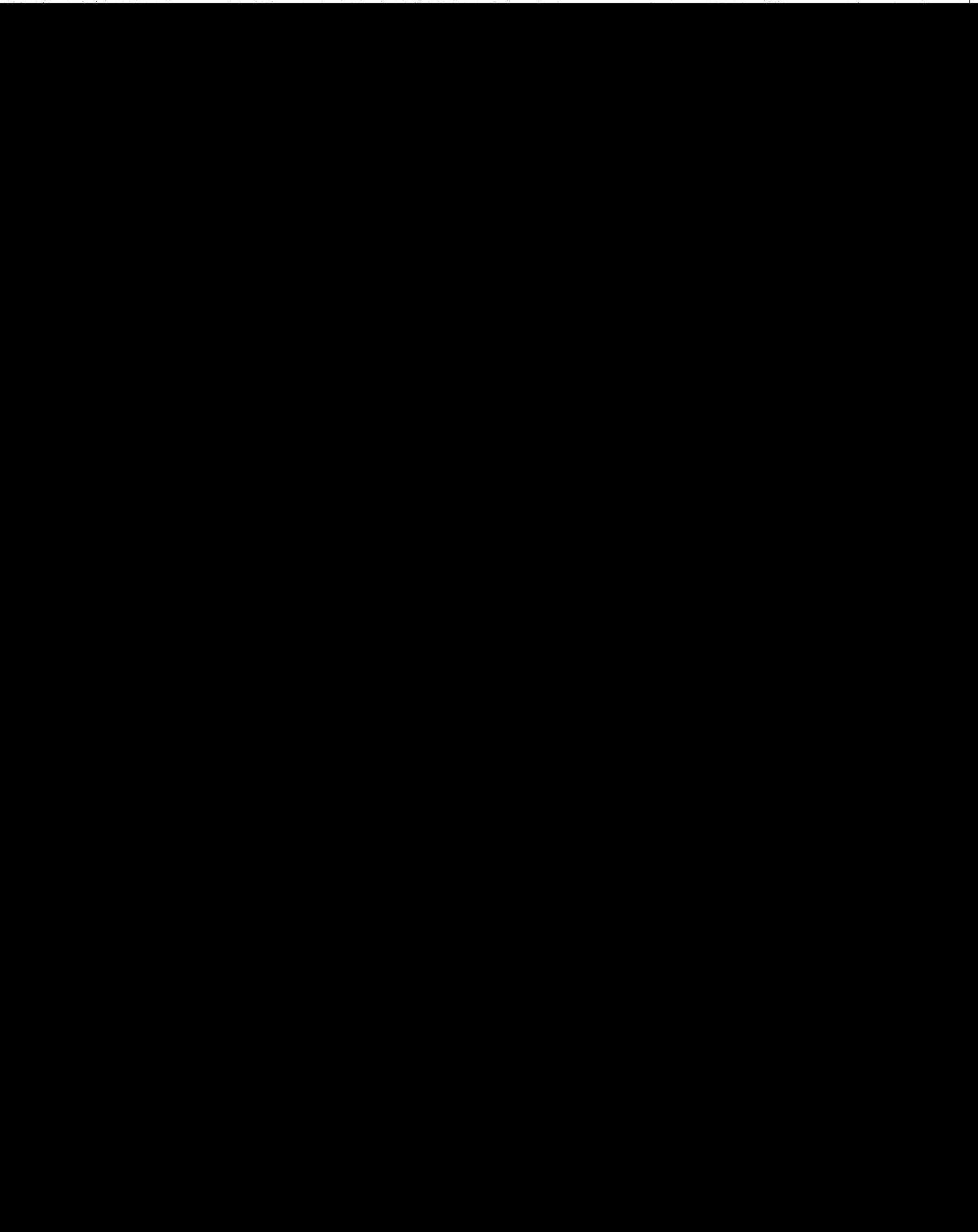


Financial Management Improvement Instructions, No. 25X1A 1 of 1
Job 2429 SECRET



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CONTROL COPY

10 June 1959

*Carl and
Suzanne
Gladys
Maggie
Grace my m
Carl's*

25X1A

FINANCIAL MANAGEMENT IMPROVEMENT INSTRUCTION NO.

SUBJECT: General - Financial Management Improvement Program
Specific - Standardized Requisition Number

1. PURPOSE

The purpose of this Instruction is to establish a policy whereby a standardized requisition number will be utilized by the requisitioning components, the Office of Logistics and the Office of the Comptroller.

2. APPLICABILITY

These procedures apply only to requisitions for materiel budgeted for by the requisitioning component. They do not apply to requisitions placed with Building Supply Offices for administrative supplies and equipment budgeted for by the Office of Logistics.

3. GENERAL

Under the present system when a component requisitions materiel not budgeted for by the Office of Logistics it prepares the requisition and places its certificate of availability of property authorization in the body of the requisition indicating the component's office requisition number as the "reference number". When the Building Supply Officers receive the requisitions they assign another requisition number and this requisition number appears on the Issues Report. As a result the Budget and Fiscal Officers' reference number does not appear on the Issues

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Report. This has created a serious problem in relating the items appearing on the Issues Report to the entries made at the time the requisitions were filed.

4. PROCEDURES

- a. To alleviate this problem, beginning with fiscal year 1960 each component will assign a five section requisition number to each requisition for materiel other than those for administrative supplies and equipment which are budgeted for by the Office of Logistics. This number, which will be identical for all requisitions of any component within each fiscal year except for the fourth section, is composed of the following sections:

| | | |
|---|---------------------------|---|
| | 994 - E - OCR - 0001 - 60 | * |
| General Bulding Supply | | |
| Office Designator Code - - - - - | | |
| Specific Building Supply | | |
| Office Designator Code - - - - - | | |
| Requisitioning Components | | |
| Designator Code - - - - - | | |
| Components Requisition Number - - - - - | | |
| Fiscal Year - - - - - | | |

*This will be the reference number that will appear on the Issue Reports covering issues of property. This number can not exceed four digits.

