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Security Information

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RECORDS ANAGEMENT
ADMINISTRATIVE SERVICE

RECOMMENDED MAIL CONTROL SECTION SUPERVISORY T/O WITH
A SUMMARY OF THE DUTIES AND LINE OF AUTHORITY
FOR EACH POSITION

Prepared by:

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Records Management and Distribution Branch
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Central Intelligence Agency
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This recommended Mail Control Section supervisory T/O with a summary of the duties and line of authority for each position was prepared with the following objectives in mind.

(1) To specifically provide for continuous daily checks and inspections of courier posts, routes, method of transmission and care of material transported.

(2) To transfer the direction and planning functions of the Mail Control operations from the Office of the Chief, Records Management and Distribution Branch to the Office of the Chief, Mail Control Section. The transfer is proposed with the understanding that the Branch Chief or his Assistant will maintain close supervisory control over the Section Chief to assure the timely accomplishment of the duties described.

(3) To more clearly define the line of authority with respect to the handling of personnel and operational problems.

For convenience in comparing the present and proposed positions and position requirements there is a notation in parenthesis following each statement to indicate the level at which the action is now being taken or to indicate that no action is now being taken.

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Recommended Mail Control Section Supervisory T/O With A Summary
Of The Duties And Line Of Authority For Each Position

Chief Mail Control Section - GS-9



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- ✓ 1. Directs and plans Mail Control operations except for certain types of operational and pouch material. (Presently done by the Branch Office.)
- ✓ 2. Contacts representatives of other offices regarding changes in routing, number of pick-ups and deliveries, and service complaints or requests for additional service. (The initial contacts are now usually made by a representative of the Branch Office with necessary follow-ups made by the Chief of the Section.)
- ✓ 3. Acts as liaison with other agencies regarding courier and mail operations. (Both a Branch Office representative and the Chief of the Section now act in this capacity depending on the circumstances.)
- ✓ 4. Prepares memoranda or manualized instructions to mail and courier personnel; subject to the approval of the Branch Chief. (Presently done in the Branch Office.)
- ✓ 5. Prepares memoranda for the signature of the Chief, Administrative Service concerning mail or courier activities; subject to clearance by the Branch Chief. (Presently done by the Branch Office.)
- ✓ 6. Handles personnel problems referred to him by the supervisor or refers them to the Branch Chief when necessary. (No clearly defined line of authority for handling such problem at this time.)
- ✓ 7. Interviews prospective employees and recommends the action to be taken. (The responsibility for this function is not specifically assigned at present and has been by any or all of the following: Chief of the Branch, Chief of the Section, and the Administrative Assistant, Administrative Services.)
- ✓ 8. Periodically checks courier posts, routes and schedules. (No regular checks now being made.)

Assistant Chief Mail Control Section - GS-8



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- ✓ 1. In the absence of the Chief or by delegation, undertakes any of the duties of the Chief. (This position is established on the present T/O but is vacant.)
- ✓ 2. Makes daily inspections of courier posts and routes, and checks methods of transmission and the care of material transported. (No daily or periodic inspections now being done.)

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✓ 3. Sees that all prescribed security measures are observed. (Presently done by the Section Chief.)

✓ 4. Sees that all prescribed regulations with respect to the use and maintenance of government vehicles are observed. (Presently done by the Section Chief.)

Supervisor of Operations GS-7



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✓ 1. Directly supervises mail and courier personnel and operations. (Presently done by the Section Chief.)

✓ 2. Schedules personnel assignments. (Presently done by the Section Chief and a GS-6 Mail Supervisor.)

✓ 3. Answers inquiries regarding the best method of preparation and dispatch of mail. (Presently done by the Section Chief.)

✓ 4. Answers inquiries covering requests for regular and special service and maintains a time card control on couriers enroute in order to be able to contact them when necessary for the purpose of expediting special service requests. The time card control will also serve as a check on time requirements for the various runs. (These inquiries are now handled by a GS-6 Mail Supervisor.)

