleaning processes to remove rust and other foreign substances that would promote corrosion. Required items go through preservative processes to maintain their quality until put to use.

b. Selecting and Specifying Methods

Requesting officer should refer to the packaging methods, shipping container and marking and documentation sections that follow:

Examples

(1) Radio receiver to be shipped out of the country through normal shipping channels:

SPECIFY: Method 500 sea
Consignee address

(2) Forms to be shipped out of the country by air:

SPECIFY: Method 400 air
Consignee address

(3) Automobile tires to be shipped to Chicago, Illinois.

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SPECIFY: Method 300
Consignee address
Consignor address

(4) Return of fork lift truck to contractor in St. Louis, Missouri:

SPECIFY: Method 200
Consignee address
Consignor address
Shipment by Government or contractor's expense
Transportation facility

Preservation and Packaging

METHOD 100:

Scope

Used for items that are in themselves weather resistant and not susceptible to pilferage nor damage by handling in shipment.

Items

Telegraph poles, fuel storage tanks, large pipe, large wire and cable, etc.

Processing

This method does not usually require cleaning or preservation processes. The item is inspected for protruding components, which are protected when necessary by a protective hood of wood box-like construction. One and one fourth inch, flat steel banding is used to group items such as pipe and telegraph poles into shipping units. Such items are not stenciled with the shipping address. In some instances, waterproof tags are attached with the shipping address. An area, large enough to accommodate the shipment stencil, is painted white on fuel storage tanks and similar items, on which the shipment address is stenciled. Large reels of cable and wire are finished by nailing 2 x 4 lengths of lumber across the edges of the reels completely enclosing them. Two, 1 1/2 inch flat steel bands are applied over the 2 x 4 lumber and stapled to prevent tearing of the banding.

METHOD 200:

Scope

Used for items that are in themselves weather resistant under normal conditions, but that have components that include assemblies with critical surfaces, and because of rigorous weather conditions that may be encountered require application of preservatives and protection of protruding parts. Used for items that are too bulky for crating.

Items

Trucks, automobiles, large trailers
Fork lift trucks, etc.

Processing

The item is inspected for components requiring preservation. Parts such as carburetors, oil fill pipes, spark plugs are protected by special tape and whole engine covered by waterproof barrier material. Grills, doors and ventilators are similarly sealed. Protruding objects such as mirrors, canvas cover frames, forks and other parts are removed and either securely fastened in the interior areas of the items or securely fastened to the exterior by 1 1/2 inch flat steel banding. Plywood panels are attached to the item for the application of the shipping stencil.

METHOD 300:

Scope

Used for items that in themselves are weather resistant but require mechanical protection to prevent damage in shipment and protection against pilferage.

Items

Automobile and truck tires, antenna equipment, fencing material, glass, lumber, etc.

Processing

The item is inspected to determine that it isn't damaged and placed in a nailed wood box (SEE SHIPPING CONTAINERS). Where necessary, the item is made secure in the box by the use of wood blocks nailed or fastened with wood screws into position to

prevent the shifting of the item. In some cases holes are drilled in the bottom of the box to provide for drainage of any water that might enter the box and allow circulation of air to prevent mildewing. An added protection is provided on tires and similar items by draping a sheet of waterproof barrier material over the top of the item underneath the top of the box to deflect any water that drops on the case

METHOD 400:

Scope

This method is the most common of all methods used in packing and crating. It is used for all items except material having critical metal surfaces and delicate instruments and is intended to protect equipment against the rigors of export shipping while it is in transit, it is not intended to be used for long term storage.

Items

Office supplies and furniture, dry goods and other items not having critical metal surfaces.

Processing

The item or items, after inspection for damage, are packaged in a corrugated fibreboard carton. Where necessary, the items are cushioned by the use of corrugated board, tissue or wadding to prevent damage. The carton is then wrapped in heavy waxed, greaseproof barrier material (Grade C) and all edges are sealed by applying a hot iron to make a water-proof package. The water-proofed package is placed in a nailed wood box (SEE SHIPPING CONTAINERS) when necessary, in accordance with the fragility of the contents, the package is "floated" in excelsior which is hand packed to a thickness of three inches on all sides of the package. Large items such as filing cabinets, furniture and other large objects are overwrapped with kraft paper or wadding and wrapped in a heavy waxed, greaseproof package, the waterproof package is then placed in a nailed wood box.

METHOD 500:

Scope

Used for all delicate electronic equipment and other items similar in nature which are subject to rapid deterioration due to climatic elements. It is used on all items that require long term storage under extreme conditions. It is intended to provide protection far beyond that required merely for export shipping purposes; to protect indefinitely against any climatic condition encountered in any method of storage.

Items

Communications receivers, transmitters, monitoring systems, switchboards, other communication equipment film, photographic papers, and all items having extremely critical metal surfaces.

All items stored under extreme condition for lengthy periods of time, such as firearms, ammunition and etc. for burial.

Processing

The item or items, after inspection for damage, are packaged in a corrugated fibreboard carton. Delicate component parts that are likely to become loose or detached from their sockets or holders are removed, wrapped with cushioning material and packaged inside the carton with the main item; in instances where this isn't possible, they are packed in a separate carton as described above. Protruding objects that cannot be removed are protected by inserting a collar over them which is supported by a solid wall of the item itself and the wall of the carton. One and one half inch clearance is allowed between the collar and the protruding object. The proper desiccant, in accordance with established formulae which provide for the absorption of the moisture contained in the packaging materials used inside the barrier material, is secured in the carton separated from the items by dunnage. The carton is sealed and placed in a moisture-vaporproof bag that is sealed by a special heat sealing

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tool, a small opening is left in the bag through which the moist air is drawn out of the package by a vacuum pump. The moisture vapor-proof package is then placed in a nailed wood box (SEE HIPERITE CONTAINERS); when necessary, in accordance with the fragility of the contents, the package is "floated" in excelsior which is hand packed to a thickness of three inches on all sides of the package. Most items in the communication category require "floating". When packing for long term storage, a preservative is applied when ever possible commensurate with the nature and construction of the item. The item is thoroughly cleaned by dipping in petroleum solvents and acid neutralizers; and finally dipped in a very light preservative oil that does not have to be removed before the item can be used and then wrapped in grease-proof barrier material (Grade A) which is sealed with tape. The proper amount of desiccant is placed on the barrier material and the item is wrapped in wadding to prevent rupture of the foil bag by sharp protruding objects, the item is then inserted in a moisture vaporproof bag which is heat sealed; after which, the item is "floated" in shredded waxed paper within the shipping container.

METHOD (OO):

Scope

This method is used for heavy equipment, items that require protection from climatic elements where critical metal surfaces are involved, as well as protection against mechanical damage.

Items

Large generators, motors, presses, automotive equipment, tractors, etc.

Processing

The item is thoroughly inspected for damage with cooling, lubricating and other liquids removed when practical. A skid base is constructed of heavy

lumber which becomes the bottom of the finished box, holes are drilled through the skid, after which heavy carriage bolts are inserted from the bottom. A sheet of moisture-vaporproof material, large enough to cover the item being packed, is placed over the skid. Holes are made in the barrier so that it fits over the bolts. Rubber or synthetic rubber gaskets are placed on the bolts over the barrier material. An adhesive compound is applied to the skid, bolt, barrier material and gasket to bind all parts together to create a moisture vapor-proof barrier, a sheet of fibre-board is placed over the barrier material on the skid to protect the barrier material from any sharp metal splinter on the base of the item being packed. The item is then lowered on the skid and secured to the skid by a nut and locknut. It is sometimes necessary to tie down loose or floating components of the item to prevent their damage in shipment. All protruding components and sharp corners of the item are over-wrapped with fibre-board or someother cushioning material to prevent the rupture of the moisture-vaporproof barrier material. The proper amount of desiccant in accordance with established formulas, which provides for the absorption of the moisture contained in the packaging material, as well as the moisture in the air enclosed in the barrier material, is secured to various parts of the item separated from the item by dunnage. The barrier material is quickly placed around the item and sealed as fast as possible, allowing enough dwelling time for the sealing iron to assure a perfect seal. A small opening is left in the bag, through which, the moist

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air is drawn out of the package by a vacuum pump.

A sheet of waterproof paper is draped over the packaged item to deflect any water that might enter the wood shipping container. The water is deflected to the base of the skid where holes are drilled for drainage and circulation of air.

A sheathed, nailed wood crate (SEE SHIPPING CONTAINERS) is then built around the skid and the item. Inasmuch as the item is bolted to the crate, no additional cushioning is required. Occasionally, if the characteristics of the item make it necessary, additional bracing and blocking is applied over the packaged item and secured to the crate.

METHOD 706:

Scope

This method is intended for the packaging of any item that is to be subjected to most extreme climatic and storage conditions possible and to withstand burial underground or submersion to salt water. This method is extremely costly in time, material and labor, and its use requires the specific approval of the Chief, Procurement and Supply Office, or his designated representative.

Item

All items that will be subjected to the most extreme climatic conditions possible.

Processing

The item or items, after inspection for damage, are packaged in a corrugated fibreboard carton. Delicate component parts that are likely to become loose or detached from their sockets or holders are removed, wrapped with cushioning material, and packaged inside the carton with the main item: in instances where this isn't possible, they are packed in a separate carton as described above. Protruding objects that can not be removed are protected by inserting a collar over them, which is supported by a solid wall of the item

itself and the wall of the carton. One and one-half inch clearance is allowed between the collar and the protruding object. The proper amount of desiccant, in accordance with established formulae, which provides for the absorption of the moisture contained in the packaging materials used inside the metal container, as well as the moisture in the air enclosed inside the metal container, is secured in the carton separated from the item by damage. The carton is placed in a galvanized metal container which is sealed airtight; before sealing, the moist air is drawn from the container by a vacuum pump. The metal container is then completely coated with a hard drying preservative compound to prevent deterioration of the container. Wherever delicate equipment is packed, the metal container is "floated" in excelsior within the nailed wood shipping box. A number of variations of this method are possible according to the item being packed. Some items lend themselves to the application of a specially constructed skid or metal frame that may be insulated within a metal drum or metal rectangular container. A light, medium or heavy preservative oil may be applied to some items, dependent upon the nature and use of the item, before packaging in the metal containers. In all cases, the metal container is coated to prevent deterioration.

c. Shipping Containers

Various shipping containers are used by the Agency according to the nature of their contents, destination and method of shipment. Generally nailed wood boxes and sheathed, nailed wood crates are used for all shipments domestic and foreign. However, in some instances, corrugated fibreboard boxes and unsheathed nailed wood crates are used for domestic shipments and occasionally, for foreign shipments when the transportation conditions

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(mostly air shipments) warrant their use. The box must be resistant to quick pilferage and scrutinization; only nailed wood crates provide practical protection. Practically all air shipments are forwarded in plywood boxes framed with wood battens so as to cut down the weight of the shipping container for the more economical use of costly air transportation. Due to the high cost involved, complete justification must be presented before this container may be used. All boxes are banded with steel banding and all nails used are cement coated; making them difficult to remove without detection.

d. Corrugated Fibreboard Boxes

All corrugated fibreboard boxes used will be of the water resistant corrugated fibreboard construction type with at least a 275 pound dry bursting strength.

All corrugated fibreboard boxes, after being sealed with kraft or pressure sensitive water resistant tape are reinforced by the application of 3/4 inch steel banding to further protect the item and the box. A fibreglass reinforced tape has been developed to supplant steel banding on cartons and other applications. When available, steel banding on corrugated boxes will be abandoned. The newly developed tape has the advantage of providing as much protection as the steel banding, without the disadvantage of the sharp edges of the steel banding cutting into the carton, thereby rendering it useless.

Steel banding, further secured by staples, is applied to all wood crates and boxes.

e. Unsheathed Nailed Wood Crates (FIGURE 1)

All unsheathed nailed wood crates are constructed of 1 x 4 lumber, unless the item requires a heavy crated construction of larger lumber, and all corner members and sides are interlocked to provide maximum strength. All nails are cement coated to provide maximum holding strength. The item crated is usually overwrapped with heavy kraft waterproof barrier material or water resistant fibreboard sheets.

f. Nailed Wood Boxes

The nailed wood box which is the most common of all shipping containers used by the Agency is used for all sea shipments and most domestic shipments. It is constructed of one inch lumber which is free of loose knot holes. Style 2 box, which has fully cleated ends and butt joints, is used almost exclusively (FIGURE 2). The ends are constructed of 1 x 4 lumber and all nails are clinched. Sides, tops and bottoms are secured to the ends by cement coated nails to provide maximum holding strength. At least two steel bands, either 3/4 inch wide, .020 gauge or 1 1/8 inch wide, .035 (gauge), are applied to the box in accordance with the weight and size of the box.

Two wood skids constructed of 2 x 4 inch lumber, secured to the bottom of the box with cement coated nails are placed on the bottom of all boxes having a gross weight of 300 pounds or more (FIGURE 3).

