

TAB

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CIA-RDP51-00049A000100010006-1**

TRANSPORTATION SECTION

1. Function

The Transportation Section is responsible for complete processing (passports, visas, medical examinations, etc.) of CIG personnel scheduled for overseas duty, including the making of reservations for domestic and foreign transportation, and the coordination of all travel to be performed. It is also responsible for domestic transportation, the procurement of air, train, and hotel reservations, and the operation of the civilian and military motor pools.

2. Personnel

The status of personnel on duty in the Transportation Section is as follows:

Office of the Chief

25X1A9a

[REDACTED] (Captain)	Traffic Manager	CAF-12	\$5905.20	
[REDACTED] (Captain)	Asst. Traffic Manager	CAF-11	4902.00	
[REDACTED] .)	Sec. - Stenographer	CAF-5	2644.70	3 Nov. 1946
	Chief Clerk			

Foreign Transportation Unit

25X1A9a

Vacant	Transportation Officer	CAF-11	4902.00	
Vacant	Transportation Officer	CAF-9	4149.60	
[REDACTED]	Transportation Asst.	CAF-7	3648.00	3 Nov. 1946
[REDACTED]	Transportation Asst.	CAF-7	3522.60	
[REDACTED]	Transportation Clerk	CAF-4	2394.00	3 Nov. 1946

Cargo Transportation Unit

25X1A9a

Vacant	Transportation Officer	CAF-11	4902.00	
[REDACTED]	Transportation Officer	CAF-9	4275.00	3 Nov. 1946
[REDACTED] Captain) N.Y.	Transportation Officer			
[REDACTED]	Transportation Clerk	CAF-5	2644.80	3 Nov. 1946
Vacant	Clerk Typist	CAF-3	2169.28	

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Civilian Motor Pool

(Lieutenant)



Dispatcher			
Asst. Head Motor Pool	CPC-3	2395.60	3 Nov. 1946
Motor Vehicle Dispatcher	CPC-6	2469.24	3 Nov. 1946
Asst. Motor Vehicle Dispatcher			
Chauffeur	CPC-4	2093.04	3 Nov. 1946
Chauffeur	CPC-4	2243.52	3 Nov. 1946
Chauffeur	CPC-4	2020.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	3 Nov. 1946
Chauffeur	CPC-3	2020.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	3 Nov. 1946
Chauffeur	CPC-3	1954.00	2 Dec. 1946
Chauffeur	CPC-3	1822.00	2 Dec. 1946

25X1A9a

Military Motor Pool



Head Motor Pool	CPC-10	3648.00	
Supervising Auto. Mechanic	CPC-7	2694.96	
Supervising Auto. Mechanic	CPC-7	2694.96	
Mechanic			
Motor Pool Clerk			
Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	
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Driver	CPC-3	1822.00	
Driver	CPC-3	1822.00	

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Military Motor Pool (Continued)

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[REDACTED]	Tec. 5)	Driver	CPC-3	\$1822.00
[REDACTED]	gt.)	Mechanic		
[REDACTED]	Pfc.)	Driver		
[REDACTED]	Pfc.)	Driver		
[REDACTED]	Pfc.)	Driver		
[REDACTED]	(Pvt.)	Driver		
[REDACTED]	Tec. 4)	Driver		Pending assignment 22 Nov. 1946
[REDACTED]	Tec. 5)	Driver		Pending assignment 22 Nov. 1946

The personnel provided in the Table of Organization for the Transportation Section, as indicated above, is adequate with respect to the Office of the Chief and the Cargo Transportation Unit. The Table of Organization for the Foreign Transportation Unit calls for five (5) employees, and it is felt that one additional employee of the CAF-9 level will be adequate. The volume of business presently handled by the Transportation Section does not warrant any need for additional personnel, and it is recommended that existing vacant positions, with the one exception mentioned, not be filled at this time.

3. Volume

The volume of the Foreign Transportation and Cargo Transportation Units is indicated on the charts which are attached and made a part of this report.