✓ 5. Trains and indoctrinates new employees. (Presently done by the Section Chief and a GS-6 Mail Supervisor.)

✓ 6. Grants leave and schedules vacations subject to the approval of the Section Chief. (Presently done by the Section Chief.)

✓ 7. Handles personnel problems or refers them to the Section Chief when necessary. (No clearly defined line of authority for handling such problems at present.)

✓ 8. Sees that prescribed security measures are observed. (Presently done by the Section Chief.)



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Mail Supervisor (Mail Room) GS-6 (No change in this position which is included on the present T/O.)

✓ 1. Assists the supervisor *of operations* in the duties described under that position.

✓ 2. Spot checks envelopes to assure compliance of the originating offices with CIA regulations pertaining to addressing and security requirements. Brings to the supervisor's attention any deviations from these regulations.

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- ✓ 3. Works with the mail clerks in performing the following duties:
- a. Receiving, recording and dispatching registered mail;
 - b. Weighing and computing postage for outgoing mail;
 - c. Receiving and distribution of newspapers;
 - d. Identifying and noting the proper addresses on incoming P. O. Mail with incomplete addresses;
 - e. Sorting mail for distribution or mailing.

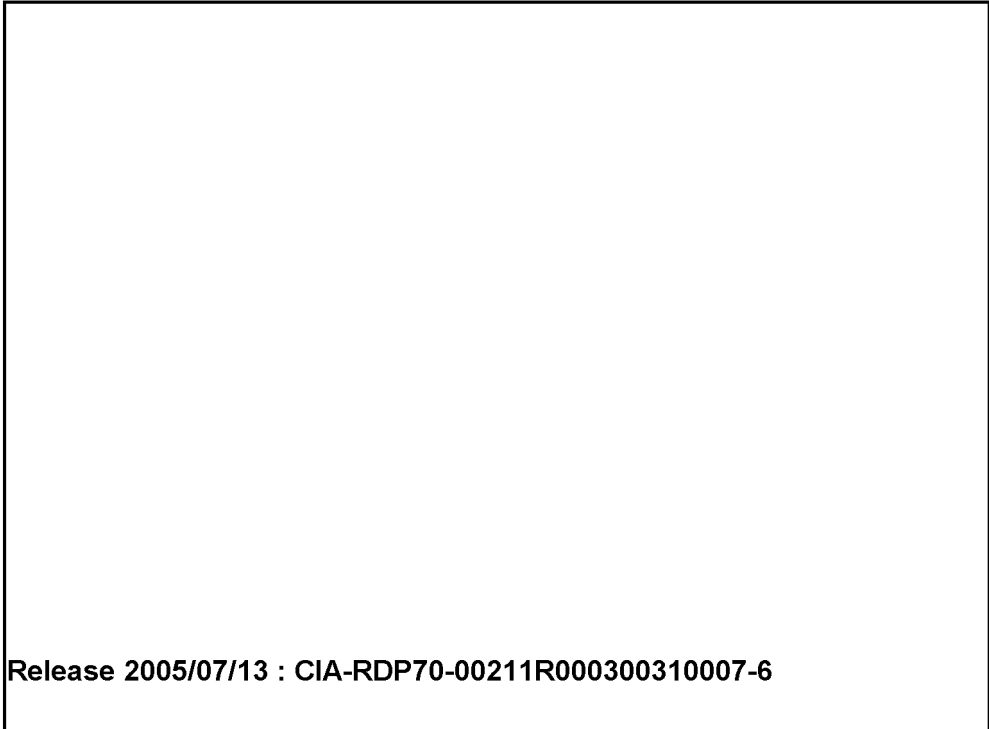
Mail Supervisor (Courier) GS-6* *to be added*

- ✓ 1. Supervises the dispatch of all couriers on scheduled and special runs. (Presently done by a GS-6 Courier and a GS-6 Mail Supervisor.)
- ✓ 2. Prepares brief cases for dispatch. (Presently done by a GS-6 Mail Supervisor.)
- ✓ 3. Spot checks envelopes to assure compliance of originating offices with CIA Regulations pertaining to addressing and security requirements. Brings to the supervisor's attention any deviations from these regulations. (Not regularly being done at present.)