Two battens are applied to the top, bottom and sides of boxes 36 inches in length. The battens which are constructed of 1 x 4 inch lumber are placed one third of the distance from the end of the box to provide three equi-distant unsupported pans. On boxes greater than 36 inches in length, another batten is applied for every distance of 24 inches thereafter (FIGURE 4).

g. Plywood Boxes

Plywood boxes are used for all air shipments and are constructed of 1/4 inch

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Plywood with battens constructed of 1 x 2 5/8 inch lumber (FIGURE 5). Battens are attached to the plywood panels with 1 1/4 inch plasterboard nails clinched on the outside of the batten. The panels are nailed together with cement coated nails to provide maximum strength. At least two steel bands, either 3/4 inch wide, .020 gauge or 1 1/8 inch wide, .035 gauge, are applied to the box. Boxes that will contain heavy items feature interlocking corner construction (FIGURE 6) and in some instances, extra battens of cleats across the face of the plywood panel (FIGURE 7).

b. Sheathed Nailed Wood Crates

Sheathed nailed wood crates (FIGURES 8, 9, and 10) are used for all items packaged in accordance with method 600. The size of the lumber used, type of construction and nailing pattern varies with the weight and nature of the contents: generally they are constructed in accordance with the referenced figures. Added strength is provided over the ordinary nailed wood box by the use of tongue and groove lumber. First, a heavy skid usually constructed of 2 x 12 inches lumber and reinforced with large members. The item is bolted to the skid and holes are drilled in the skid as well as on the sides of the crate to provide circulation of fresh air. Inasmuch as the crate is usually used on heavy items, the use of steel banding less than 1 1/8 inch wide, .035 gauge is rare.

In most instances, tar roofing material is applied to the top of the crate over-lapping six inches on all sides of the crate to protect the contents from falling rain or salt spray.

1. Marking and Documentation

Export

The only marking applied to the shipping container are the weight, cubic content, dimensions, box number, designated consignee address and handling instructions such as "fragile", "this side up" and etc. In some instances, handling instructions have to be eliminated to satisfy security requirements; such cases involve more thorough interior packaging.

Consignor address is almost exclusively omitted from the shipping container; it is only applied when the requesting office so desires.

Packing lists are not included either in the interior of the shipping container or packages on the outside of the shipping container for security reasons. However, complete detailed documentation, of each shipment is made by the Packing, Crating and Shipping Section. Copies of the documents are forwarded, through established covert channels, to the consignee. These documents take the place of packing lists and completely cover all items shipped. It is not difficult to locate an item in a large shipment, by referring to the shipping documents which provides the box number in which the item will be found.

Domestic

Domestic markings include all markings applied to boxes packed for export in addition to the designated consignor address. Unless otherwise specified, the consignor address is listed as "2430 E Street N.W., Washington, D.C." For covert activities, the requesting office must furnish the proper covert consignor address.

Documentation of the contents is accomplished in the same manner as export shipments.

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Most domestic shipments are handled on Government Bills of Lading, however, some transportation charges are paid from unvouchered funds when justified by the requesting office.

In all instances involving domestic shipment, the following must be provided:

address. (a) Complete consignee

address. (b) Complete consignor

(c) In the cases of material returned to vendors or material obtained on loan basis, it must be specified as shipped at Government expense or contractor's expense and the mode of transportation that is to be employed: (freight, railway express, etc.).

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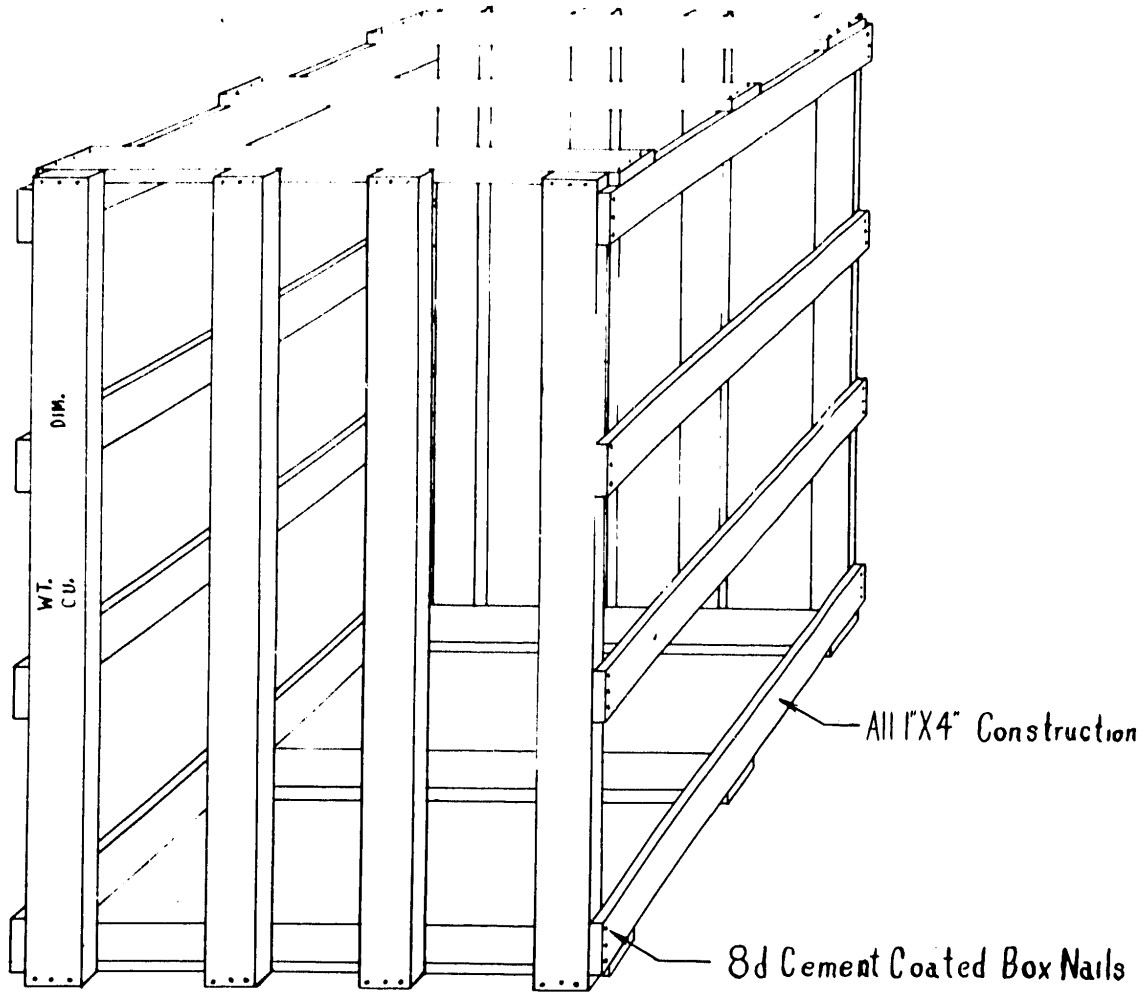
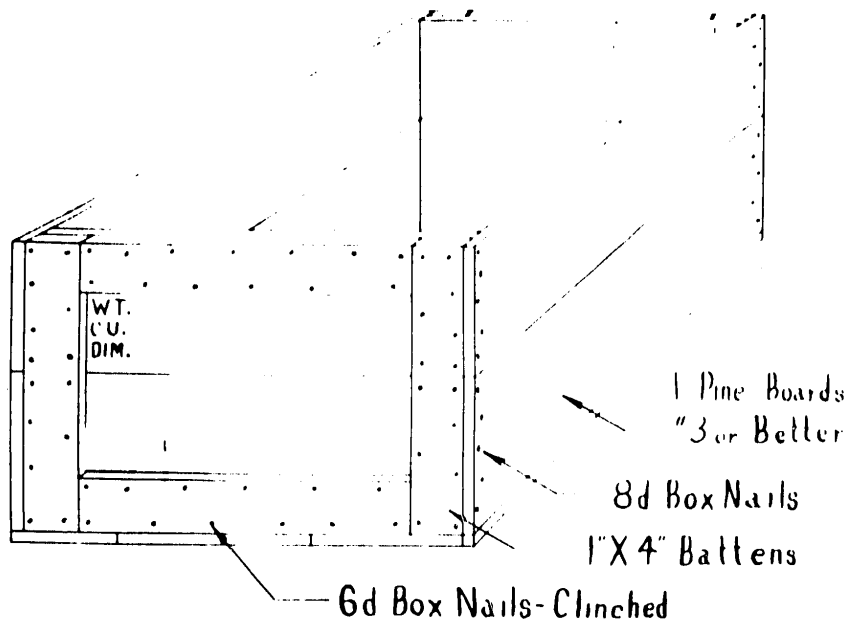


FIGURE 60

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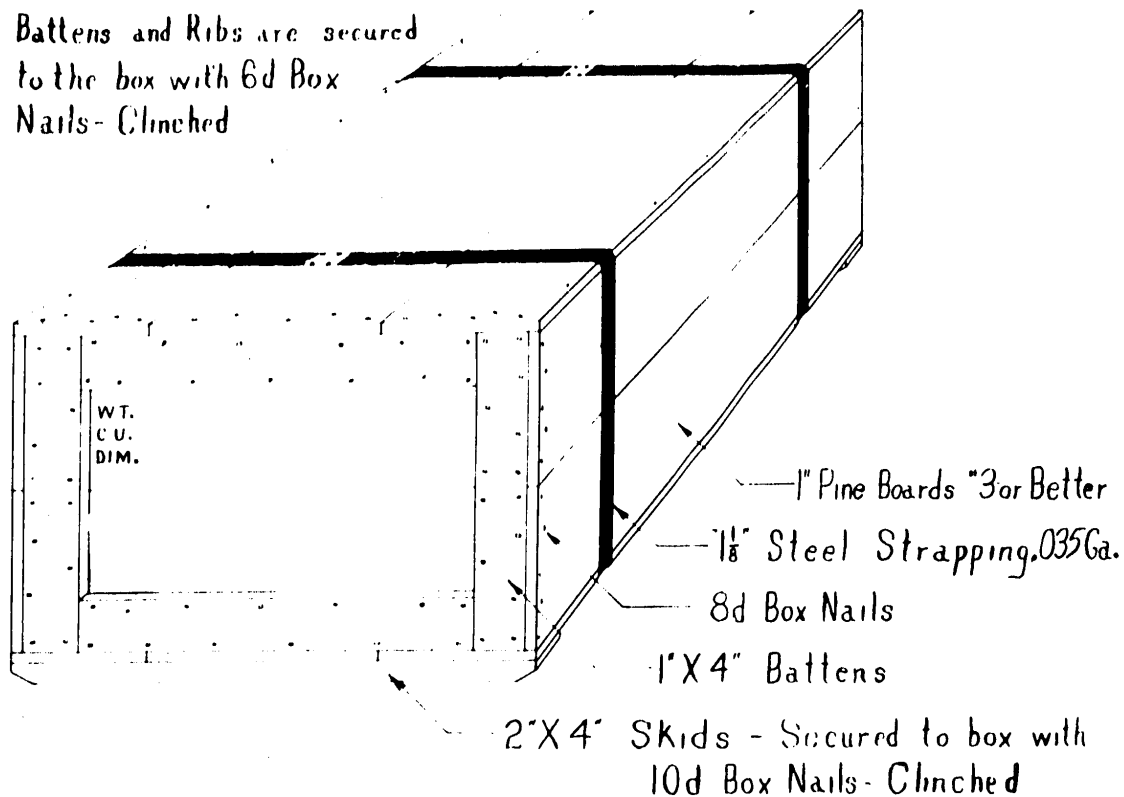
Note: Steel Strapping $\frac{3}{4}$ " wide, .020 Ga. to be used on cases having gross weight less than 300 lbs.
 Steel Strapping $\frac{1}{8}$ " wide, .035 Ga. to be used on cases having gross weight 300 lbs. or more.
 Two 2"X4" Skids will appear on all cases weighing 300 lbs. or more. Two 1"X4" Ribs will appear on all cases 36" in length adding one rib for each 24" thereafter

FIGURE 61

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Note:

Battens and Ribs are secured
to the box with 6d Box
Nails - Clinched



Strap cases according to weight: under 300 lbs. use $\frac{3}{4}$ " width, .020 Ga.; 300 lbs. or over use $\frac{1}{8}$ " width, .035 Ga.

Two 2" X 4" Skids will appear on all cases weighing 300 lbs or more. Two 1" X 4" Ribs will appear on all cases 36" in length adding one rib for each 24" thereafter.

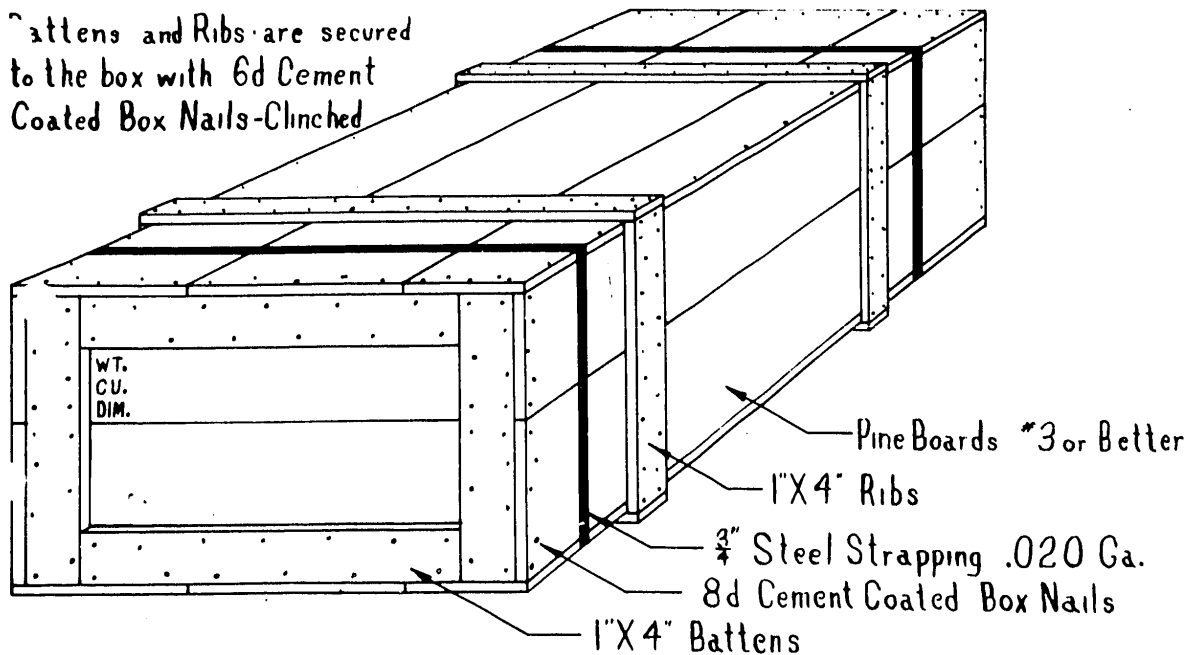
FIGURE 62

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Note:

Battens and Ribs are secured to the box with 8d Cement Coated Box Nails-Clinched



Strap cases according to gross weight: under 300 lbs. use $\frac{3}{4}$ " width, .020 Ga.; 300 lbs. or over use $1\frac{1}{8}$ " width, .035 Ga.

