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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 240378 By: 025

19 May 1954

MEMORANDUM FOR: All Personnel, Transportation Division, LO

SUBJECT : Preparation and Forwarding of Cables and Dispatches Containing Shipping Information to the Field.

- REFERENCES :
- (a) Memorandum from Acting Chief, DD/P-Admin. to Chief of Logistics, dated 11 March 1954, subject, "Notification of Shipping Information to Field Installations". (Enclosure No. 1)
 - (b) Memorandum from Deputy Chief, OC-E, to Transportation Division, LO, dated 6 May 1954, subject, "Notification to Field of Shipping Information". (Enclosure No. 2)

1. All cables and dispatches notifying Agency field stations of shipping information will be prepared in the Transportation Division. This is in accordance with agreements reached with DD/P and the Office of Communications, as indicated in referenced memoranda.

2. Branches of the Transportation Division preparing cables and dispatches containing shipping information to the field will prepare a routing slip for each such cable or dispatch which will be directed only to the releasing component. This type correspondence will be forwarded to the Administrative Staff, TD, on an expedite basis. The Administrative Staff, TD, will place an expedite tag on each cable or dispatch and will also place an expedite tag on the outside envelope in which cables or dispatches are forwarded. The Administrative Staff, TD, will forward cables and dispatches via courier channels to Staff, DD/P, Room 1309 "L" Building. From the [REDACTED] are sent to the appropriate releasing division where any necessary coordination will be accomplished. Cables or dispatches containing shipping information concerning more than one cargo will be prepared for one releasing official only, that releasing official being the "host" area division. This situation wherein shipping information concerning more than one cargo is contained in a single cable will occur only when TSS or SR cargoes are involved. In these instances, the "host" division releasing the cable will perform any needed coordination with TSS and the SR Division. There will be one exception when the SR Division will release cables to the field, that being when shipments are being made to [REDACTED]

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3. In a similar manner, as indicated above, cables and dispatches containing shipping information to the field, which are to be released by the Office of Communications, will be forwarded to the Material Support Branch, Office of Communications, Room 2815, Alcott Hall. The Office of Communications will be responsible for effecting any necessary coordination.

4. The area divisions and Offices of DD/P, and the Office of Communications, have supplied the Transportation Division with Time Guides to be used in determining whether a cable or a dispatch is appropriate in supplying shipping information to the field. These Time Guides are attached as Enclosures 3 through 11. They should be revised and kept current as changes occur.

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Acting Chief, Transportation Division

11 Enclosures:

- 1 - Memo from DD/P
- 2 - Memo from OC-E/MSB
- 3 - FE Time Guide
- 4 - WH Time Guide
- 5 - WE Time Guide
- 6 - SR Time Guide
- 7 - SE Time Guide
- 8 - EE Time Guide
- 9 - NEA Time Guide
- 10 - OC Time Guide
- 11 - TSS Time Guide

LO/TD/RHP:rp (19 May 54)

DISTRIBUTION:

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