4. Recommendations

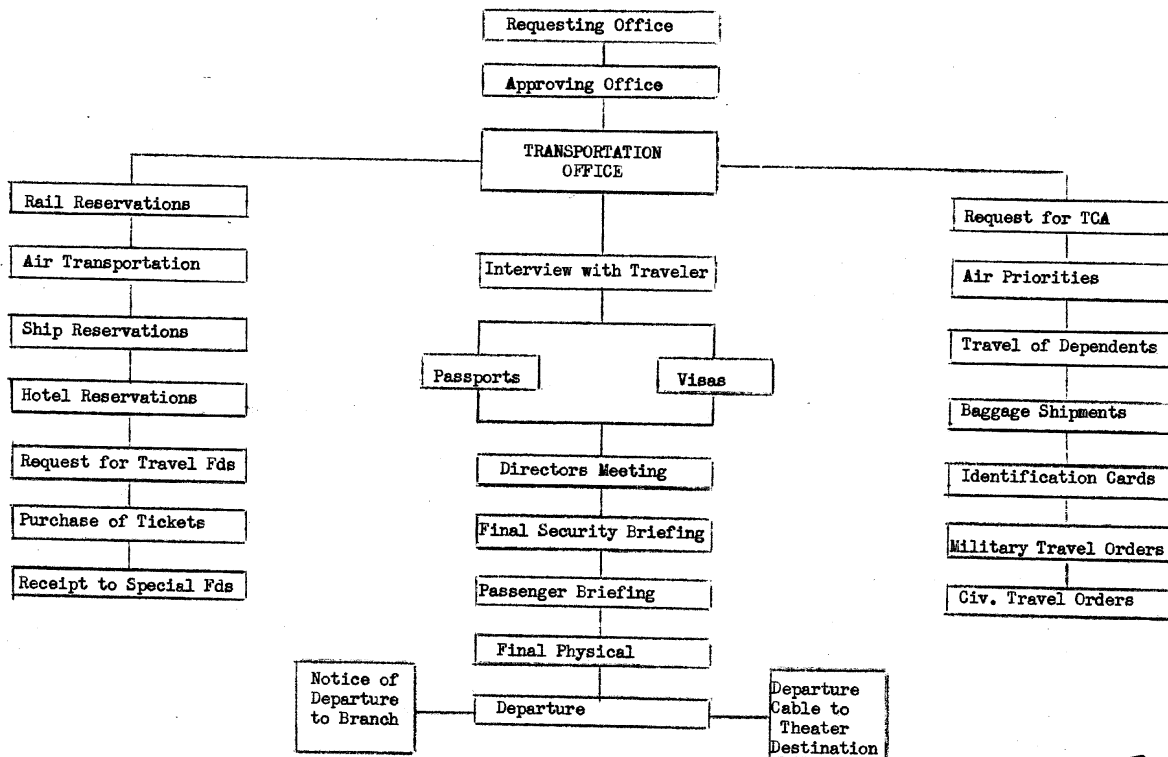
- (a) That the Military and Civilian Motor Pools be physically combined in order to obtain the most efficient operation of the two pools. At the present time, the average number of calls handled by each car and driver per day is about four per car. This recommendation is made, also, in view of the requirement that military personnel be "phased out", at which time only the Civilian Motor Pool will exist.

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- (b) That the number of cars to be operated in the combined pools be reduced to **thirty (30)** and that the Chief, Transportation Section, make constant surveys to determine whether this number is adequate to handle the volume of calls received.
- (c) That a mechanical checkup on all cars in the pool be made to determine the mechanical condition of each of them and dispose of and replace those cars which are not in sufficiently good operating condition to warrant their continued service. It is recommended that all replacements of vehicles be of the civilian type in order to avoid difficulty with Military Police and the Military District of Washington, etc.
- (d) Attached is a list of the cars presently assigned to individuals in CIG with or without drivers as indicated, and it is recommended that all cars, except the one assigned to the Director of Central Intelligence, be recalled to the Rotor Pool. It is recommended that cars for the use of the Deputy Director and the Assistant Director for Special Operations be held available for their use when required.
- (e) It is recommended that the function of issuing CIG travel orders and issuance of transportation requests be transferred from the Fiscal Section, Finance Division, P & A, to the Transportation Section, Services Division. At the present time, the transportation function is divided, in that the Transportation Section has no jurisdiction over the issuance of travel orders, nor are they authorized to issue transportation requests for CIG civilian personnel. A traveler obtains his travel orders from the Fiscal Section together with the transportation request, and then contacts the Transportation Section in order to obtain transportation and hotel reservations. This recommendation is made in order that the Transportation Section will have complete responsibility for all types of travel and, upon the receipt of a request for travel orders, can do the entire job for civilian and military personnel. It is also recommended that at least one employee be transferred from the Fiscal Section, Finance Division, to the Transportation Section to handle these functions.