2"X4" Skids will appear on all cases weighing 300 lbs. or more.

Two Ribs will appear on cases 36" in length adding one rib for each 24" thereafter.

FIGURE 63

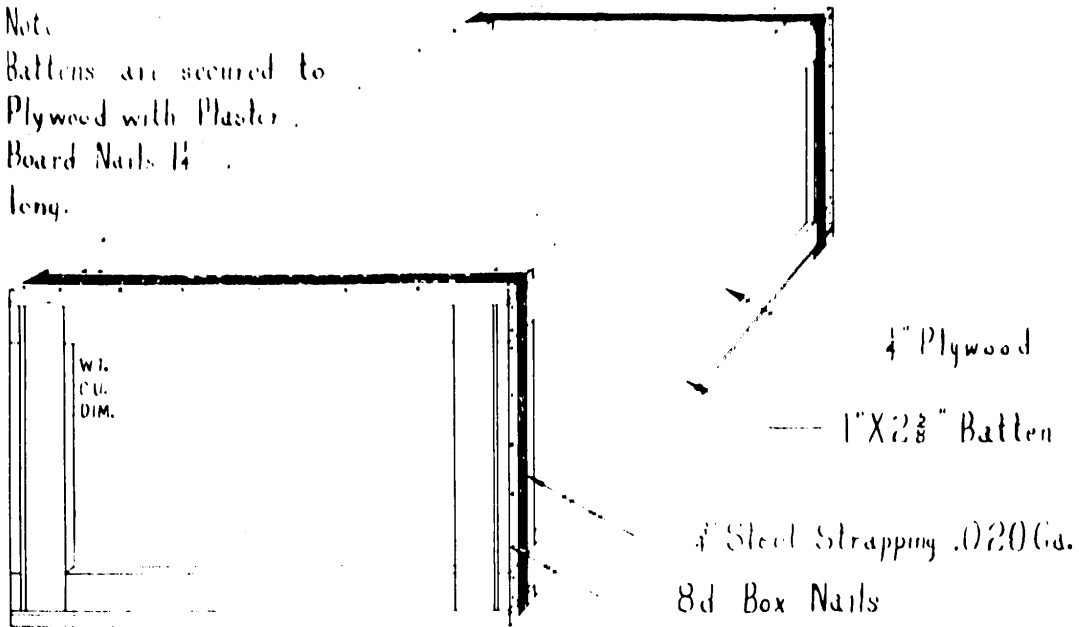
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Note

Battens are secured to
Plywood with Plaster
Board Nails $\frac{1}{4}$ "
long.

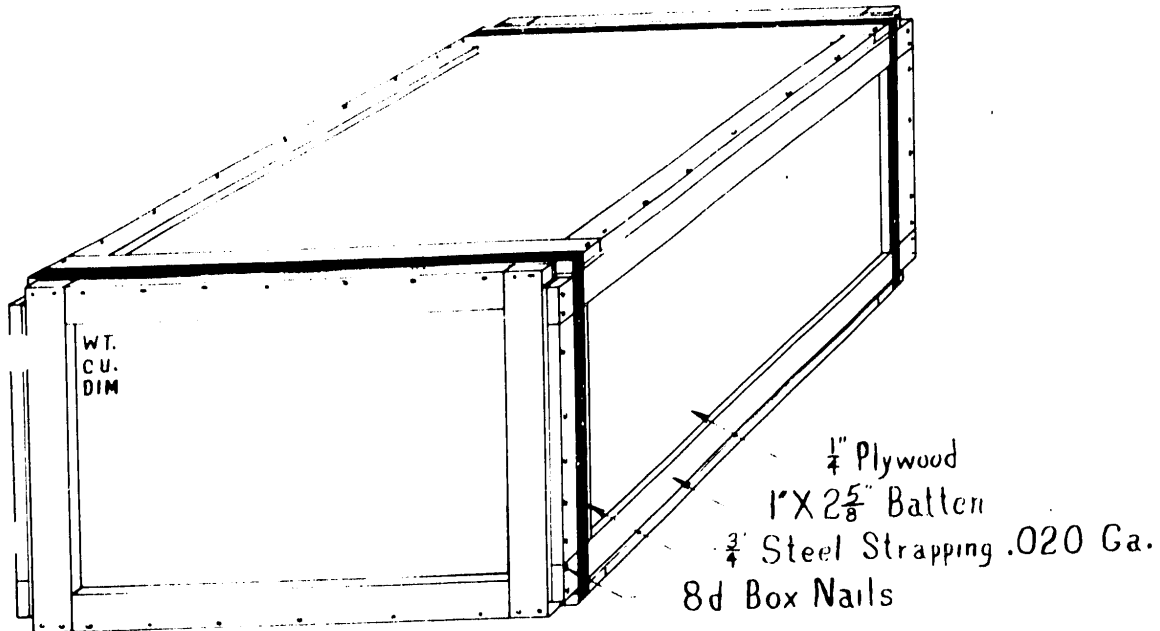


Batten nails to be clinched on outside of batten.

Strap cases according to weight: under 300 lbs. use $\frac{3}{4}$ " width, .020 Ga.; 300 lbs. or over use $\frac{1}{8}$ " width, .035 Ga.

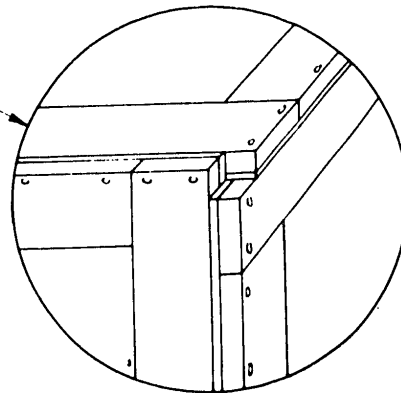
FIGURE 64

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Interlocking
Corner construction

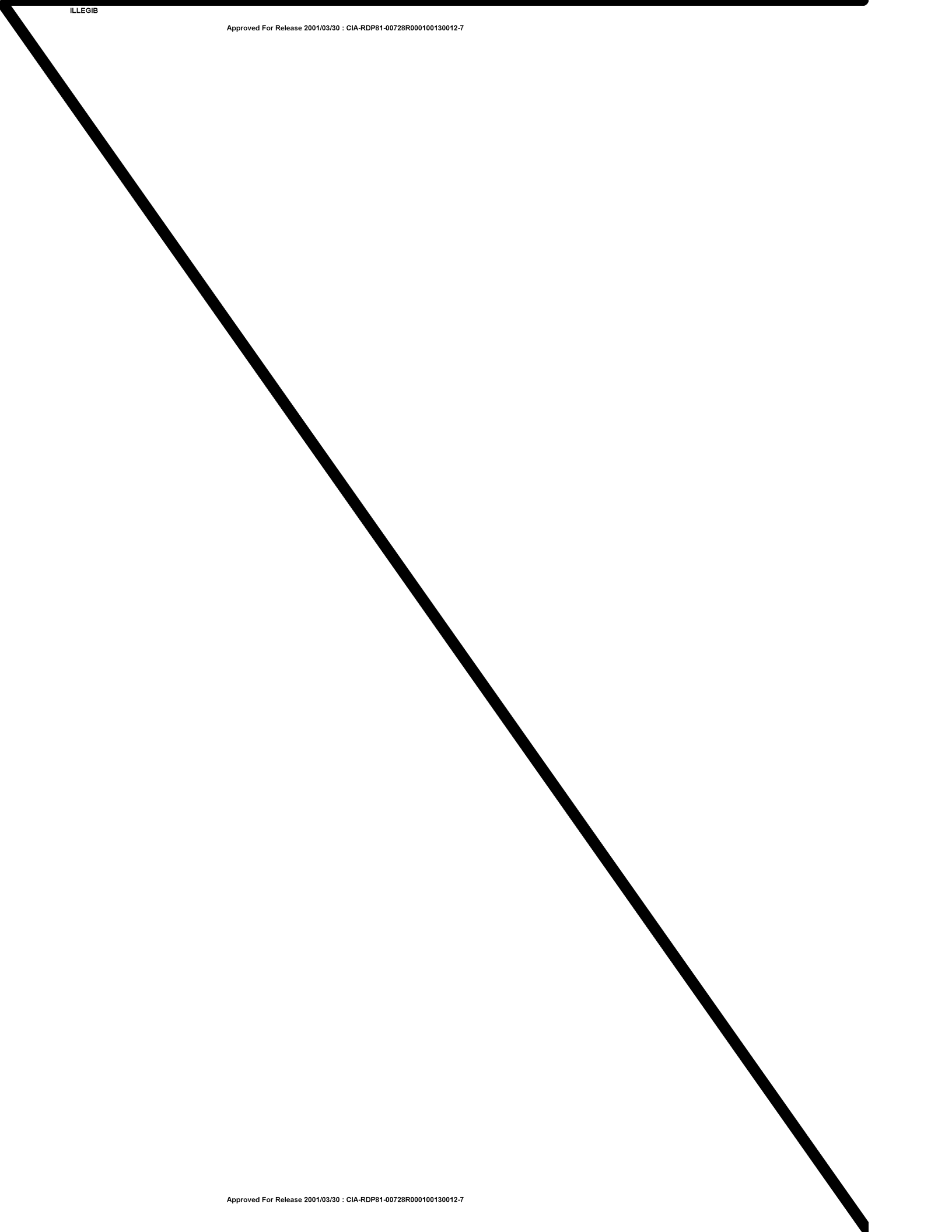
Note: Battens are attached to plywood with plasterboard nails, $1\frac{1}{4}$ " in length, clinched on outside of batten.



Strap cases according to weight: under 300 lbs use $\frac{3}{4}$ " width, .020 Ga.; 300 lbs or over use $1\frac{1}{8}$ " width, .035 Ga.

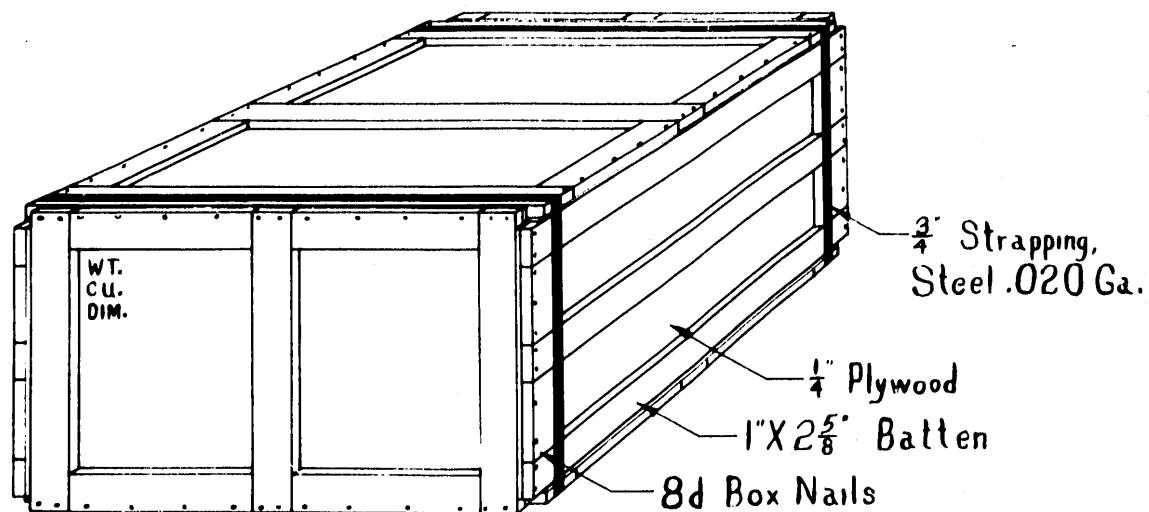
FIGURE 65

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Note: Battens are attached to plywood with plasterboard nails $1\frac{1}{4}$ " in length, clinched on outside of batten.

Strap cases according to weight: under 300lbs use $\frac{3}{4}$ " width, .020 Ga.; 300 lbs or over use $1\frac{1}{8}$ " width, .035 Ga.

