

Ref 425

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25X1A6c

: Chief of Station, [redacted]

: COS, [redacted]

: COS, [redacted] 25X1A6a

: Chief, F&S Division

: Subject Classification for Supplies, Materials and Equipment for Fiscal Year 1961

: Implement following instructions effective 1 July 1960

- (a) Revision No. 3, [redacted] dated 26 May 1960
- (b) Revision No. 4, [redacted] dated 10 June 1960

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1. Reference (a) sets forth revised object and subject classifications to be made effective 1 July 1960 and provides that Type I Accountable Stations following Class A Accounting and Reporting Procedures will utilize subject classifications 800 for Supplies and Materials and 900 for equipment. It also provides for use only in connection with Headquarters procurement four separate subject classifications within both the 800 and 900 object classifications which will accomplish at headquarters a breakdown of procurement transactions by the four cognizant office responsibility breakdowns, i.e., KUNTOP KUNTOP, Medical, and General.

2. In establishing the procedure for separate allotments for Organization procurement to be effective 1 July 1960, headquarters recognized the need for a detailed identification of procurement activity by the technical cognizant office breakdowns and, therefore, will so classify transactions occurring at headquarters as set forth in reference (a). The same need exists insofar as field procurement is concerned but in view of the lack of specific cognizant office identification of property items on field property records, it has been determined that, as a general requirement, field property procurement at Type I accountable installations will be classified only as 800 or 900, as appropriate. In making this determination, however, it was agreed, as set forth in the transmittal Instruction Sheet accompanying reference (b), that selected stations performing the largest volumes of offshore procurement will be requested to classify their transactions by cognizant office identifications within both the 800 and 900 object classifications, in order to (a) provide data as to the amounts of procurement by cognizant groupings for a substantial segment of field procurement and (b) furnish information as to the effectiveness of the method for accumulating such data as set forth herein for possible more extensive application.

3. Your Station (for application at [redacted]) is requested, in view of the foregoing, to record and report procurement activity using the 860, 850, 870, and 830 subject classifications for Supplies and Materials, and the 960, 950, 970 and 980 subject classifications for Equipment, as described for use at headquarters in reference (a). It is recognized that this subject classification will necessitate the identification of the Station of the individual cognizant groupings applicable to each line item of property on procurement documents. To assist the Station there is attached a brief Guide for Property Classification by Technical Cognizant Office. The Station is requested to determine the most qualified and appropriate Station personnel to be assigned the responsibility for identification of individual line items of property procurement in accordance with this Guide and to place this procedure in effect as of 1 July 1960.

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4. Information copies of this dispatch are being forwarded directly to the two bases involved in view of the early effective date of which this procedure is to be implemented.

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Distribution:

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- FWG:pb/17 June 1960