

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.
LI 70-14

LI 70-14
RECORDS AND CORRESPONDENCE
Revised 12 April 1974

25X1A SUBJECT : Use of [REDACTED] Special Indicator for Cables and Dispatches

25X1A REFERENCES: (a) [REDACTED]
(b) [REDACTED] Chapter 5, Paragraph 30b and c

1. PURPOSE

25X1A The purpose of this instruction is to provide Office of Logistics (OL) general guidance on procedures relating to the use of the special indicator [REDACTED]

2. AUTHORITY

25X1A a. References provide authority for OL's use of [REDACTED] as a special indicator to denote releasing authority for cable and dispatch communications to the field, with the proviso that this indicator will be utilized only for logistical support matters not directly affecting or relating to operations, operational security, or other command responsibilities of the Chief of Station or Deputy Director for Operations. Authority is also indicated for use of the same channel by the field to Headquarters for the specified types of subject matter.

b. Only specifically authorized OL personnel may release [REDACTED] communications from Headquarters; and, conversely, all messages released by OL to overseas field stations should bear the [REDACTED] indicator.

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3. SCOPE

25X1A a. [REDACTED] is currently the only authorized action indicator for OL. It may be used in combination with approved sensitivity or routing

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indicators, as appropriate. The routing indicator LOGS may be used or coupled with an action indicator of another component to denote OL interest where otherwise it might not be apparent.

25X1A

- b. [REDACTED] messages will be confined to strictly logistical matters.

4. GENERAL

a. Preparation

25X1A

Preparation and processing of [REDACTED] messages will be in accordance with all current regulations, instructions and Logistics procedures.

b. Transmittal Manifest

In the interest of efficiency, OL shall make maximum use of the Transmittal Manifest, Form 1236, (using the indicator [REDACTED]) to transmit to the field existing documents, listings, catalogs, or packages requiring no further documentation, explanation, specific controls, or coordination (other than as necessary to establish the procedure).

25X1A

c. Book Dispatches

Book dispatches may not be released by OL under the [REDACTED] indicator. Material to be addressed to six or more field installations, or material involving general instructions to more than one area, will be submitted in memorandum or draft form to the SSA-DD/M&S with recommendation for forwarding as a book dispatch.

25X1A

5. PROCEDURE

a. Coordination

25X1A

All messages released by OL under the [REDACTED] indicator will be coordinated with the DD/O area division and any technical or support component concerned. Coordination will be performed by the originating component in one of the following manners:

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- (1) Physical processing to the coordinating unit;
- (2) By telephone; or
- (3) By blanket agreements with interested components on specific types of routine actions. Such messages will indicate coordination by blanket agreement and will be initialed by a knowledgeable individual in the originating component. All blanket agreements to waive coordination will be documented by the responsible division and a copy furnished the Office of the Director of Logistics.

b. Transfers

Action on incoming communications improperly slugged [REDACTED] will be transferred promptly to the responsible component.

25X1A

[REDACTED]
FRANCIS J. VAN DAMM
Director of Logistics

25X1A

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~~SECRET~~

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SUBJECT : Use of [redacted] Special Indicator for Cables and Dispatches

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REFERENCES: (a) [redacted]
(b) [redacted] Chapter 5, Paragraph 30 b and c

RESCISSION: ~~LI 42-300-3 and Attachment 1 dated 20 May 1960~~

1. PURPOSE

The purpose of this instruction is to provide Office of Logistics (OL) general guidance on procedures relating to the use of the special indicator [redacted]

25X1A

2. AUTHORITY

a. References provide authority for Office of Logistics' use of [redacted] as a special indicator to denote releasing authority for cable and dispatch communications to the field, with the proviso that this indicator will be utilized only for logistical support matters not directly affecting or relating to ~~clandestine~~ operations, operational security, or other command responsibilities of the Chief of Station or Deputy Director for Plans. Authority is also indicated for use of the same channel by the field to Headquarters for the specified types of subject matter.

25X1A

25X1A

~~[redacted] is not proper for lateral field messages.~~

25X1A

25X1A

b. Only specifically authorized Office of Logistics personnel may release [redacted] communications from Headquarters; and, conversely, all messages released by the Office of Logistics to overseas field stations should bear the [redacted] indicator.

~~SECRET~~

Confidential

GROUP 1
Excluded from automatic
downgrading and
declassification

GROUP 1
EXCLUDED FROM AUTOMATIC
DECLASSIFICATION
BY 0588/9

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3. SCOPE

25X1A a. [redacted] is currently the only authorized action indicator for ~~the~~ *OL*
~~Office of Logistics~~. It may be used in combination with approved
sensitivity or routing indicators, as appropriate. The routing indi-
cator LOGS may be used or coupled with an action indicator of another
component to denote ~~Office of Logistics~~ interest where otherwise it
might not be apparent. *OL*

25X1A b. ~~As a general rule, any communications regarding technical mate-
rial, supplies or equipment (i.e., FSB, Communications, Medical, or
Security), will carry the appropriate indicator for that technical
activity and not [redacted]~~

25X1A b. [redacted] messages will be confined to strictly logistical matters.

