Sp
ADM-1

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 Fifth Avenue
New York 18, New York

GM-95

31 August 1943

SUBJECT: Office Supplies and Equipment for Field Activities of Civil Air Patrol

TO :

1. The Quartermaster General has advised this Headquarters that a limited supply of office equipment, general office supplies, and stationery are available for issue to your Wing Headquarters from the Quartermaster Depot indicated below:

2. Equipment and supplies will be requisitioned from this Depot on properly executed WD QMC Form 400 (sample attached). This form will be made out in quintuplicate. It will be necessary that all requisitions be forwarded to this Headquarters for approval.

3. Due to the shortage of material it is advised that you do not keep a large stock of office supplies and stationery on hand.

4. The amount of office equipment allotted to Civil Air Patrol installations is limited. Therefore, the issuance of this equipment will be available only to those Wing Headquarters having no other source of supply.

5. Said office equipment for each unit shall not exceed two office desks, two desk chairs, one stenographic desk, one stenographic chair, one file cabinet with lock, two office chairs, three waste baskets and one typewriter.

By direction of National Commander JOHNSON:

Elwood Gaddis

ELWOOD GADDIS
2d Lt., Air Corps
Supply Officer

Attachment