FIGURE 66

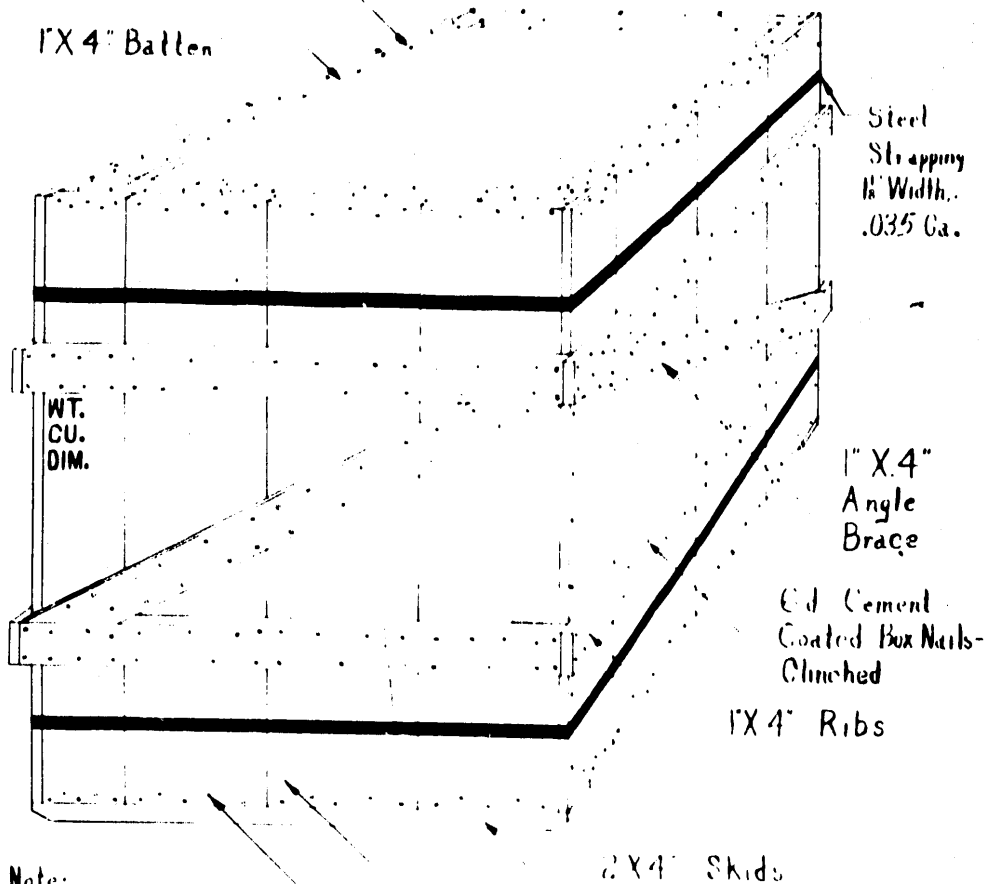
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Ed Cement Coated
Box Nails - Clinched

1" X 4" Batten



Note:
The 2" X 4" Skids
Are Secured to the
Box With 10d Cement
Coated Box Nails - Clinched

2" X 4" Skids

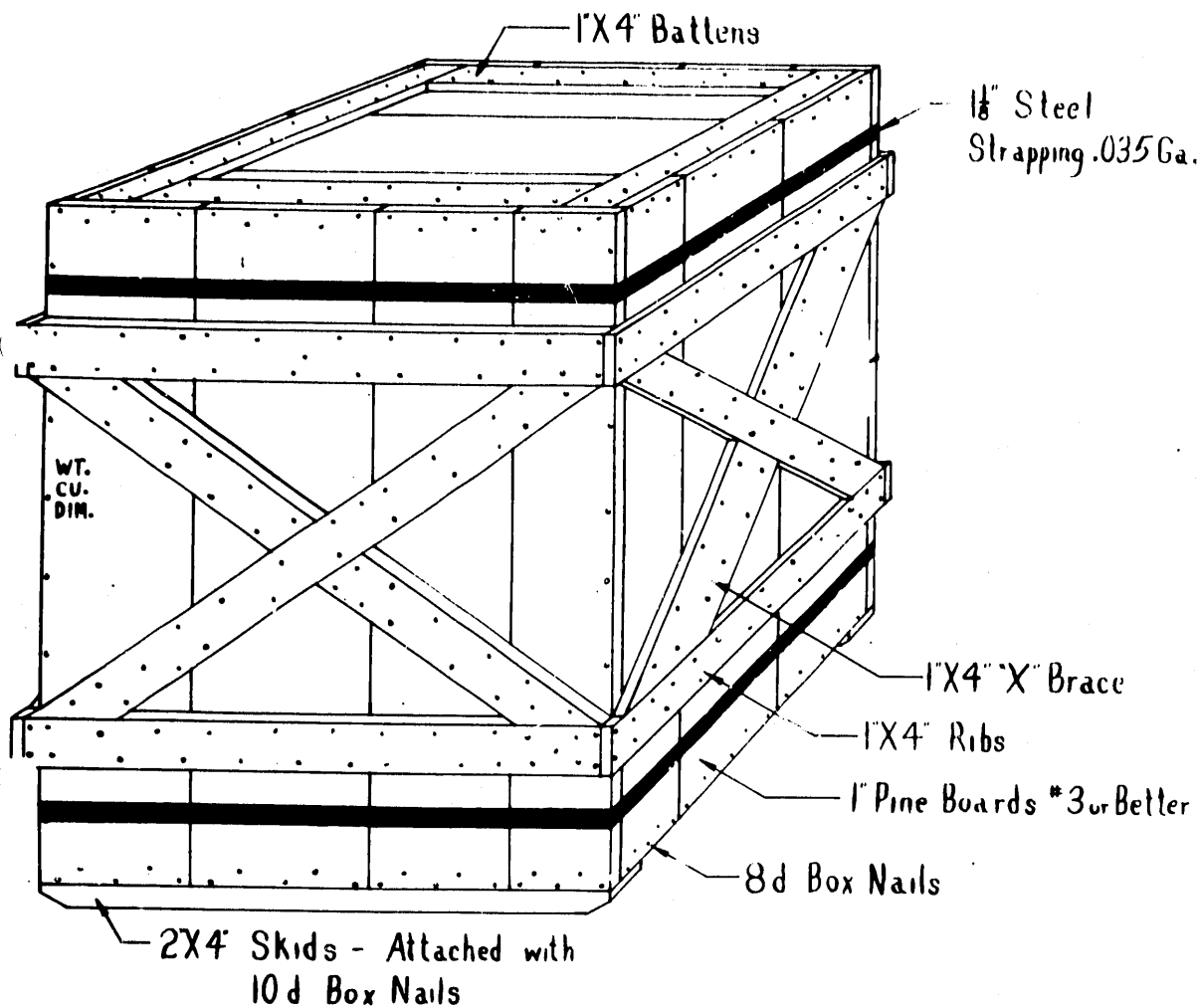
1" Pine Boards, "3 or Better
8d Cement Coated Box Nails.

Strap cases according weight: all cases under 300 lbs. use
3/4" width, .020 Ga.; 300 lbs or over use 1/2" width, .035 Ga.

FIGURE 67

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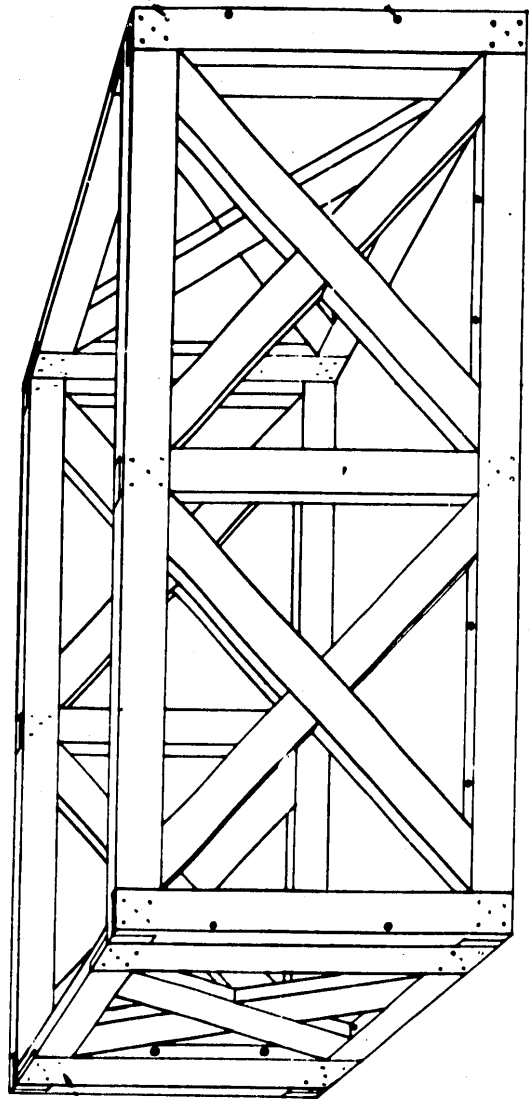


Note: Batten, Ribs and Braces are attached with 6d Cement Coated Box Nails, driven through and clinched.
Strap cases according to gross weight: under 300 lbs. use 3/4" width .020 Ga., 300 lbs or over use .035 Ga., 1/2" width.

FIGURE 68

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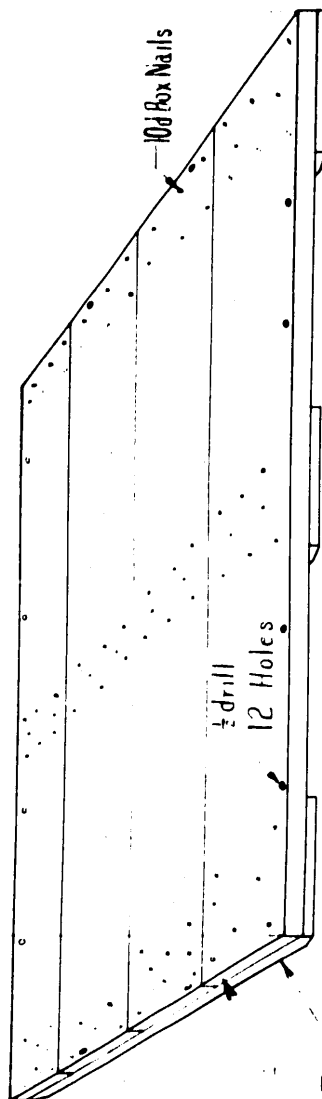
2X4 "X" Braces will be used on gross weights of 1000 lbs or more placing one set of braces in each 6' span to be braced. Weather-proof roofing material will be used on top of outside case when gross weight is 2000 lbs. or more.



2X4 Construction

Note
All Four Sides And
Top to be Covered
With 1X8 Tongue
And Groove Pine
Boards.

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2X12 Construction
2X12 Skids

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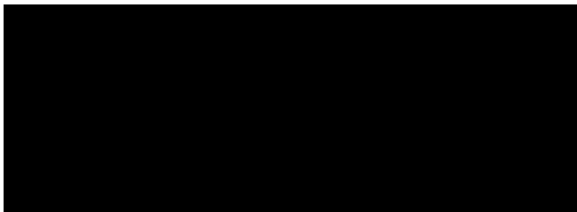
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8. LABOR

a. General

All personnel employed at any source of supply operated by CIA will be within the tables of organization established by Departmental Headquarters, and procured through normal channels as provided in Personnel Regulation _____.

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9. PROTECTION OF SUPPLIES

a. General

This section is intended to be a guide for the protection of supplies from fire and theft. Such protection is the responsibility of the Depot Chief.

(1) Fire

Adequate protection will be taken to prevent fires but sufficient fire fighting equipment and trained personnel must be maintained to control any fires that may occur.

(2) Pilferage

The Depot Chief will also be responsible for insuring that supplies are properly protected against pilferage. Storage areas will normally be restricted to authorized personnel only and guards will be maintained as required.

b. Fire Prevention

All storage personnel must be thoroughly aware of the extreme importance of measures to eliminate conditions incident to starting of fires.

(1) Heating, lighting and service equipment which may constitute a potential fire hazard will always be kept in repair and properly operated.

(2) Smoking will be permitted only in locations specified. Such locations will be subject to frequent inspections by responsible personnel. "No Smoking" signs will be prominently posted in all other areas. Sand pails, not rubbish receptacles, will be used for cigarette or tobacco disposal. Enforcement of restrictions will be strict, with penalties for violations.

(3) Working supplies of inflammable packing materials (excelsior, shredded paper, etc.) will be restricted to the contents of bins or boxes provided for their storage.

(4) Fueling of warehouse tractors, fork lift trucks, and similar mechanical equipment, and repairing of such equipment when it involves welding or the use of low flash point cleaning fluids, will be done outside of and at least 20 feet away from warehouses. Overnight storage of such equipment may be permitted in warehouse, but suitable locations will be selected for such storage.

(5) Housekeeping. A high standard of cleanliness and order is important to fire prevention. Accumulations of rubbish and waste readily ignite, and may do so spontaneously.

(a) Waste paper and other combustible waste material will be removed from designated receptacles at the end of each day or oftener if accumulations warrant. Rubbish cans will be covered, preferably with self-closing-type covers. Accumulation of waste material in out-of-the way places such as shelves, cabinets, boxes, and under stairs will be prevented by constant inspection.

(b) Metal waste cans with self-closing covers will be provided for oily rags and waste.

(c) Rubbish will be disposed of before large quantities accumulate. If this is done by burning, it will be done in a safe place and in accordance with local fire regulations.