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- (f) It is recommended that a Procedures expert be detailed by the Finance Division to the Transportation Section to work out a complete procedure for processing personnel and to rearrange the existing processing procedure in order that as many steps as possible can be accomplished concurrently. The present procedure appears to be adequate but undoubtedly can be improved to reduce the time required for the processing of personnel for duty overseas.



~~CONFIDENTIAL~~

RAIL RESERVATIONS

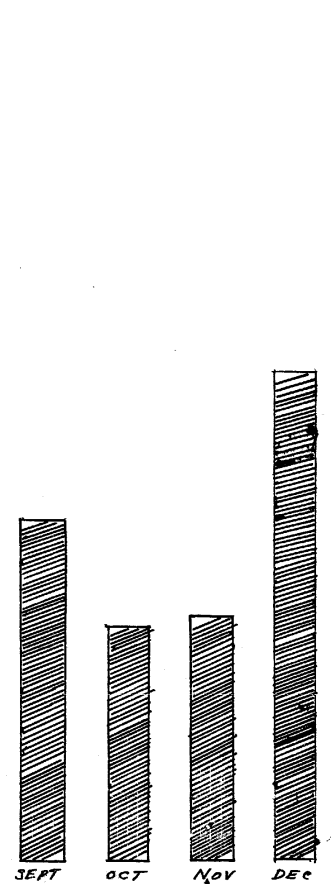
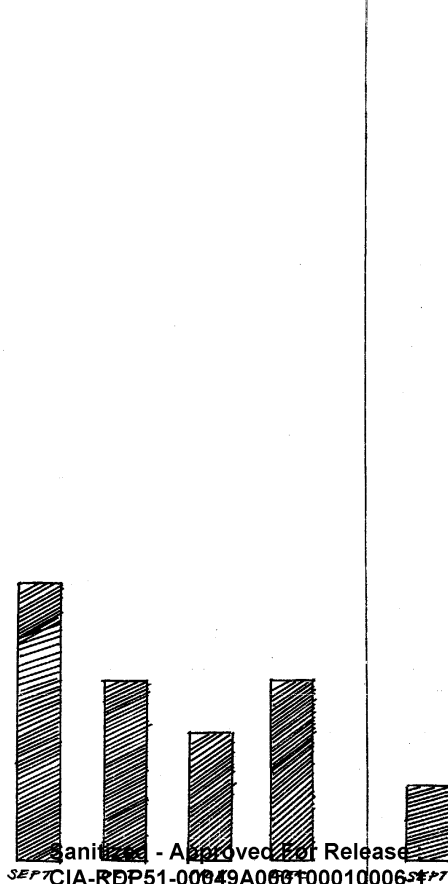
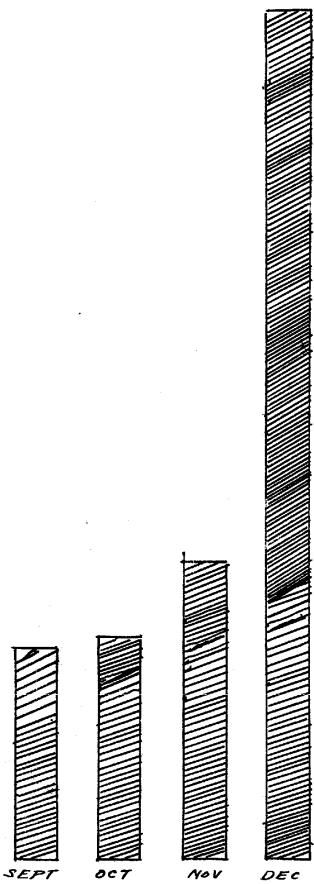
AIR RESERVATIONS

HOTEL RESERVATIONS

OVERSEAS TRAVEL

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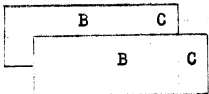




TRANSPORTATION OFFICE

FOREIGN UNIT

TRANSPORTATION OFFICE



Form 36-23

Form 36-23 initiated by requesting branch and forwarded to approving office, Approving Office forwards section B & C of Form 36-23 in duplicate to Transportation office with copy of letter authorizing transfer of subject.