4. GENERAL

a. Preparation

25X1A Preparation and processing of [redacted] messages will be in accord-
ance with all current Regulations, Instructions and Logistics
Procedures.

b. Transmittal Manifest

25X1A In the interest of efficiency, *OL shall* ~~the Office of Logistics shall~~
make maximum use of the Transmittal Manifest, Form 1236, (using
the indicator [redacted] to transmit to the field existing documents,
listings, catalogs, or packages requiring no further documentation,
explanation, specific controls, or coordination (other than as nec-
essary to establish the procedure).

c. Book Dispatches

25X1A Book ~~Dispatches~~ may not be released by ~~the Office of Logistics~~ *OL*
under the [redacted] indicator.

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Material to be addressed to six or more field installations, or material involving general instructions to more than one area, will be submitted in memorandum or draft form to the ~~SSA/DDS~~ with recommendation for forwarding as a ~~Book Dispatch~~. *DD/MYS*
SSA -

5. PROCEDURE

a. Coordination

All messages released by the ~~Office of Logistics~~ ^{*OL*} under the [REDACTED] indicator will be coordinated with the ~~DDP~~ ^{*DDP*} area division and any technical or support component concerned. Coordination will be performed by the originating component in one of the following manners:

- (1) Physical processing to the coordinating unit; and return to ^{*OL*} ~~Office of Logistics~~ for release. (~~Suspense on such outstanding messages to be maintained by the Logistics Registry.~~)
- (2) By telephone; ^{*or*} in keeping with all security requirements. The message will show the name of the person with whom coordination is performed and the initials of the person in the originating component who accomplishes the coordination.
- (3) By blanket agreements with interested components on specific types of routine actions. Such messages will indicate coordination by blanket agreement and will be initialed by a knowledgeable individual in the originating component. All blanket agreements to waive coordination will be documented by the responsible division and a copy furnished the Office of the Director of Logistics.

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b. Transfers

Action on incoming communications improperly slugged [REDACTED] will be transferred promptly to the responsible component, and action accepted by Office of Logistics personnel should be transferred to Office of Logistics through proper channels.

25X1A

GEORGE E. MELDON
Director of Logistics

~~Attachment~~

OL/EO/R&S [REDACTED] vhm

25X1A

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██████████ ACTIONS

25X1A

25X1A

Subject to the provisions of basic LI 70-14 and references thereto, the ██████████ special indicator will normally be utilized in connection with the following categories of Logistics subjects and/or actions:

a. Routine Logistics Reporting Actions (and related correspondence) as required by Agency Regulations and procedural issuances:

1. Stock Status Reports
2. Excess Reports
3. Reports of Survey
4. Consolidated Vehicle Listings
5. Real Property Reports
6. Construction Progress or Status Reports
7. Documentation of Real Property Assignments, Purchase and Installations

b. Directions on Technical Matters:

1. Technical information and instructions on storage, inspection, packing and preservation of all categories of supplies, material, and equipment.
2. Technical information and instructions on construction, architectural and engineering matters.
3. Procedural guidance on the property aspects of financial accounting for property.
4. Technical information and instructions for the transportation of Agency cargo.

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification

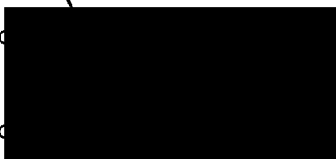

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c. Shipments:

1. Information regarding shipments of supplies, material and equipment (to include Agency-owned vehicles).
2. Information and instructions on over, short, or damaged shipments.
3. Information and instructions as appropriate to effect trans-shipments to final destination.

d. Routine Logistics Actions Without Operational Implications:

1. Transmittal of Agency Catalogs and related material and property identification.
2. Transmittal of approved TVA's.
3. Information and instructions on administrative aspects of real and personal property disposal (including vehicles).
4. Requisitions or requests for administrative, general maintenance and spare-part type items, and miscellaneous supplies and equipment of a non-operational nature (exclusive of books, publications, and periodicals).
5. Information on status of requisitions.
6. Transmittal of supply documentation.
7. Acquisition, disposal, and registration within approved TVA's.
8. Transmittal of Declarations of Trust of 
9. Transfer of property accountability.
10. Delegations of procurement authority.
11. Matters of a purely logistical nature to the Senior War Planners with respect to Hot War Planning.
12. Logistical Aspects of  Support Agreements.

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- b. [REDACTED] messages will be confined to strictly logistical matters.

4. GENERAL

a. Preparation

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5. PROCEDURE

a. Coordination

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