(d) Operating aisles will be kept clear of any obstructions, especially

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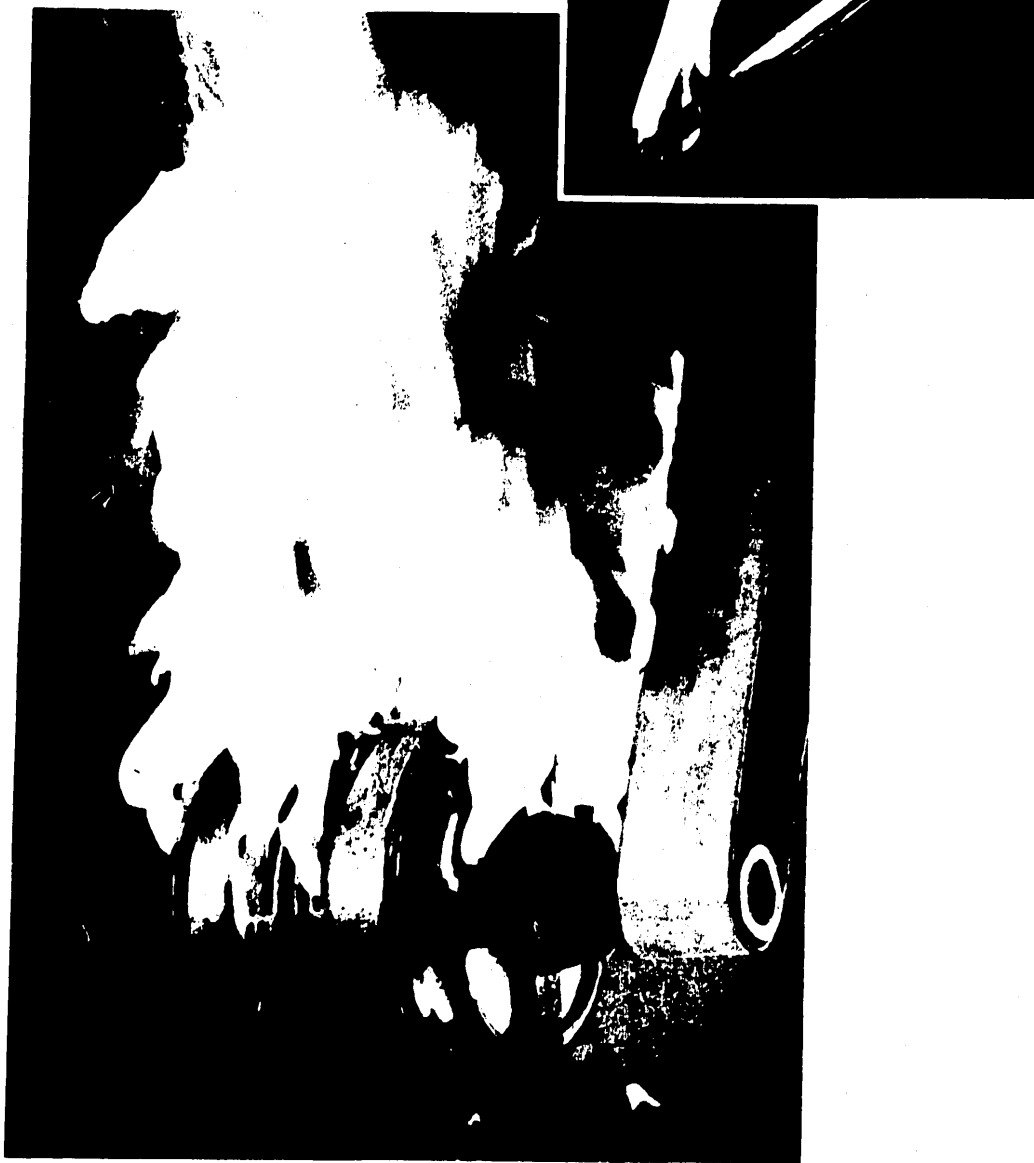
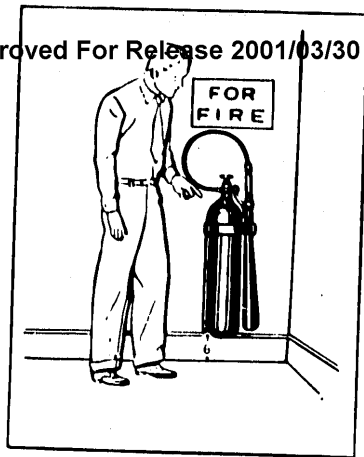


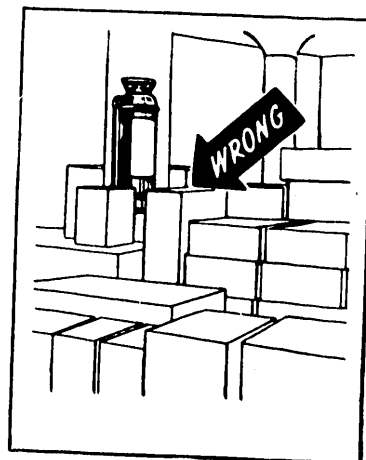
FIGURE 70



CORRECT HEIGHT FOR EXTINGUISHER

Size and weight determine the height at which extinguishers should be mounted on the wall.

FIGURE 71



POOR HOUSEKEEPING

Supplies should never block access to fire-fighting equipment.

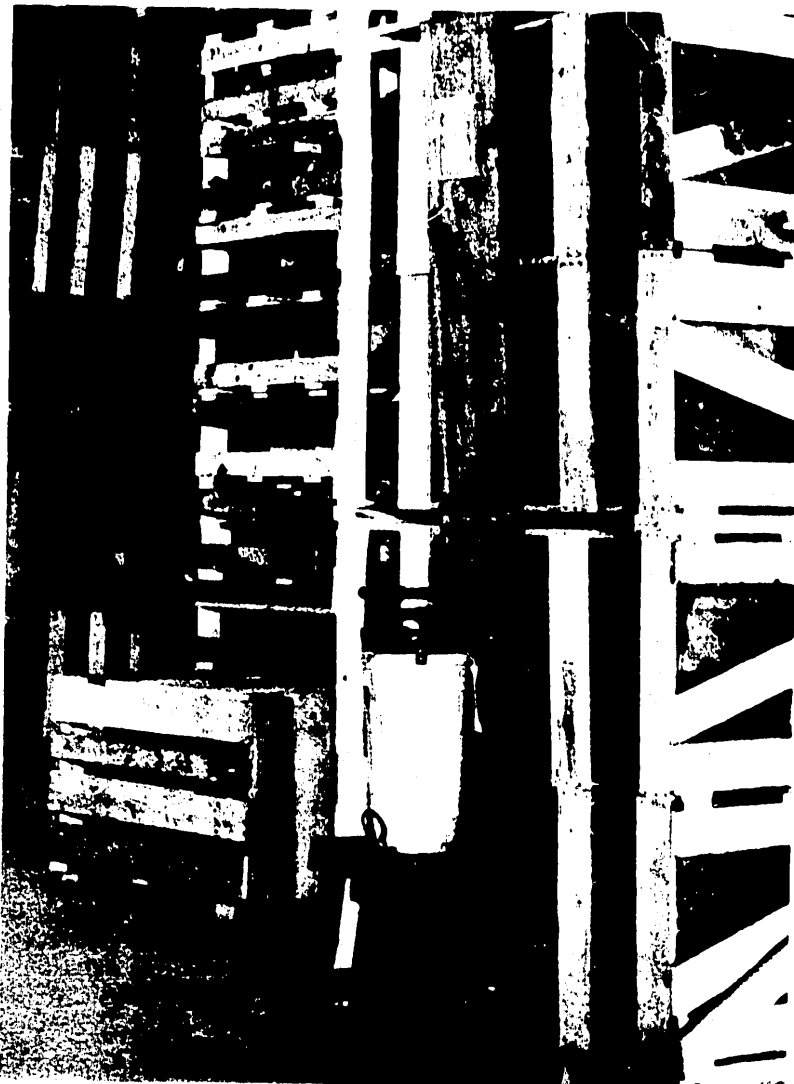
FIGURE 72



FIRE BLOCKS ACCESS

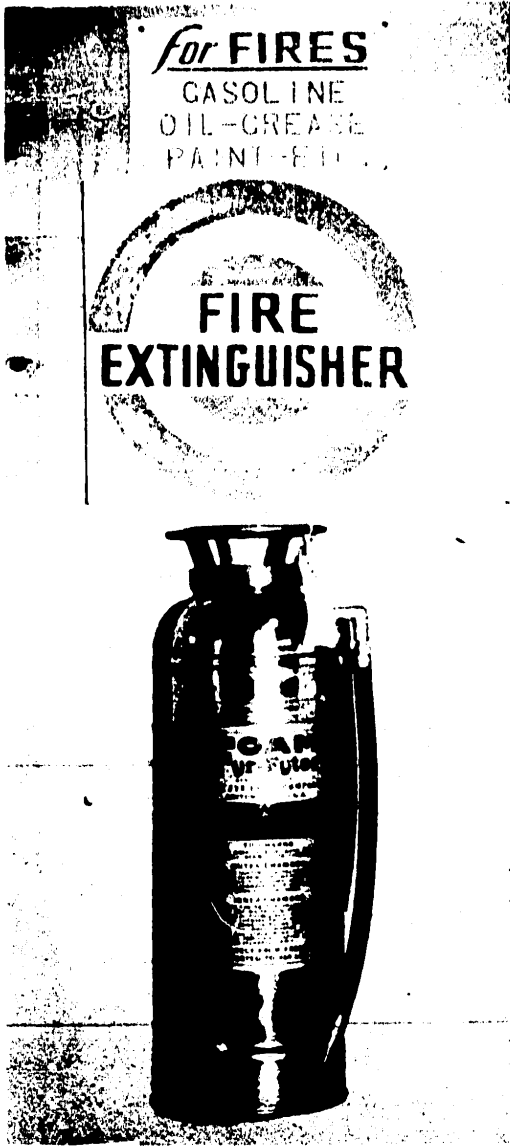
Extinguishers should be located so that fires will not block access to them.

FIGURE 73



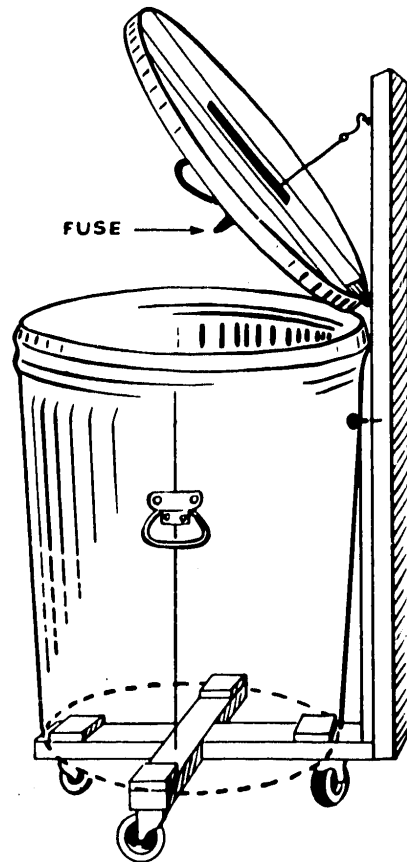
A pump type extinguisher located in a readily-accessible spot in warehouse. Note the card above it indicating types of fires against which this extinguisher is effective.

FIGURE 74



Each piece of fire-fighting equipment should be prominently marked and easily spotted from any visible part of the storage area. Red arrows, attention-compelling signs or other means may be used.

FIGURE 75



CONTAINER FOR PACKING MATERIALS

Above is shown a container for packing materials made from the familiar "GI" can. Its principal feature is the lid which is hinged upside down to the back stand. A hook on the end of a wire holds the lid up while the container is in use. If the packing materials should become ignited, the heat melts a low-temperature fuse, as shown in the diagram above. The fuse severs connection of the wire with the lid, causing the lid to close.