- Sections B & C of Form 36-23 received from approving authority, dated, checked for correctness and signature.
- File opened on subject and turned over to foreign unit for processing.
- Upon receipt in foreign unit, work sheet is opened and entered in file folder.
- Subject is called for interview.
- Subject is checked for dates of completion of immunization, physical exam, actual readiness date, amount of baggage, dependents (if authorized), status of passport (if already issued), point of actual departure if other than Washington, D. C.
- Initiates application for passport and checks subject for birth certificate, pictures, and biography.
- Prepares necessary letters to State Dept. to accompany application and sends subject to State Dept. to apply for passport.
- Warns traveler that approximately ten days are required to secure and complete passport.
- [Redacted]
- Furnishes traveler with letter to Post [Redacted]
- Upon receipt of Passport from State Dept. prepares necessary visa cards for visas of countries to be visited. Sends passport via messenger to all Embassies for needed visas.
- Alerts branch that passport is complete and that reservations for travel are to be made.
- Calls on reservation unit for necessary reservation for travel.
- All of above actions carried on simultaneously over a period of 10 to 14 days needed for completion.
- Upon receiving confirmation of reservations arranges a meeting with the Director, Final Physical Exam, Final Security Briefing and final passenger briefing prior to departure.
- Sends out departure notice to branch and cable to theater of destination.
- Duplicate of Section B forwarded to Special Funds as a matter of record for request for funds for travel.
- Duplicate of Section C completed and returned to requesting office acknowledging receipt of form at transportation office and giving approximate time of departure of subject after readiness date.
- After departure notices sent original of Section B & C filed in folder. Folder is checked for necessary forms, After checking, folder is marked completed and filed.

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TRANSPORTATION OFFICE  
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TRANSPORT SECTION

CHIEF OF TRANSPORTATION

DOMESTIC RESERVATIONS

FOREIGN RESERVATIONS

RECORD SECTION

1. The transport section is charged with the supervision of all sections of the transportation office.
2. Has within it the domestic and foreign reservation sections, assistant transportation officers, mail, record, and cable files, receipts and expenditure files, and final disposition of closed cases.
3. Is charged with making all final decisions regarding all types of transportation, maintaining liaison with all commercial carriers, War, Dept. transportation, Army Air Forces, Air Transport Command, State Dept., air priorities, air express, air freight, express, and customs.
4. Is required to be familiar with tariffs to any part of the world, routes, monies, taxes, tolls, steamship and air line reservations, and public laws governing allowances of employees while traveling.
1. Requests for reservations are received by letter, phone, personal contact and messenger.
2. Reservations are recorded and then placed thru War Dept., ATC, or commercial carrier and are confirmed to the traveler by phone.
3. Domestic section maintains close liaison with all carriers in order to secure rapid confirmation of space and to assure that requests are granted. This is vital to proper operation and success.
4. Operates ticket procurement and delivery service, keeps account, and receipts for funds used for purchase of tickets.
5. Has available Hotel reservation service in New York, St. Louis, Cincinnati, Los Angeles, Chicago and Washington.
6. Is responsible for proper quotation of rates, taxes, and accommodations on all carriers, both air and rail.
7. No. of reservations for 30 days average: Rail-80; Air-17; Hotel -15.
1. Requests for travel outside the U. S. are submitted by the foreign section for space reservations on steamer and plane.
2. This section operates in close liaison with the Army Ports of Embarkation, Aerial Ports of Embarkation, steamship lines, travel agencies, and shipping concerns.
3. Requests funds for purchase of foreign tickets, furnishes receipts and paid bills, procures tickets, briefs passengers as to time, place, and method of departure, arranges for baggage movement, baggage tags and checks, money orders, and connects foreign tickets to domestic tickets to assure continuity of travel.
4. Is responsible for correctness of charges, tariffs, sailing dates, flight times, location of ships at piers, etc.
5. No. of reservations for 30 day average: 60.
6. Average time required for moving personnel from date of initial request: 15 days.
1. Is charged with complete records of all transactions involving funds including duplicate receipts, departure notices, assembly of completed files and all authenticating documents.
2. Is required to log in and out all cables on transportation both travel and cargo.
3. Prepares requisitions for office supplies and blank forms.
4. Is responsible for proper routing of mail, requisitions, cables, reports, and records.
5. Maintains up to date cable files, report files, personnel files, blank forms and office supplies.
6. Keeps travel booklets, time tables, schedules, available for travelers.
7. Is charged with proper courier receipts and time stamps on mail and reports.

