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Chief, Support Staff, Far East Area Command

Chief, Organization and Methods Service

AUG 22 1952

Staff Study on Proposed Far East Area Command Message Center

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1. Attached is a staff study on the proposed Far East Area Command Message Center, which has been prepared in accordance with a request by Mr. [REDACTED]

2. No specific T/O or grade structure has been recommended in this report. Specific recommendations regarding these matters should be based upon need as determined by actual operating experience with the message center.

3. Primary recommendations of the staff study are as follows:

a. Since the message center will be required to service the entire Far East Area Command as a mail control center, and as a registry, it should bear the characteristics of a combined central mail room and Records Integration Staff.

b. Until operating experience with the FEAC indicates necessary revisions, all correspondence and communications should be centralized through the message center as a means of control.

c. The Secretariat and other staff elements should use the message center as a source of information in policy - making.

d. Procedures for field station registry operations have been prepared by RI, and such procedures should be adopted by the FEAC message center.

4. Annex A is a chart of the functions contemplated for the FEAC Message Center (or Registry). It is realized that the Registry Branch to be established in the General Services Division, FEAC, might, and initially probably should, combine a number of the functions shown on Annex A into one section of the Registry Branch. Your proposed T/O for the Registry Branch provides for a Document Control Section, a Courier Service, and a Message Center. Of the functions shown on Annex A, the following might be combined in the Document Control Section:

Document No. 001  
NO CHANGE in Class.   
 DECLASSIFIED  
Class. CHANGED TO: TS S C

Dispatch  
T/S Control  
Index  
Analysis

Typing  
Files  
Cables  
Teletype

DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 21/3/78 By: 0-2

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The Mail and Messenger function shown on Annex A would probably be performed by your Message Center and the Code Designation function on Annex A might be performed by the Office of the Chief of the Registry Branch. At a later date, when the volume of work increases, it may be desirable to establish your Registry Branch on an organizational basis approximating the structure shown by Annex A.

5. The Courier Service provided by your proposed T/O is not covered by the attached staff study. However, the function of this unit may be readily integrated into the functions and procedures recommended by the staff study.

6. If, at the appropriate time after reviewing this staff study, you should desire, the Organization and Methods Service will develop detailed procedures to implement the recommendations contained in this report.

W. L. PEEL

1 Encl.  
Staff Study

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