FIGURE 76

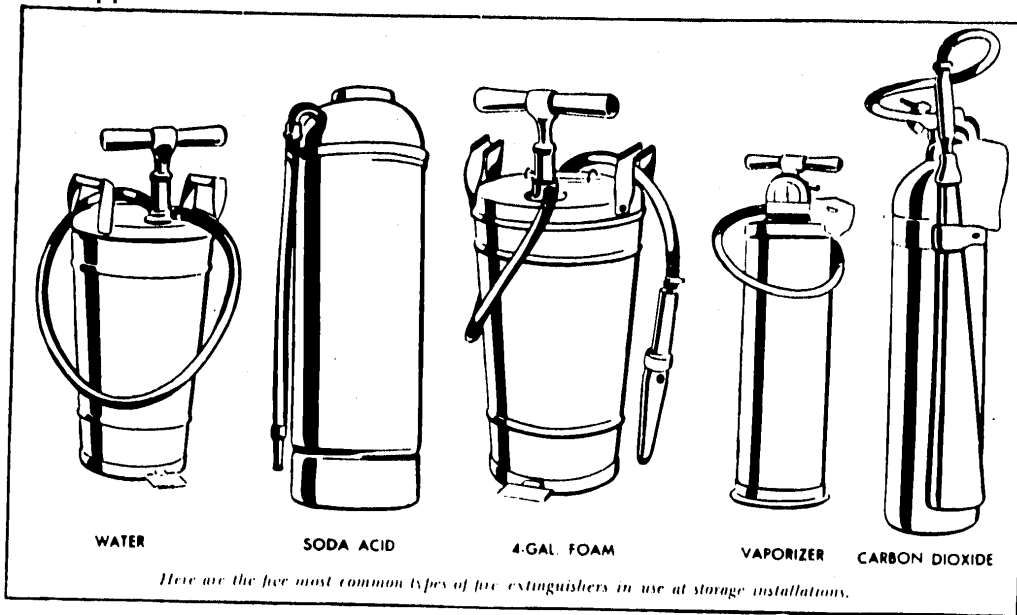


FIGURE 77

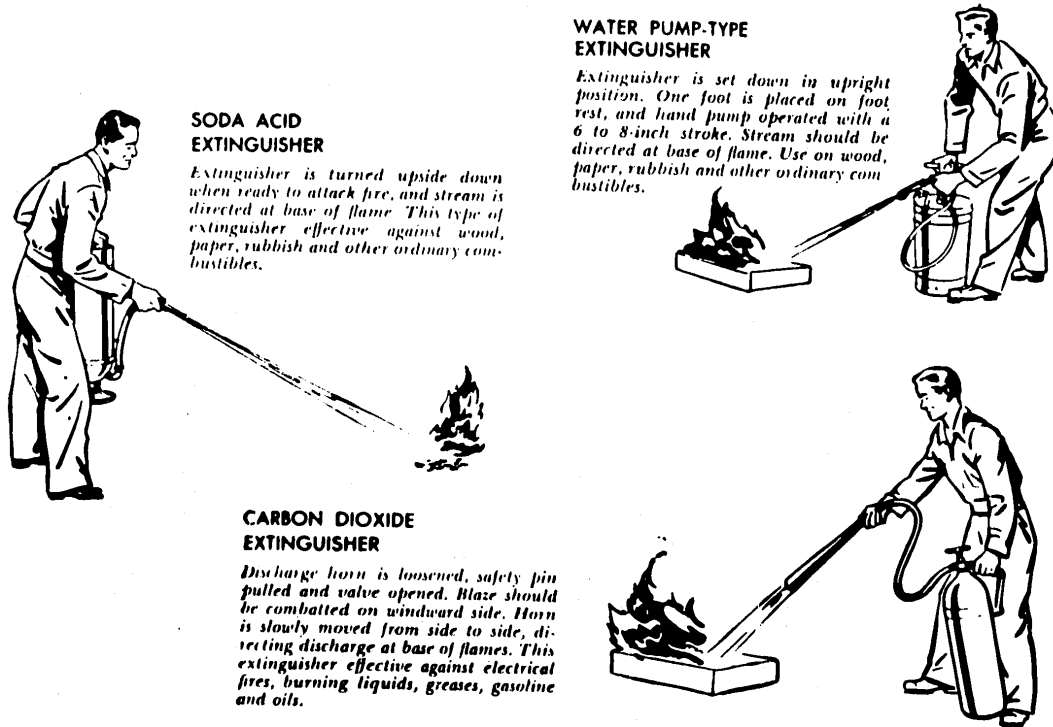


FIGURE 78

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during periods of inactivity in storage areas.

(6) Spontaneous Ignition

Good housekeeping will eliminate the more common causes of spontaneous ignition. Nevertheless, certain commodities deserve special consideration.

c. FIRE PROTECTION

The objective of fire protection is to limit the consequences and extent of fires that may break out, and to minimize resulting losses.

(1) Fire Alarms

Appropriate fire alarm systems provide for prompt notification of all fire fighting agencies so that fires may be attacked in initial stages. The efficiency of the system will be checked frequently.

(a) Information will be prominently posted on or above each telephone in the warehouse area clearly and exactly stating the location by building, section, etc., and the number or person to call to report a fire.

(2) Fire Check

For all storage areas, and service buildings, a thorough inspection will be made within 1/2 hour following the end of the day's operations with particular attention given to probable fire hazards, waste disposal, heating appliances, rotation machinery, lights, means of entry, etc.

(3) Fire Fighting Equipment

All fire fighting equipment such as automatic sprinkler systems, standpipe equipment, private hydrant systems, water pails, and extinguishers will always be ready for instant use. All equipment will be checked periodically as prescribed by current directives. When used, it will be immediately put back in serviceable condition. Date of inspection or recharge will be recorded on tags attached to extinguishers.

All such equipment will be readily accessible for use in any part of the storage area. Care will be taken in laying out the storage area to make available needed fire fighting equipment without undue loss of storage space. Fire fighting equipment will normally be placed along transportation aisles or immediately inside and adjacent to large exterior of fire doors. The location will be plainly marked and the alarms will not obstruct or be subject to injury by traffic in the aisles.

d. FIRE FIGHTING EQUIPMENT

(1) General

There will be sufficient fire fighting equipment to handle all emergencies based on the nature of the building and the character of the supplies stored. It is the policy of the CIA to provide organized mobile fire protection at depots and warehouse installation where the size of and extent of operations warrant it, in such areas or installations a fire brigade should be organized and trained in the use of fire equipment (CIA Safety Manual Par. M (11)). Small installations or leased facilities in or near communities having organized fire departments may depend on them for protection. In addition, fire extinguishers and other devices will be distributed through buildings and grounds for the use of any personnel to extinguish fires before the fire department arrives.

e. TRAINING

(1) General

All personnel will be made thoroughly fire conscious and trained in preventing, reporting, and extinguishing fires so they will be able to render maximum assistance in the event of fire.

(2) Fire Drills

Fire drills will be conducted at least once each six months in every building regularly occupied, for the purpose of training and to test thoroughly the adequacy of exits.

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PART III SUPPLY, SECTION B, Issues and Use of Government Property

1. Issues

a. An issue of non-expendable property on memorandum receipt basis covers the loan, temporary assignment or authorized use where the recipient assumes responsibility but not accountability of such property.

b. The issuing office retains accountability of issued non-expendable property.

c. The issuing officer drops accountability of issued expendable items upon proper posting to the stock records.

2. Procedure

All property will be issued on Requisitions Form No. 30-125 and shall include the appropriate period of possession.

3. Issue of Fuel-Lubricants

Issue of fuels and lubricants will be made on Delivery Ticket and Receipt Form 30-93, and consolidated on a monthly basis on Form No. The latter action reflects a credit to the stock record account.

4. Use of Government Property

Employees of the Agency will not use government property for private use or personal gain (violations of this regulation are subject to severe penalties by public law) except in the interest of operational attainment wherein authorization for exceptions may be granted by Chief of Station, Senior Representatives, or Office Head.

5. Property Loaned to Organizations or Individuals not Part of CIA

a. When property is authorized for loan, requisitions shall include:

- (1) Authority for making loan.
- (2) Material involved.
- (3) Issuing date, and custodian by name and organization.
- (4) Approximate period involved.

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PART III SUPPLY, SECTION I, Materiel Disposition
(Not Including Issues, Transfers or Loans)

1. Definitions

Materiel to be disposed of may be:

- a. Scrap: Property that has no reasonable prospect of sale, except for its basic materiel content.
- b. Salvage: Worn, damaged, deteriorated, or incomplete property that has no reasonable prospect of sale as a unit, but has value in excess of its basic materiel content because it may contain serviceable components.
- c. Waste Materiel: Property that has no reasonable prospect of sale.
- d. Condemned Property: Property which has been condemned as a menace to health or the best interests of the Agency.
- e. Surplus Property: Property that is surplus to Agency needs.

2. Methods and Instruments of Disposal

- a. By Certificate: Condemned property may be disposed of by certificate of destruction to the proper jurisdictional Survey Board showing authority and explanation for destruction and type, amount and method used.
- b. By Declaration: Materiel classified as surplus, scrap, or salvage may be disposed of by the Accountable Officer upon approval of the Chief, Procurement and Supply Office or the appropriate senior representative, except as provided below:

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[REDACTED] are authorized to dispose of surplus property, provided that the total acquisition cost of items disposed of does not exceed \$100.00 in one quarter.

3. Property Lost, Damaged or Stolen

- a. Thefts of property within departmental headquarters will be reported immediately by telephone to the Physical Security Branch, Inspection and Security Office.

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- c. Upon proper determination that property has been lost, damaged or stolen, within the provisions of Section J, a survey report will be prepared on Form 36-18, in triplicate, to the Board of Survey having jurisdiction.

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d. Property lost as a result of open hostilities or political situations with a foreign government will be dropped from accountability when directed by the senior representative of the area concerned or the Chief, Procurement and Supply Office, as appropriate. Necessary adjustment reports will be prepared by the directing authority to be presented to the CIA Property Survey Board for final approval.

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- d. The Survey Board will, upon review, recommend action to be taken.
- e. Senior Representative of the area will review findings of the Board under his jurisdiction prior to forwarding report to Headquarters.

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PART XII SUPPLY, SECTION E, Audit and Inventory

1. Authority

- a. The Auditor-in-Chief is charged with the responsibility of periodic audits and inventories, made either at his own discretion or at the request of the Inspector General. Audits and inventories will be made, by personnel delegated by the Auditor-in-Chief, of all CIA material and materiel records at least once per fiscal year.
- b. Accountable Officers will take additional inventories at scattered periods throughout the fiscal year for the purpose of checking their accounting records.
- c. Authorized officials of the Agency may make unscheduled inspections for audit and inventory of materiel and materiel records at times other than those determined in paragraph (a.) above.

2. Purpose

The purposes of audits and inventories are:

- a. To make physical examinations of materiel on hand and in use.
- b. To conduct reviews and inspections of the property accounts.
- c. To ensure that the interests of the United States Government are being maintained by proper accounting procedures and controls.

3. Responsibilities

- a. Audit and inventory teams, composed of personnel designated by the Auditor-in-Chief, are direct representatives of the Director of Central Intelligence. These teams are responsible for the inspection of Procurement and Supply activities, audit of property and supervision and control of inventories.
- b. Every facility will be afforded by the Agency component visited by these teams to ensure a complete and comprehensive examination.
- c. Office Heads, [REDACTED] and all other personnel will cooperate to the fullest possible extent with the audit and inventory teams and will make available:

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- (1) Personnel necessary to accomplish the audit and inventory.
- (2) Correspondence, vouchers and records of the Procurement and Supply activity.

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4. Objectives

The objectives of the audit and inventory teams are to promote efficiency and economy of operations by observing, examining and reporting on the status of conditions encountered and the effectiveness with which these activities fulfill their respective missions. Additional items of concern include the manner and extent to which these activities comply and adhere to Agency Regulations.

5. Procedure

a. Thirty (30) days prior to sending an audit and inventory team to a component of CIA for periodic examination and review as indicated by paragraph (1a.), the Auditor-in-Chief will notify the Senior Official of the component concerned that an inventory, audit and inspection is to be conducted. Notification will contain:

- (1) Date the action is to take place.
- (2) Date the team can be expected to arrive.
- (3) Estimated number of individuals required to assist the audit and inventory team.
- (4) Names of team official and of individual members. 25X1A

b. Upon arrival at the Agency component the official in charge of the team will report to the Office Head, [REDACTED] Chief for the purpose of exchanging information relative to the audit and inventory to be undertaken.

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PART III, SUPPLY, SECTION L, Reports and Reporting

1. General

a. The Chief, Procurement and Supply Office will initiate, maintain, monitor and control material reporting and reporting systems for the Agency, which will enable the Agency to:

- (1) Determine projected material requirements.
- (2) Determine procurement and storage requirements.
- (3) Assign and control the utilization of material.
- (4) Determine the current status of stock by location.
- (5) Schedule production.
- (6) Maintain a check on every step in the transmission of each item that is shipped.
- (7) Compute the monetary value of all or any part of the property in storage or in use by the Agency.
- (8) Determine the rate of use and depreciation of a given item of material.
- (9) Determine the material status of each individual project or operation: [REDACTED]
- (10) Compute statistics which, after analysis and interpretation, will constitute a firm basis for utilization by the appropriate organizational component concerned.
- (11) Compute warehousing and transportation needs.
- (12) Direct the transfer of material within or between areas.

b. Reporting on matters of material will be accomplished through the channels established elsewhere in this manual. No reports will be instituted or produced within the supply system, without specific approval of the Chief, Procurement and Supply Office.

2. Reports Required

a. The following reports, which shall be forwarded by the first available pouch to the Procurement and Supply Office, prior to the close of business on the fifth working day of each month or each quarter, as the case may be, will be computed by each Accountable Officer as of the close of business on the last day of each monthly or quarterly period:

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- (1) Stock Status Report - Monthly
- (2) Project Status Report - Monthly
- (3) Report of Local Procurement - Quarterly
- (4) Surplus Property Report - Quarterly
- (5) Status of Equipment Report - Quarterly
- (6) Property in Use - Quarterly
- (7) Storage Facilities Report - Quarterly

b. The Procurement and Supply Office shall review, analyze and process the above reports for the purpose of filling the requirements of Part III, Section 1, paragraph 1a.

3. Material Monetary Value Report

The Procurement and Supply Office shall compute a Material Monetary Value Report which shall be submitted to the Comptroller. This report shall consist of the value of expendable and non-expendable material in storage, on a monthly basis. In addition, on a quarterly basis, a report of non-expendable material in use will be made.

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PART IV

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PART IV PURCHASE, SECTION C, Policies

1. General

The Agency shall use that method of procurement most advantageous to the Government, price, quality, security and other factors considered. Wherever possible the Armed Services Procurement Regulations will be followed.