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The above chauffeurs assigned as shown are deducted from the total personnel shown on duty in the Motor Pools, leaving a total of six (6) chauffeurs on call at the Civilian Motor Pool and ten (10) drivers at the Military Motor Pool.

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Transportation Officer

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 TRANSPORTATION OFFICE  
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 MOTOR TRANSPORTATION

MILITARY MOTOR POOL

CIVILIAN MOTOR POOL

TRUCK POOL

MAINTENANCE SECTION

RECORD SECTION

- |  |   |  |  |   |
|--|---|--|--|---|
| <ol style="list-style-type: none"> <li>1. No. of cars on hand 23</li> <li>2. No. of cars in operation 23</li> <li>3. No. of assigned cars 4*</li> <li>4. No. of personnel on duty 14</li> <li>5. No. of personnel needed 20</li> <li>6. Personnel shortage 6</li> <li>7. Average no. of calls per day 55</li> <li>8. Operates on 24 hour basis with car on call at all hours for CIG and charge of pool on duty around the clock.</li> <li>9. Has from 5 to 9 calls between 5pm and 8am 7 days per week.</li> <li>10. Has one mechanic for light maintenance work.</li> <li>11. Dispenses gas and oil to all cars of agency when required.</li> <li>12. 5 staff cars needed as replacements in next 6 months due to age and fair wear and tear.</li> <li>13. Additional personnel needed to provide furloughs and replace discharged men.</li> </ol> | <ol style="list-style-type: none"> <li>1. No. of cars on hand 26</li> <li>2. No. in operation 26</li> <li>3. No. assigned to Individuals 14*</li> <li>4. No. of personnel 12</li> <li>5. Personnel shortage 0</li> <li>6. Average no. of calls per day 46</li> <li>7. Operates only during working hours 5 days per week but stores car at Rosslyn garage requiring 30 minutes per day travel time.</li> <li>8. Has dispatcher who also keeps time and attendance reports and dispatch records.</li> <li>9. Has inspector who checks on appearance of drivers and condition of cars also keeps data on maintenance needs and repairs.</li> <li>10. Is being used to capacity at present and any additional work load will require additional cars and drivers.</li> <li>11. Requires 8 new cars as replacements in next six months in order to remove cars from service for major overhaul work.</li> </ol> | <ol style="list-style-type: none"> <li>1. No. of trucks on hand 20</li> <li>2. No. in operation 20</li> <li>3. No. of personnel 10</li> <li>4. No. of calls per day 8</li> <li>5. Personnel shortage 8</li> <li>6. No. of out of town trips per month average 28</li> <li>7. Average mileage per out of town trip (30 day) 402</li> <li>8. Total mileage per thirty days 23,360</li> <li>9. No. of days drivers are out of town per 30 days 68</li> <li>10. 3 heavy truck replacements needed at once.</li> <li>11. Does all hauling for warehouse, mail, furniture, communications, cargo, household effects, baggage, and heavy supplies requisitioned by all sections of C.I.G.</li> <li>12. Delivers all cargo to Port of Embarkation and Steamship lines, rail heads, airports, and Express and Freight depots.</li> <li>13. All out of town trips over 1½ ton require two drivers one of which acts as armed guard when out driving.</li> <li>14. Cannot keep heavy truck drivers due to low salary paid.</li> </ol> | <ol style="list-style-type: none"> <li>1. No. of personnel 5</li> <li>2. Personnel shortage 3</li> <li>3. Operates repair shop, maintenance shop, paint shop, body and fender shop parts department.</li> <li>4. Repairs, paints, services all cars, trucks, busses, lifts, tractors, and trailers.<br/>Does lathe work, drum turning, bearing and sleeve pressing, wheel alignment and safety inspection, tire and tube repair, battery charging, glass replacement, brake lining, timing, ignition, valve, differential, transmission and starter repairing.<br/>Does all types of repairs except motor reborning.</li> <li>5. Is responsible for the mechanical condition of all vehicles. Keeps up to date on latest innovations on all cars and trucks and has parts service pickup and locator.</li> <li>7. Average maintenance costs on all vehicles \$1710.50 for each 30 days including civilian labor when available.</li> </ol> | <ol style="list-style-type: none"> <li>1. No. of personnel 1</li> <li>2. Shortage of personnel 1</li> <li>3. Keeps records of all incoming and outgoing automotive parts and supplies.<br/>Maintains current lube charts on all cars and trucks, stock record account of property, prepares all requisitions, property issue slips, property turn in slips, expenditure slips, reports of survey, parts, stock record, personnel record of military men, duty roster, accident reports, lost or damaged property, cost records, repair charges, memo receipts on property,<br/>Keeps record of average cost of maintenance, fuel, oil, tires, batteries, glass seat covers etc.</li> <li>4. Is badly in need of clerk typist (male) for record clerk, office man and parts man. Must have knowledge of both Military and civilian auto parts and vehicles.</li> </ol> |
|--|---|--|--|---|

