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**SUBJECT:** Shipment of Agency Materiel

**PROBLEM:** To study the present procedures for shipment of Agency materiel by the Office of Logistics and recommend any necessary changes

**DISCUSSION:**

1. The Stock Control Branch/Supply Division [REDACTED] receives and edits all requisition Form 88's and establishes required delivery dates where no deadline date has been established by the customer. The Form 88's are forwarded to Transportation Division/Cargo Branch (Quarters Eye) for determination of the method of shipment and the date that cargo must be made available to Transportation. The Form 88's are then returned to the Depot where the Cargo Planning Group determines lead time required for pulling of items, test and inspection, and packing and crating, prior to the release of cargo to Cargo Branch for shipment. When cargo cannot be released to Transportation in time to meet required deadline dates at destination, a coordinated Stock Control/Cargo Branch readjustment of cargo transportation delivery dates must be made. This can affect the method of packaging and of shipment (premium vs. non-premium transportation) required to meet deadline delivery dates in the field.

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When transportation cargo delivery dates are determined, the Cargo Planning Group provides the [REDACTED] with a Cargo Planning Work Sheet which indicates cargo due-out dates (in Transportation) by voucher number and destination. Where possible, Packing and Crating consolidates

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vouchers by destination to meet the indicated dates required by Transportation for booking and shipment.

This current cargo consolidation concept is a revision of and improvement to the former FIFO (first in--first out) procedure which required that immediate action be taken to pull, test and inspect, and pack items without regard to consolidation. The FIFO procedure was revised when it became evident that it caused an increase in partial shipments. With the emphasis now placed on cargo consolidation a more efficient shipping operation has been the result.

2. A review of current procedure indicates that further improvement can be made in consolidating cargoes into fewer partial shipments. Since documentation must be prepared for every partial shipment, a reduction in the number of partial shipments can reduce paper work and the manpower required in its preparation. From Tab A it will be noted that while total cargo tonnage shipped during FY 63 decreased 34.7 per cent from that shipped during FY 62, the total number of shipments increased by 23.1 per cent. Therefore, it is a reduction in the number of partial shipments which must be accomplished in order to permit a reduction in documentation, paper work, and manpower. If this is to be accomplished the organizational and staffing pattern between Supply and Transportation Divisions must be modified.

At the present time there is in being a Cargo Planning Group located at the [REDACTED] This scheduling group consists of representation from the Stock Control Branch, the [REDACTED] and the Depot

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- 2 -

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[REDACTED] The Cargo Branch/Transportation Division is not represented. A qualified Cargo Branch representative should be present at the daily Cargo Planning Group meetings in order to provide the Group with air lift and sailing schedules toward which cargo preparation could be directed. As a result a consolidation procedure establishing single monthly or weekly cut-off dates for cargo destined to a specific overseas [REDACTED] station or base would permit more flexibility in the scheduling of packing, crating, and booking of shipments. A recent example (Tab B) illustrates the need for establishing a monthly cut-off date in order to effect consolidation of sea cargo. There is

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[REDACTED] per month. If a single cut-off date had been established no voucher would have involved more than one partial. Similarly, all other stations and bases could have sea shipment deadline cut-off dates established in consonance with anticipated cargo volume and frequency of sailings.

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? An additional improvement could be effected if Supply Division were to indicate by date when they could have items packed and ready for the Cargo Branch to book for shipment instead of establishing arbitrary required delivery dates for field installations. The date of anticipated cargo delivery to Transportation for shipment would be based on the date established by the Transportation representative on the Cargo Planning Group for meeting a specific monthly sailing to that destination. This revised procedure would permit scheduling of packing and crating in accordance with anticipated work load, and with specific destinations in

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mind. It would also permit consolidation of vouchers that would otherwise result in numerous partial shipments.

25X1A6a Additionally, consolidation of partials will contribute to larger individual shipments which will insure that minimum Bill of Lading charges accrue. As an example, a commercial air shipment to [REDACTED] incurs a minimum charge of \$19. This means that for this destination a one pound piece and a 10 pound piece would, if shipped separately, each incur a \$19 minimum charge. If consolidated into a single shipment of 11 pounds, however, only a single minimum charge of \$19 would be incurred. It becomes obvious, therefore, through cargo consolidation monetary savings can be effected. This is true for sea shipments as well since minimum Bill of Lading charges also apply. In addition to cost savings, consolidation of shipments can reduce paper work and help avoid the possibility of loss, damage or pilferage of small packages (Tab C).

A further contribution to consolidation of cargo shipments would result if Area Division Logistics Officers would make an increased effort to consolidate requisitions by destination and cost center before forwarding them to Stock Control. If greater consolidation of Form 88's would be effected by Area Divisions, Stock Control would be assigning fewer voucher numbers for any one destination and cost center. Fewer voucher numbers assigned would result in fewer partial shipments and accordingly, less required documentation.

- 4 -

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2. There is need for participation by a Cargo Branch representative in the Depot Cargo Planning Group.

3. Present cargo consolidation procedures can be refined further.

4. Certain Depot functions should be merged with Cargo Branch functions.

5. Cargo Branch personnel should be more accessible to Depot Supply personnel.

6. There are delays in the transmission of correspondence and documentation between Cargo Branch and Depot Supply Division personnel.

7. Paper work incident to shipping operations can be reduced.

RECOMMENDATIONS:

1. That a qualified Cargo Branch/Transportation Division representative participate in the daily meetings of the Depot Cargo Planning Group.

2. That Cargo Branch/Transportation Division determine, in coordination with Depot Supply personnel, weekly or monthly cut-off dates for receipt of packed cargo in Transportation for meeting mail, air lift, and sailing schedules for specific destinations.

3. That Cargo Planning Group indicate by date on requisition Form 88's when cargo can be made available to Transportation for booking and shipping in lieu of Stock Control/Supply Division arbitrarily establishing deadline delivery dates at destination.

4. That Area Division Logistics Officers make every attempt to consolidate requisition Form 88's by cost center and destination prior to forwarding to Stock Control for the editing and assignment of voucher number.

5. That Cargo Branch/Transportation Division be relocated to the

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6. That the [redacted] Supply Division, its functions, responsibilities and personnel be transferred to Cargo Branch/Transportation Division.