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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO	DATE	
1	3/4	
2		
3		
4		
5		
FROM	INITIALS	DATE
1 Rec. Mgmt. Br.	MR/gy	27 Feb 52
2		
3		

- APPROVAL
- ACTION
- COMMENT
- CONCURRENCE
- INFORMATION
- DIRECT REPLY
- PREPARATION OF REPLY
- RECOMMENDATION
- SIGNATURE
- RETURN
- DISPATCH
- FILE

REMARKS:

For your information and concurrence. Recommend we set this up in booklet form for use in Mail Room. We have stencils already typed and ready to go.

[redacted] will take them over [redacted] tomorrow to be reproduced if this meets with your approval. If so, please return. *OK.* [redacted] telephone conversation with [redacted]

May we have a copy of reproduced booklet?

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Comins

MAIL CONTROL SECTION

STANDARD OPERATING PROCEDURE

MAIL ROOM ROUTINES

1. MATERIAL REQUIRED

a. REFERENCE MATERIAL - Reference material used by the Mail Room is as follows:

- (1) Postal Laws and Regulations
- (2) U. S. Postal Guide, Parts 1&2
- (3) U. S. Postage rate charts
- (4) International Air Mail rate chart
- (5) The World Almanac
- (6) U. S. Official Mail & Messenger Service Guide
- (7) Security Regulations
- (8) Dictionary

b. EQUIPMENT - Equipment used in the processing of mail is as follows:

- (1) Adding Machine
- (2) Postage Meter
- (3) Letter Opener (electric)
- (4) Postage Scale $\frac{1}{2}$ oz. division, 4 lbs. limit
- (5) Postage Scale 4 oz. division 70 lbs. limit
- (6) Postage Scale 1 oz. division 30 lbs. limit
- (7) Stapling Machine (electric)
- (8) Numbering Machine
- (9) Time Stamp (electric)
- (10) Wrapping Table
- (11) Gum Tape Dispenser

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- (12) Mail Rack (single) (3)
- (13) Mail Rack (4 section) (1)
- (14) Sorting Bin & Table ~~(6 divisions)~~ ^(27 divisions) (2)
- (15) Sorting Bin & Table ~~(10 divisions)~~ ^(26 divisions) (2)
- (16) Classified Trash Bag Holder (3)
- (17) Mail Processing Table (3)

c. SUPPLIES

- (1) Stationery
- (2) Twine
- (3) Tape (Postage Meter)
- (4) Taped Gummed (wrapping)
- (5) Stamp Pads
- (6) Rulers
- (7) Scotch Tape
- (8) Wrapping Paper

2. MATERIAL PROCESSED

- a. Administrative Correspondence and Package Bulk Material.
- b. Operational Correspondence and Package Bulk Material.
- c. Registered Mail

[Redacted]

F 4. Newspapers

[Redacted]

3. PROCESSING

RECEIPTS FROM OUTSIDE SOURCES - Material received from outside sources is processed through Tables Numbered 1, 2, 3, 4, 5 and 8.

- a. Table No. 1 - The routine of Table No. 1 is as follows:
 - (1) Receive all incoming mail, material, newspapers, etc.
 - (2) Check newspapers against daily invoice, mark and bundle in accordance with agency distribution list.
 - (3) Time stamp all envelopes and packages.
 - (4) Mark correct room number on each piece excluding material which will necessitate reference to locator file.

*Personnel
18 Telephone File*

(5) Distribute this material to the appropriate table as follows:

(1) Table No. 2 - Package-bulk material

(2) Table No. 3 - Brief case material

(3) Table No. 5 - Locator desk.

(4) Table No. 8 - Registered mail

b. Table No. 2 - The routine of Table No. 2 is as follows:

(1) Sort all package-bulk material into appropriate bins or mail bags for the scheduled courier - messenger trips, respectively.

c. Table No. 3 - The routine of Table No. 3 is as follows:

(1) Sort all brief case material into appropriate bins for the scheduled courier trips, respectively.

d. Table No. 4 - The routine of Table No. 4 is as follows:

(1) Open all mail, material and packages addressed to the agency, or offices of CIA, but not to individuals by name.