Household Goods Shipments Overseas  
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36-4 (Cargo Request) containing general cargo contents, consignee & destination properly approved by authorized officer.

Copy of 36-4 is retained in originating officer's file.

PLDS

36-5 (Pick-up Form) lists items and location of material for pick-up (2 copies sent to Cargo Unit)

36-5 - copy is retained in originating officers file.

Letter of Transfer - one copy attached to 36-4 and 36-5 for Cargo Unit authority to make shipment.

EXPORT PACKER	CARRIER	CONSIGNEE
<ol style="list-style-type: none"> <li>1. Cargo file made upon receipt of Form 36-4 and two copies of 36-5 plus copy of letter of transfer.</li> <li>2. Arrangements made by Cargo Unit to have material packed and crated.</li> <li>3. Upon receipt of information from Packer that material is ready, plus weights and cube, space is requested from Carrier.</li> <li>4. When space assignment is received, Pink (overseas) copies are made. (See chart for Distribution).</li> <li>5. Shipping documents are forwarded to Packer and movement to Port is effected by the Packer.</li> <li>6. Ship information is forwarded overseas to consignee by Cargo Unit.</li> <li>7. File is suspended awaiting bills for transportation; and for packing and crating.</li> <li>8. File is reinstated upon receipt of bills covering transportation. Bills are checked and forwarded to Finance for payment.</li> <li>9. File is marked dead upon receipt of signed Pink (overseas) copy of Shipping Document from consignee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Packer is advised by Cargo Unit to pick up household goods and prepare same for overseas shipment.</li> <li>2. Packer notifies cargo unit when shipment is ready giving number of pieces, weight and cube.</li> <li>3. Packer is notified by Cargo Unit to move material to Port when space has been assigned by Carrier.</li> <li>4. Packer forwards bill to Cargo Unit upon completion of movement to Port.</li> <li>5. Bills are paid from Finance Division.</li> </ol>	<ol style="list-style-type: none"> <li>1. Issue ship space upon written request from Cargo Unit.</li> <li>2. Carrier advises Port of delivery and delivery date for arrival of cargo.</li> <li>3. When material has been forwarded the carrier forwards transportation bills to Cargo Unit.</li> </ol> <ol style="list-style-type: none"> <li>1. Consignee receives copies of Pink shipping document advising material has been forwarded. Upon receipt of cargo consignee signs one copy and returns it to cargo unit.</li> </ol>

DISTRIBUTION OF FINK (OVERSEAS) COPIES OF SHIPPING DOCUMENTS.

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#1 Copy: Retained in cargo file.