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- b. The codes to be used in the second section for Specific Building Supply Offices are identified in attachment A.
- c. The Office of Logistics will reflect the Component's Requisition Number and cost center account number on all issue documents. These documents will be processed by the Office of the Comptroller and the Component's Requisition Number and cost center account number will be reflected on the monthly Issues Report to be provided to the components.
- d. Requisitions for administrative supplies and equipment budgeted for by Logistics will be submitted in the normal manner on a Form No. 1490 - "Requisition or Turn-In for Administrative Supplies and Equipment" direct to the Building Supply Offices. Requisitions for all other materiel will be submitted on Form No. 88 - "Requisition for Materiel" direct to Office of Logistics, Supply Division,
- e. When a requisition number has been assigned by a field activity, headquarters controlled project, or by another headquarters office, such requisition number may be used as the reference number by the Budget and Fiscal Officer of the component to be costed with the materiel requisitioned and will be reflected on the Issues Report to be furnished to that component.

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H. GATES LLOYD
Acting Deputy Director
(Support)

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Specific Building Supply Office Designator Codes

CODE

B - Building Supply Officer located at 1710 J Building
servicing components located in:

I, J, K, L Buildings

1717 H Street

1016 16th Street

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D - Building Supply Officer located at 2-78 Quarters Eye
servicing components located in:

Quarters Eye

Recreation and Service (R&S) Building

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Alcott Hall

Barton Hall

Curie Hall

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E - Building Supply Officer located at 112A North Building
servicing components located in:

North Building

Central Building

East Building

Administration Building

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ATTACHMENT A

SECRET

2210 E Street



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Buildings 11, 13 and 14.

ATTACHMENT A
Page 2

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2 JUN 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Financial Management Improvement Instruction
No. [redacted] - Standardized Requisition
Number: Attachment A.

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1. This memorandum contains a request for action in paragraph 4 below.

2. The subject Instruction, attached, has been prepared by this office to provide a policy whereby a standardized requisition number will be utilized by the requisitioning components, the Office of Logistics and the Office of the Comptroller. A standardized number is required in order to furnish the division Budget and Fiscal Officers with the information with which they can effect liquidation of obligations established for the procurement of materiel.

3. In accordance with verbal instructions, subject is submitted to your Office for signature and issuance.

4. It is requested subject be approved for publication and given AB distribution to Agency components in sufficient time to place the issuance in the hands of personnel concerned not later than 19 June 1959.



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Deputy Comptroller

ATTACHMENT:

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25X1A

FINANCIAL MANAGEMENT IMPROVEMENT INSTRUCTION NO.

SUBJECT: General - Financial Management Improvement Program
Specific - Standardized Requisition Number

CONCUR:

For the Deputy Director (Plans)

SSA-DD/B

Date

For the Deputy Director (Intelligence)

Assistant to the DD/I (Admin)

Date

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25X1A

Financial Management Improvement Instruction No.

Subject: Standardized Requisition Number

CONCUR:

Director of Logistics

Date

Director of Communications

Date

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JUN 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposed Financial Management Improvement Instructions:

- ✓ (1) Control of Costs From Indirect Obligations; # 4
- (2) Discontinuation of the Single Confidential Funds Allotment for Transportation of Things; ✓
- (3) Decentralized Allotment Control Procedure - Vouchered Funds; and
- ✓ (4) Standardized Requisition Number # 5

1. This office concurs in the subject documents. Our concurrence is given with reservations however for the following reasons:

a. Due to the belated submission of the drafts, and the necessity of proceeding promptly if the procedures are to be adopted in a timely manner, there has not been sufficient time to review them adequately or to determine the extent of the additional workload which they will impose.

b. In our opinion, revision or rescission of regulatory issuances should be accomplished in the established way; otherwise a confusing situation will develop.

[Redacted Signature Box]

Chief, Operational Services
DDP

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Approved For Release 2002/05/01 : CIA-RDP81-00728R000100150025-1

ROUTING AND RECORD SHEET

0001-4271

SUBJECT: (Optional)

FROM: TAS/Comptroller
1705 Alcott Hall Ext. 8786

NO. DD/S 59-2828
DATE

TO: (Officer designation, room number, and building)

DATE RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

| | | | |
|---|--|--|--|
| 1. Deputy Comptroller 1039 Alcott Hall | | | |
| 2. SSA/DD/S 2129 I Bldg. | | | |
| 3. DD/S | | | |
| 4. DD/S | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. TAS/Comptroller 1705 Alcott Hall | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

SIGNATURE

(1. to 2.)
Attached is a copy of Financial Management Instruction ~~18510~~ ; Subject: Standardized Requisition Number. In order to expedite concurrence of this Instruction, copies have been provided to the SSA/DD/S for the DD/P, the DD/I and to offices within the DD/S. Your concurrence is requested on the attached concurrence sheet by 9 June in order that this Instruction may be printed and distributed as soon as possible as this change in requisition numbers applies to requisitions for materiel to be delivered in fiscal year 1960.

FORM 1 DEC 56

610 USE PREVIOUS EDITIONS

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U. S. GOVERNMENT PRINTING OFFICE: 1958 O - 476731

Financial Management Improvement Instruction No.

Subject: Standardized Requisition Number

CONCUR:

Director of Logistics

Date

25X1A



Director of Communications

Date

9 June 59

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