

Acting Management Officer

19 August 1949

Services Officer

Administrative Instructions, 40 Series, Services

1. In accordance with my recent telephone conversations, we have completed our review of the 40 Series, Administrative Instructions, for the purpose of revising and consolidating the instructions.

2. In our opinion the following Administrative Instructions of the 40 Series should be revised by the appropriate office:

- 40-1 Use of CIG Inter-Office Chain Envelopes.
- 40-2 Rescinded by Administrative Instruction No. 20-27 dated 11 August 1949.
- 40-3 Tentative CIG Administrative Procedures for Handling Cables from Participating Departments.
- 40-4 Responsibility for Communications Documents, Equipment, etc.
- 40-6 Transmission of Cables and Telegrams via Government Facilities.
- 40-10 Additional Temporary Duty Travel for Navy Personnel.
- 40-13 Reports of Accidents Involving Personal Injuries and Property Damage.
- 40-15 Accountability, Procurement, and Library Service for Unclassified, Foreign, and Domestic Bound Books and Periodicals.
- 40-18 Domestic Telegrams, Changes in Rates and Procedures.

3. Your concurrence is requested to the effect that the above Administrative Instructions will be deleted from the 40 Series and be revised and published by the appropriate office.

4. We are proceeding with the revision of the 40 Series, and the Administrative Instructions listed below will be consolidated and

Document No. \_\_\_\_\_

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

EPA Memo, 4 Apr 77

Auth: EPA REG. 71/1763

Date: 05 APR 1978 By:

Incorporated in the new 40 Series:

- 40-1  
Sec. 1 thru 8      40-6      Procedure for Requisitioning Supplies, Equipment, and Services.
- 40-2  
Sec 1 thru 8      40-7      Accountability and Responsibility for Property at CIA Installations.
- 40-2  
Sec 8 pp. 01      40-8      Removal of Government Property from CIA Buildings.
- 40-1  
Sec 5      40-9      General Classification of Expendable and Non-Expendable Property.
- 40-2  
Sec 7      40-11      Property Disposition.
- 40-1  
Sec 8 pp. 05      40-12      Reproduction Requisitions and Priorities.
- 40-3  
Sec 3,      40-14      Use of Motor Vehicles.
- 40-2  
Sec 6      40-17      Allocation of Office Equipment.
- 40-2  
Sec 6 pp. 02      40-18      Rescinded by Administrative Instruction No. 40-14 dated 28 February 1949.
- 40-19      Typewriters.
- 40-20      Administrative Instruction, Subject: "Motor Vehicle Passenger Service" rescinded by Instruction No. 40-14 dated 28 February 1949.
- to be CIA initiative      Building Maintenance
- 40-4.      40-21      Field Procurement - [redacted] Office of Operations.

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HJP:rs  
cc: AVE (2)