2. Funds

- a. Vouchered funds will be used to the greatest extent possible.
- b. Unvouchered funds may be used only where the necessity therefor has been determined by security requirements, or when the Agency need precludes normal procurement.
- c. The Contracting Officer will be responsible for proper notification, to the Finance Representative within his area, of all obligations incurred.

3. Sources of Purchase

a. Government Agencies

To the extent practicable equipment, supplies and services shall be obtained from other Government Agencies within the scope of existing regulations.

b. Commercial

Regardless of the method of procurement from commercial sources, full and free competition will be solicited insofar as possible within the provisions of regulations and security requirements of the Agency.

c. Foreign Purchases

When foreign purchases are to the advantage of the Government, or are essential to Agency operational attainment, they shall be made in accordance with regulations.

4. Buy American Act

The Buy American Act applies to raw materials and manufactured products. In the case of manufactured products, the Buy American Act applies to the end product itself and to the components directly furnished for that end product. Contracting Officers will comply with the provisions of the Buy American Act (Title II, Section 2 of Act, 3 March 1933, 47 Statute, 1520, 41 U.S. Code 10A-D).

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b. Contracts for material resulting from research and development activity will be negotiated only on the basis of full and complete specifications.

c. In those instances where there are no applicable specifications, and preparation of a specification is not justified, a drawing and/or description containing all the essential requirements to be met by the equipment, supplies or services shall be used instead.

d. In case of foreign purchase, specifications may be used which will be readily understood by foreign vendors, provided that adequate measures are taken to ensure that acceptable and satisfactory products are procured.

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PART IV PURCHASE, SECTION D, Procurement by Formal Advertising

1. Use of Formal Advertising

- a. Procurement may be effected by formal advertising when:
 - (1) Time permits and delivery requirements are not jeopardized.
 - (2) Procuring standard commercial supplies or services.
 - (3) Adequate specifications or adequate detailed descriptions are available.
 - (4) There are no important factors other than price.
 - (5) The list of suppliers is extensive, full competition is desired and purchase will be accomplished more efficiently and expeditiously.
- b. Current lists of bidders will be maintained.
- c. Formal advertising will not be used on classified purchases unless authorized by Chief, Procurement and Supply Office, and only when this method is in the best interests of the Government.

2. Solicitation of Bids

- a. Invitations for bids will contain:
 - (1) Invitation number
 - (2) Name and address of issuing activity
 - (3) Date of issuance
 - (4) Date, hour, and place of opening
- b. Schedule will contain:
 - (1) Number of pages
 - (2) Purchase authority, appropriation and accounting data
 - (3) Discount provisions
 - (4) Quantity of supplies or services to be furnished, and any provision for quantity variation

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- (5) Description of supplies or services and specifications
- (6) Requirements, if any, for prior testing and qualification
- (7) Time, place and method of delivery
- (8) Permission, if any, to submit alternative bids, including alternative materials or designs
- (9) Preservation, packaging, packing and marking requirements, if any
- (10) Place, method and conditions of inspection
- (11) Bond and surety requirements, if any
- (12) Special provisions

c. Solicitation of bids will include general contract provisions or conditions required by Agency regulations and procedures.

3. Submission of Bids

- a. Bids will be submitted in accordance with instructions accompanying the appropriate bid form.
- b. Telegraphic or alternative bids will be considered only if authorized by the invitation for bids.
- c. Bids received at the designated office after the time fixed for opening will be considered if they are received before the award is made, provided the bidder was not responsible for the delay.
- d. Late bids not considered will be held unopened and will be returned to the bidder after the award is made, unless other disposition is requested or agreed to by the bidder.
- e. Bids may be modified or withdrawn at any time prior to the time fixed for opening bids by written or telegraphic notice by the bidder. Modifications or withdrawals received after the time fixed for opening bids will be considered provided:
 - (1) The bidder was not responsible for the late arrival of the modification or withdrawal.
 - (2) Modification of the bid is in the interest of the Agency and is not prejudicial to other bidders.

4. Opening of Bids

- a. Bids will be kept secure and will be opened only by a contracting officer who will publicly open the bids and read them aloud.

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b. Unidentified bids may be opened early solely for purposes of identification, but the content of such bids will not be disclosed.

c. Prior to the award, the contracting officer will examine all bids for irregularities or mistakes.

d. Opened bids will be made available for public inspection only under the supervision of the contracting officer and under conditions which preclude the possibility of a substitution, addition, deletion or alteration of the bid.

5. Accounting of Bids

a. Entries on abstracts or records will be made as follows for each bid:

- (1) Name of bidder
- (2) Prices bid
- (3) Opening date
- (4) Invitation number
- (5) General description of the material
- (6) Lot number
- (7) Total bid price

b. Abstracts and records will be opened for public inspection where security is not compromised, and proper certification to such records will be made by the contracting officer.

6. Rejection of Bids

Bids may be rejected by the contracting officer under the following circumstances:

- a. For failure to conform to the requirements of the invitation for bids
- b. When rejection is in the interest of the Government
- c. When bids are unreasonable or there is reasonable evidence of collusion or bad faith.

7. Irregularities in Bids

The contracting officer may:

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- a. Permit bidders to correct minor irregularities in bids.
- b. Waive minor irregularities when not to the disadvantage of the Government.

8. Mistakes in Bids

- a. Any clerical mistake obvious or apparent on the face of a bid may be corrected by the contracting officer prior to award, provided there has first been obtained from the bidder, in response to a request for verification of the bid, a statement as to any such mistake therein.
- b. Bids containing other mistakes will be verified by the bidder prior to award. If the bidder fails or refuses to furnish evidence of a mistake, the contracting officer will consider the bid as submitted.
- c. If time does not permit the contracting officer to obtain verification of mistakes in bids, the contracting officer:
 - (1) May disregard the lowest bid, which may have a mistake, and when corrected would not be the lowest of the bids.
 - (2) Will, in the case of a mistake in the lowest bid, which as clearly intended would still be the lowest bid, shall make the award on the basis of such low bid as originally submitted, but subject to correction if authorized by the General Accounting Office.
 - (3) Will consider a bid containing a mistake, on the basis of its price or other terms as clearly intended, when such bid is not the lowest.

9. Awards

- a. Awards will be made, in writing, to responsible bidders who are financially and otherwise qualified, and who are regular dealers. These responsible bidders include the following:
 - (1) A person (or firm) who owns, operates or maintains a store, warehouse, or other establishment in which the material, supplies, articles, or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and sold to the public in the usual course of business.
 - (2) A bona fide manufacturer's agent regularly employed on a salary or commission basis by one or more manufacturers of the supplies being procured, provided such agent has authority to bind the manufacturer, and provided further, that any procurement of supplies from or through such agent results in a contract issued in the name of the principal.

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(3) In the case of supplies of particular kinds (lumber and timber products, coal, machine tools, raw cotton, green coffee, hay, grain, feed, and straw), a person or firm satisfying the requirements of Article 101 (b) of the Regulations, as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (41 U.S. Code 35).

b. Award will be made to the lowest responsible bidder, discounts and other factors considered, whose bid is most advantageous to the Government.

c. When two or more low bids are in all factors equal, award will be made by drawing by lot. This drawing will be witnessed by at least three persons and may be attended by bidders or their representatives.

d. Small business concerns, employing fewer than 500 persons, will be awarded contracts where possible as follows:

(1) When one of several low bids is submitted by a small business concern.

(2) When several such concerns submit equal low bids, award will be made by drawing by lot limited to such concerns.

(3) When several such concerns submit equal low bids, award will be made to the concern, which will perform the contract in a distressed employment area as designated by the President.

(4) When two or more of such concerns, which will perform the contract in a distressed employment area, submit equal low bids, award will be made by drawing by lot limited to such concerns.

e. When one of two or more equal low bidders will perform the contract in a distressed employment area, award will be made to such bidder, whether a small business concern or not.

f. A preliminary drawing by lot may be made to determine which of several bidders offering the product of one manufacturer will be included in the final drawing to determine the award.

10. Information to Bidders

Upon request, unsuccessful bidders or their authorized representatives may be given the names of successful bidders and the prices bid, when security will not be compromised.

11. Distribution of Bids and Abstracts

a. The original of all rejected and unsuccessful bids, a copy of the accepted bid, and a copy of the abstract of bids will be retained by the contracting officer. All rejected bids will be kept available for inspection by authorized representatives of the Comptroller.

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b. The original of the accepted bid will be attached to the signed copy of the contract or award intended for the Comptroller. Where a bid other than the lowest price bid is accepted, the Comptroller will be furnished a detailed statement giving reasons for its acceptance, together with an abstract of all bids lower than the one accepted.

12. Protest

Protests of bidders to actions of the contracting officer in regard to a particular procurement action will be settled by the contracting officer subject to limitations imposed by the Chief, Procurement and Supply Office, as follows:

a. Where protest is made prior to making award, the award will not be made, pending resolution of the protest, except in cases where items to be procured are urgently required, delivery will be unduly delayed, or the interests of the Government will be jeopardized.

b. Where desirable in the interests of the Government, the contracting officer will submit protests to a higher authority for resolution. Where the person protesting intends to protest to a specific higher authority, the contracting officer will submit the case to that authority, including the following:

- (1) A signed statement from the person protesting, setting forth the facts on which the protest is based.
- (2) A signed statement from other persons affected by the protest, setting forth any further pertinent evidence.
- (3) A copy of the bid of the protesting bidder, and a copy of the bid of the bidder to whom award is to be or may be made.
- (4) A copy of the invitation for bids and any pertinent specifications.
- (5) A copy of the abstract of bids.
- (6) A signed statement from the contracting officer, setting forth his recommendations and findings, and other pertinent data.
- (7) Other relevant documents.

13. Statement and Certificate of Award

In connection with every purchase made by formal advertising, the contracting officer will execute and submit to the Comptroller a statement, attached to papers and documents constituting the contract, indicating:

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- a. Whether the accepted bid was the lowest bid received, or
- b. Reasons for accepting other than the lowest bid and a listing of all lower bids. This statement will also indicate action taken in awards with regard to small business concerns and distressed employment areas.

14. Cancellation of Invitation and Re-advertisement After Opening of Bids

- a. Invitations for bids will not be cancelled and re-advertised except as follows:

After bids are opened and specifications are changed, or it is determined that substitute items will be more advantageous to the Government.

- b. When an increase in quantity is required, the award will be made on the original invitation, and the additional quantity will be treated as a new procurement action.

- c. When there is a change in specifications or other conditions of the invitation prior to the opening of bids, the invitations will be amended rather than cancelled with subsequent re-advertisement. In such instances, the date of opening of bids will be extended.

15. Qualified Products

- a. Where experience has shown the necessity of obtaining products of requisite quality, the Agency may subject products and material to qualification tests. Approved products and material will be included in a qualified products list, provided security will not be compromised.

- b. Manufacturers whose products are tested will be notified of approval or rejection.

- c. Manufacturers of approved products will be notified that such approval does not:

- (1) Guarantee acceptance of the product in future purchases
- (2) Constitute a waiver of any provisions of a contract involving such product
- (3) Permit a statement of approval to be circulated or used for promotional purposes

d. A qualified products list shall include:

- (1) Agency designation
- (2) Manufacturer's designation
- (3) Test or qualification reference
- (4) Manufacturer's name and address

e. Untested products may be included in a qualified products list if:

- (1) Time does not permit testing after award, or
- (2) the cost of repetitive testing would be excessive, or
- (3) testing apparatus is expensive or not available, or
- (4) the interest of the Agency requires assurance, prior to award, that the product is satisfactory for intended use, or
- (5) performance data is required, in addition to specification requirements.

f. In procurement by formal advertising, only bids offering approved products need be considered, and manufacturers will be so notified in the solicitation of bids.

PART IV PURCHASE, SECTION 5, Procurement by Negotiation

1. Meaning

Negotiation is the form of procurement in which requirements for bid award and other procedures for procurement by formal advertising do not apply.

2. Use

Procurement by negotiation may be used if it will be more advantageous to the Government than procurement by formal advertising when price, quality, security and other factors are considered.

3. Circumstances Permitting Negotiation

Purchases and contracts may be negotiated without advertising if:

- a. Determined to be necessary in the public interest during the period of a national emergency declared by the President, or by the Congress.
- b. The public exigency will not admit of the delay incident to advertising.
- c. The aggregate amount involved does not exceed \$1,000.00.
- d. For personal or professional services.
- e. For any service to be rendered by any university, college, or other educational institution.
- f. The supplies or services are to be procured and used outside the limits of the United States and its possessions.
- g. For supplies or services for which it is impracticable to secure competition.
- h. For supplies or services as to which the Director or his Deputy determines that the character, ingredients, or components thereof are such that the purchase or contract should not be publicly disclosed.
- i. For supplies or services as to which the Director or his Deputy determines that the bid prices after advertising therefor are not reasonable, or have not been independently arrived at in open competition, provided that no negotiated purchase or contract may be made after the rejection of all bids received through formal advertisement unless:

(1) The Director or his Deputy has notified all responsible bidders of intentions to negotiate and reasonable opportunity has been given to such bidders to negotiate.

(2) The Director or his Deputy has determined that the negotiated price is lower than the lowest rejected bid price.

(3) Such negotiated price is the lowest negotiated price offered.

j. Otherwise authorized by law.

4. Records and Reports

The Agency shall maintain a record containing the following:

- a. Name of contractor awarded a contract by negotiation.
- b. Amount of the contract.
- c. Description of the work performed or material supplied.