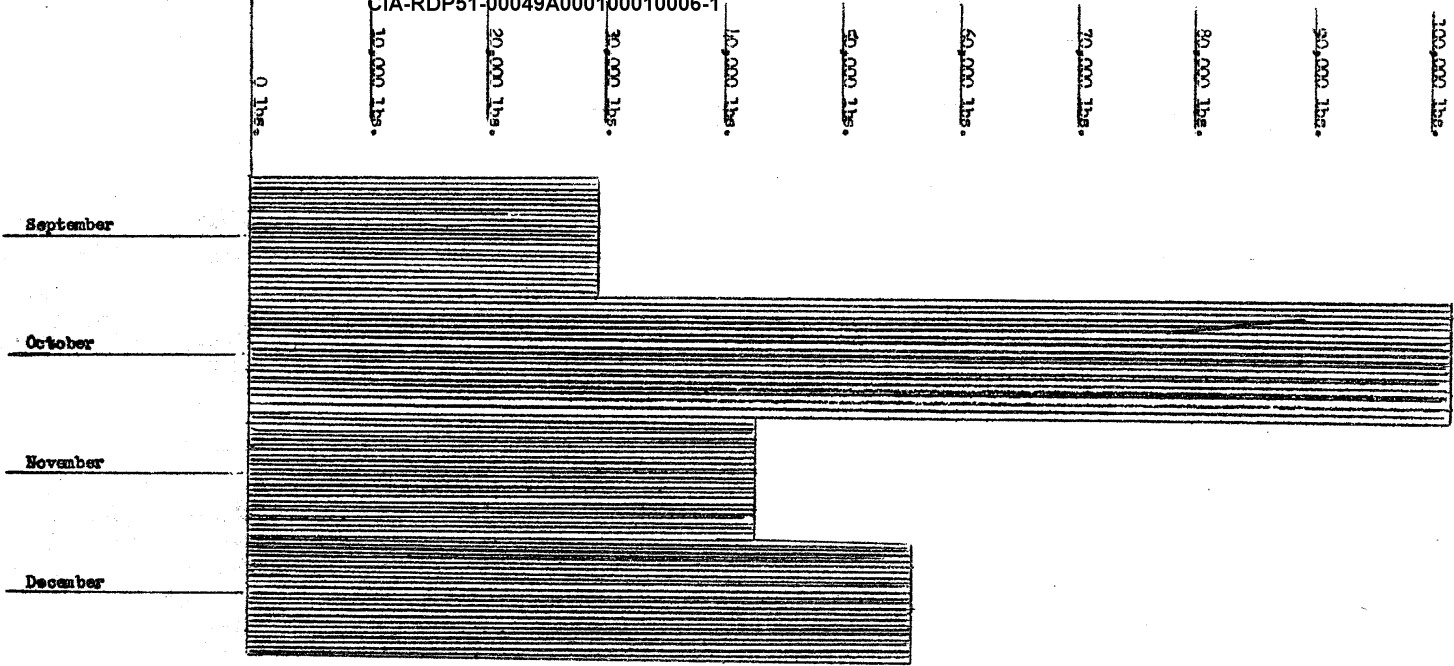
#2 copy: To originating Officer.

#3 thru 16: To Packer to accompany  
shipment to Port, 3 copies  
are returned to Cargo Unit  
as receipts by Packer.

#17 thru 19: Overseas to consignee  
to serve as notice of shipment  
and also one copy is signed and  
returned to Cargo Unit upon receipt  
of cargo by consignee.

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CARGO VOLUME LAST THIRD 1946  
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CARGO SHIPMENTS FROM WASHINGTON OVERSEAS

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36-4 (Cargo Request) containing general cargo contents, consignee & destination properly approved by authorized officer.

Copy of 36-4 is retained in originating officer's file.

PLUS

36-7 (Requisition Form) lists items for cargo. Copies #1 thru 7 sent Supply Section by originating officer.

Copy #8 is attached to 36-4 and forwarded to Cargo Unit - advises cargo contents by item.

Copy #9 is retained by originating officer in his file.

Supply Section	Cargo Unit	Warehouse	Carrier	Consignee
<p>1. Supply Section procures material as stated on requisition Form 36-7.</p> <p>2. Copy #7 of Purchase Order forwarded to Cargo Unit by Supply Section serves as correct nomenclature and advises Cargo that material is on order.</p>	<p>1. Cargo file made upon receipt of Form 36-4 with attached copy of 36-7 properly initiated and approved.</p> <p>2. Master Document made from #7 copy of Purchase Order received from Supply Section.</p> <p>3. Goldenrod (order) copies of Shipping Document run off from Master Document. (See attached chart for distribution).</p> <p>4. Incoming notices of Delivery received from Warehouse entered against items on order.</p> <p>5. Cargo Unit requests space for overseas shipment when accomplished document is received from Warehouse.</p> <p>6. Space is requested as follows:</p> <p style="margin-left: 20px;">a. Air: From Air Transport Command or Commercial Airlines.</p> <p style="margin-left: 20px;">b. Sea: From War-Department or U. S. Despatch Agency of State Department.</p> <p>7. Upon receipt of space assignment from Carrier Pink (overseas) copies of Shipping Document are made from original master. They contain markings and information shown on accomplished document. (See attached chart for distribution).</p> <p>8. Cargo Unit arranges with Motor Pool for necessary trucks to move cargo to Port.</p> <p>9. Cargo Unit advises Warehouse to mark and move shipments to Port.</p> <p>10. Ship or lifting information forwarded by Cargo Unit to consignee by Cable or air pouch letter. Cargo file suspended awaiting transportation bill.</p> <p>11. File reinstated upon receipt of bill from carrier - bills checked against cargo and forwarded to Finance.</p> <p>12. File marked dead upon receipt of Pink</p>	<p>1. Warehouse received and packs material for cargoes, using copies 4 thru 15 of Goldenrod Shipping Document as tally-ins and packing slips.</p> <p>2. Warehouse issues Notices of Delivery advising Cargo Unit, originating officer and Supply Section when each item is received in warehouse.</p> <p>3. Copy #4 of Shipping Document is filled in by Warehouse showing case in which each item is packed, the number of cases, weight and cube.</p> <p>4. Upon receipt of Pink Documents from Cargo Unit, the warehouse marks and prepares shipments for movement to the Port.</p> <p>5. In conjunction with Motor Pool the warehouse accomplishes delivery and returns one copy of Pink Shipping Document to Cargo Unit.</p>	<p>1. Issues ship or air space upon written request from Cargo Unit.</p> <p>2. Carrier advises Port of Delivery and delivery date for arrival of cargo.</p> <p>3. When movement of cargo is completed carrier forwards transportation bills to Cargo Unit.</p>	<p>1. Goldenrod (order) copies of Shipping Document sent by Cargo unit serve to advise consignee material is on order.</p> <p>2. Consignee returns one copy of Pink (overseas) shipping Document signed as receipt to Cargo Unit.</p>

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GOLDENROD (ORDER) COPIES OF SHIPPING DOCUMENT

DISTRIBUTION

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#1 copy: Retained in Cargo File.  
Used to check in material  
from Notices of Delivery  
received from Warehouse.

#2 copy: Forwarded to originating  
officer for his file.

#3 copy: Forwarded to Port Officer.  
Advises him of expected cargo.

#4 thru 15 copies: To Warehouse.  
Used as tally-ins, packing  
slips. Copy #4 is "accomplished"  
by warehouse and returned to  
Cargo Unit; shows cases, weight  
and cube.

NOTE: Copies #4 thru 15 are  
eliminated if shipment  
is direct to Port from  
Vendor.

#16 thru 18: Overseas via air  
pouch to Consignee. Serves as  
notice that material is on  
order.

PINK (OVERSEAS) COPIES OF SHIPPING DOCUMENT

#1 copy: Retained in Cargo File.

#2 copy: Forwarded to originating  
officer for his file.

#3 copy: Forwarded to Port Officer.  
Advises him shipment is coming  
into Port.

#4 thru 15 copies: To Warehouse.  
Accompany shipment to Port and  
serve as receipts. Port retains  
10 copies for distribution there.  
Remaining returned to Warehouse  
and Cargo Unit.

Note: When material  
goes direct to Port  
from Vendor these  
copies are forwarded  
to Vendor with Govt.  
B/L to cover trans-  
portation.

#16 thru 18: Overseas to consignee  
via air pouch. Serves as notice  
that shipment has been effected  
and how marked. Upon receipt of  
cargo consignee signs one copy  
and returns to cargo as receipt.