5. Types of Contracts

Contracts may be of any type which will serve the best interests of the Government; however, the cost-plus-a-percentage-of-cost system of contracting shall not be used. Permissible types of contracts are:

- a. Fixed-price contract will be used wherever possible. It may include provision for price escalation or adjustment.
- b. Fixed-price contract with provision for redetermination of price may be used when:
 - (1) There is no data to indicate reasonableness of price, or
 - (2) the estimate of the low offeror or of the only offeror exceeds the Government estimate by an unreasonable amount, or
 - (3) it is necessary to eliminate charges for contingencies from the contract amount, or
 - (4) it is necessary or desirable to incorporate incentives to increase production efficiency and reduce costs, or
 - (5) other factors require inclusion of price redetermination clauses in the interests of the Government.

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c. Incentive-type contract, used when determined to be the least costly and the most practical for services or supplies of a specific type, and may be either fixed-price or cost-plus-a-fixed-fee. This type of contract provides for a tentative base price and a maximum price, with final price determined by contractor's actual costs plus reasonable profit.

d. Cost contract (cost-sharing type), provides for payment to contractor of allowable costs in production of supplies or services up to a predetermined ceiling.

e. Cost-plus-a-fixed-fee contract is the same as cost contract except that it provides for payment of a fixed fee based on the estimated cost of the contract.

f. Time and material contract, which provides for the purchase of supplies or services on the basis of:

- (1) Direct labor hours and specified hourly rates
- (2) Material at cost

g. Letter contract, which is a preliminary contract with or without tentative price or specific amount agreed upon. It authorizes the contractor to commence work, incur costs and make commitments subject to execution of a final contract. Letter contracts may be used:

- (1) When it is essential to give to the contractor a binding commitment in order that work may commence immediately, or
- (2) when the nature of the work involved prevents the preparation of definitive requirements or specifications and a final contract cannot be negotiated at that time.

i. Other types of contracts, all other contracts serving the best interests of the Government.

6. Advance Payments

Advance payments will be authorized only if:

- a. No other contractor is available to furnish supplies or services without advance payment.
- b. No other means of adequate financing is available to the contractor.
- c. The amount of the authorization is predicated upon use of the contractor's own working capital as far as possible.

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**PART IV PURCHASE, SECTION F, Procurement
From or Through Other Government Agencies**

1. Use

a. The Agency will place orders with any other Government Agency or Department for supplies or services which such agency or department may be able to furnish.

b. In such instances where supplies and services can be procured more economically and/or efficiently, and with adequate security safeguards, the contracting officer may purchase directly from commercial sources, providing such justification is a matter of record.

2. Determination of Amount and Method of Payment

Upon request by the department or agency involved, an advance by check will be made for all or part of the cost of supplies or services to be furnished. Where an advance is made, proper payment of actual cost will be made as agreed upon. The amount to be paid shall be based on the actual cost of supplies or services furnished.

3. Procurement from General Services Administration

The Federal Supply Schedule of the General Services Administration will be utilized as far as practicable in procurement of supplies and services. The Agency will, whenever possible, procure supplies or services from Supply Centers of the General Services Administration.

4. Procurement of Printing and Related Supplies

Printing, binding and related supplies will be procured in accordance with regulations of the Congressional Joint Committee on Printing.

5. Procurement of Prison-Made and Blind-Made Products

a. Procurement of supplies manufactured by Federal penal institutions will be made when supplies are available and such procurement is practicable. In those instances when such procurement is not practicable, a special clearance can be obtained from Federal Prison Industry, Inc., c/o the Department of Justice. Requests for such action will be directed to the Chief, Procurement and Supply Office.

b. Supplies listed in the Schedule of Blind-Made Products, issued by the Federal Supply Service, General Services Administration, will be procured from non-profit-making agencies for the blind at the prices determined by the Committee on Purchases of Blind-Made Products.

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6. Open Market Procurement

Only in cases of emergency, which are fully justified to the satisfaction of the Finance Division of the Agency and/or The General Accounting Office, will open market procurement be made of the following items:

a. Government Printing Office:

Standard forms, bound books, pressboard notebooks, stenographers notebooks, blank books, ruled cards, stock tablets, blank paper, blotting paper, cardboard, newsboard, glue, and all types of inks.

b. Blind-made Products:

Corn brooms, chair pads, rubberized fabric mats, pillow cases, towels, mops and mop handles.

c. Federal Prison Industries:

Brooms (other than corn), brushes, canvas goods, castings, wood specialties (such as desk trays), gloves, wood block type mats, metal specialties and laundry service.

d. General Services Administration:

Items listed in stock catalog or Federal Supply Schedule contracts.

e. Post Office Department (Schedule 5):

Printed and plain envelopes.

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- (3) Project chargeable
- (4) Source (local)
- (5) Availability

b. Upon analysis by the Procurement and Supply Office, wherein it is determined that the Government interest will be best served, a delegation of authority specifically enumerating the scope and limitations may be granted. A quarterly report from the field activity concerned, indicating the items procured and amount expended, will be forwarded through proper channels to the Procurement and Supply Office. This report may ultimately be absorbed by other reporting media.

c. One of the primary prerequisites of such delegation will be that a properly qualified Procurement Officer is attached to the staff of the requesting activity.

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PART IV PURCHASES, SECTION 8, Taxes

1. Federal

Federal excise taxes, and exceptions from Federal excise taxes, will be compiled with in accordance with A.C.P.R., Section XI.

2. State and Local

State and local taxes, as a general rule, will not be paid on Government purchases. Tax exemptions will be used to the fullest extent possible using means of purchases on a tax-exclusive basis and execution of an approved tax exemption certificate.

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PART IV PURCHASE, SECTION I, Bonds, Surety and Insurance

1. Bonds

The forms and provisions of bonds, and their preparation, execution and administration, shall be in accordance with the provisions of A.S.P.R., Section X, Part 1, and will be executed as deemed necessary by the contracting officer.

a. Definitions: As used in this Part I of Section X, the following terms shall have the meanings set forth below:

(1) Bid Bond: A bid bond is a bond accompanying a bid in which the obligor obligates himself in an amount stated (the penal sum), which obligation, it is stated, is to be void if:

(a) the bid is not withdrawn after the opening within the period specified in the bid, or, if no shorter period is specified, within sixty days; and

(b) a written contract, with such bond or bonds as may be required, is executed within ten days after the prescribed forms are presented for signature.

(2) Performance Bond: A performance bond is a bond which is executed in connection with a contract and which secures the performance and fulfillment of all the undertakings, covenants, terms, conditions and agreements contained in the contract.

(3) Payment Bond: A payment bond is a bond which is executed in connection with a contract and which secures the payment of all persons supplying labor and material in the prosecution of the work provided for in the contract.

(4) Advance Payment Bond: An advance payment bond is a bond which secures the performance and the fulfillment of a contractual provision for the making of advance payments.

(5) Patent Infringement Bond: A patent infringement bond is a bond which secures the performance and fulfillment of the undertakings contained in a patent clause.

b. Bid Bonds: Bid bonds may be required when, and only when, the solicitation of bids for a contract to be entered into as a result of formal advertising specifies that the contract is to be supported by a performance bond or by performance and payment bonds. When a solicitation of bids requires a bid bond, the requirement shall not be waived unless it is waived equally for all bidders. Whenever a

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bid bond is required, the penal sum thereof shall be in an amount deemed adequate by the contracting officer for the protection of the Government.

c. Performance Bonds:

(1) Performance Bonds: Performance bonds in connection with contracts other than construction contracts shall not be required unless:

- (a) the solicitation of bids requires such a bond, or
- (b) requirement of such a bond is in the interest of the Government and not prejudicial to the other bidders.

Whenever a performance bond is required, the penal sum thereof shall be in an amount deemed adequate by the contracting officer for the protection of the Government.

(2) Annual Performance Bonds: Annual performance bonds may be used only in connection with contracts other than construction contracts. When such a bond is used, and has been completely obligated in an amount equal to the penal sum thereof, an additional bond shall be obtained to cover additional contracts.

d. Payment Bonds:

(1) Payment bonds in connection with contracts other than construction contracts: The extent to which payment bonds will be required in connection with contracts other than construction contracts shall be in accordance with Agency procedures, except that the requirements of such a bond shall not be waived when an invitation for bids requires a payment bond. Conversely, a payment bond shall not be required unless:

- (a) the solicitation of bids requires such a bond, or
- (b) requirement of such a bond is in the interest of the Government and not prejudicial to the other bidders.

Whenever a payment bond is required, the penal sum thereof shall be in an amount deemed adequate by the contracting officer for the protection of the Government.

(2) Advance Payment Bonds: The extent to which advance payment bonds will be required shall be in accordance with Agency procedures. Whenever such a bond is required, the penal sum thereof shall be in an amount deemed adequate by the contracting officer for the protection of the Government.

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(3) **Patent Infringement Bonds:** Patent Infringement bonds shall be required only in connection with contracts containing provision for patent indemnity, and then only if a performance bond has not been executed and if the financial responsibility of the contractor is unknown and doubtful. Whenever such a bond is required, the penal sum thereof shall be in an amount deemed adequate by the contracting officer for the protection of the Government.

(4) **Other types of Bonds:** Other types of bonds may be used only when, in the opinion of the head of the procuring activity concerned, such bonds are necessary or desirable in connection with the procurement of particular supplies or services.

(5) **Execution and Administration of Bonds:** The forms and provisions of bonds, and their preparation, execution and administration, shall be in accordance with the provisions of this regulation and with procedures prescribed by the Procurement and Supply Office.

2. Surety

Good and sufficient surety will support every bond required or used in connection with the procurement of supplies or services, and will be in accordance with A.S.P.R., Section X, Part 2.

a. **Options in Lieu of Sureties:** Any one or more of the following types of security listed below may be deposited by the contractor in lieu of furnishings corporate or individual sureties on bonds. Any such security accepted by the contracting officer shall be promptly turned over to the disbursing officer concerned, and such security or its equivalent shall be returned to the contractor when the obligation of the bond has by its terms ceased.

(1) **United States Bonds or Notes:** In accordance with the provisions of the Act of February 24, 1919, as amended (6 U.S. Code 15) and Treasury Department Circular No. 154 (February 6, 1935), any person required to furnish a bond has the option, in lieu of furnishing surety or sureties thereon, of depositing United States bonds or notes in an amount equal at their par value to the penal sum of the bond, together with an agreement authorizing the collection or sale of such United States bonds or notes in the event of default on the penal bond.

(2) **Certified or Cashier's Checks, Bank Drafts, Money Orders, or Currency:** Any person required to furnish a bond has the option, in lieu of furnishing surety or sureties thereon, of depositing a certified or cashier's check, a bank draft, a Post Office money order, or currency, in an amount equal to the penal sum of the

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bond provided that the penal sum of the bond is not in excess of \$50,000. Certified or cashier's checks, bank drafts, or Post Office money orders shall be drawn to the order of the Treasurer of the United States.

b. **Consent of Surety:** In connection with any amendment, modification or supplemental agreement which would otherwise effect the release of a surety, or in any other situation as prescribed by Agency policy, the contracting officer shall obtain the written consent thereto of the surety or sureties on the existing bond or bonds (notwithstanding the fact that there may be an additional bond supported by a new surety), provided that no such consent need be obtained if there is an increased or additional bond supported by the same surety or sureties.

3. Insurance

Contract clauses with respect to insurance, and the administrations of insurance requirements, shall be in accordance with the provisions of A.S.P.R., Section X, Part 3, and will be executed as deemed necessary by the contracting officer.

a. **Insurance in Connection with Fixed-Price Contracts:** In connection with fixed-price contracts, the Agency:

(1) shall require such insurance as is required by law and

(2) may in addition require prescribed procedures only:

(a) to protect the Government with respect to responsibilities imposed by the Government on the contractor in connection with Government property used or furnished for the performance of the contract, or

(b) in special cases when insurance is deemed necessary in connection with the performance of the contract.

b. **Insurance in Connection with Cost-Reimbursement Contracts:** In connection with cost-reimbursement contracts, the kinds of insurance listed below shall ordinarily be required by the Agency unless the contractor is legally immune from liability, or has an acceptable program of self-insurance, approved in accordance with prescribed procedures. No other kind of insurance shall be required or approved unless:

(1) required by law, or

(2) deemed necessary, in accordance with prescribed procedures:

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(a) to protect the Government with respect to responsibilities imposed by the Government on the contractor, in connection with Government property used or furnished for the performance of the contract, or

(b) in special cases when insurance is deemed necessary in connection with the performance of the contract.

(3) Workmen's Compensation and Employer's Liability Insurance: Workmen's Compensation and Employer's Liability Insurance shall be in an amount necessary to provide adequate coverage for all industrial injuries and the occupational diseases incurred by the contractor's employees in the performance of the contract.

(4) General Liability Insurance: General Liability Insurance shall be in an amount necessary to provide adequate protection against liability to persons other than the contractor's employees, for bodily injuries and for damage to the property of third persons, resulting from the performance of the contract.

(5) Automobile Liability Insurance: Automobile Bodily Injury and Property Damage Liability Insurance, on all vehicles used off the contractor's premises in connection with the performance of the contract, shall be in an amount necessary to provide adequate protection to the Government.

(6) Aircraft Liability Insurance: Wherever applicable, Aircraft Liability Insurance shall be in an amount necessary to provide adequate protection to the Government.

c. Contract Clauses and Administration of Insurance Requirements: Contract clauses with respect to insurance, and the administration of insurance requirements, shall be in accordance with the provisions of this regulation and with prescribed Agency procedures.

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