(2) Check contents of all opened mail for enclosures, attachments, exhibits, etc.

(3) Time stamp envelopes and contents.

(4) Separate material into the following categories:

(a) To be recorded - Staple material to envelope and forward to Administrative Files.

(b) Not to be recorded - Replace material in envelope and reseal by stapling or other means. Affix proper room number and place on Table No. 2 or No. 3 (Brief Case or Package-Bulk).

e. Table No. 5 - The routine of Table No. 5 is as follows:

(1) Refer to locator file for correct room number of addressee.

(2) If name is not contained in file, calls must be made to the telephone room, badge office, personnel office and the various registries to obtain correct room number.

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- (3) Revise file periodically to include all new personnel, separations and, also transfers within CIA.

f. Table No. 8 - The routine of Table No. 8 is as follows:

- (1) Open all registered mail, such as letters, material and packages addressed to the agency, or offices of CIA.
- (2) Affix classified courier receipt to material addressed to each individual by name.
- (3) Check contents for enclosures, attachments, exhibits, etc.
- (4) Time stamp envelope and contents.
- (5) Separate material into the following categories:
 - (a) To be recorded - Staple material to envelope and forward to Administrative Files.
 - (b) Not to be recorded - Replace material in envelope, staple envelope, affix proper room number and place in courier system for delivery.

4. RECEIPTS FROM INTERNAL SOURCES - Material received from internal sources is processed through Tables Numbered 1, 2, 3, 6, 7 and 8.

a. Table No. 1 - The routine of Table No. 1 is as follows:

- (1) Receive all material picked up by CIA couriers and messengers.
- (2) Separate material for outside addresses, from that intended for internal delivery.
- (3) Correct erroneously addressed envelopes or packages.
- (4) Distribute material as follows:
 - (a) Table No. 2 Inter-office package-bulk material
 - (b) ~~space~~ Table No. 3 Inter-office brief case material
 - (c) Table No. 5 Inter-office material necessitating reference to locator file.

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b. Table No. 2 - The routine of Table No. 2 is as follows:

- (1) Sort all package-bulk material into appropriate bins or mail bags, for the scheduled courier-messenger trips, respectively.

c. Table No. 3 - The routine of Table No. 3 is as follows:

- (1) Sort all brief case material into appropriate bins, for the scheduled courier-messenger trips, respectively.

d. Table No. 6 - The routine of Table No. 6 is as follows:

- (1) Separate into the following categories:



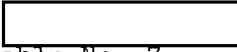
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- (b) U. S. Government penalty indicia mail
- (c) Zone Mail (run-stop)
- (d) Registered mail




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- (2) Weigh, compute and record amount of postage required, in the space provided on Postage Mail Slip, CIA Form 35-11.

- (3) Place all  U. S. Government indicia mail on Table No. 7.

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- (4) Deposit all Zone mail in mail bag marked, "Run and Stop".

- (5) Place all Registered  mail on Table No. 8.

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e. Table No. 7 - The routine of Table No. 7 is as follows:

- (1) Check each envelope or package for compliance with security regulations.
- (2) Affix postage to each item, using either U. S. postage stamps or the postage meter.
- (3) After postage is affixed, deposit mail in appropriate mail bag.

(4) If registering is required, place on Table No. 8.

f. Table No. 8 - The routine of Table No. 8 is as follows:

- (1) Record all envelopes and packages to be registered in registered control books.
- (2) Place material in U. S. registered mail pouch and lock with rotary lock.
- (3) Assign pouch numbers to all envelopes and packages intended for addresses serviced through American Embassies.
- (4) Record, in triplicate, all envelopes and packages requiring State pouch service on pouch transmittal sheets.
- (5) Prepare pouch material for transmission to the Courier Pouch Unit of State Department.

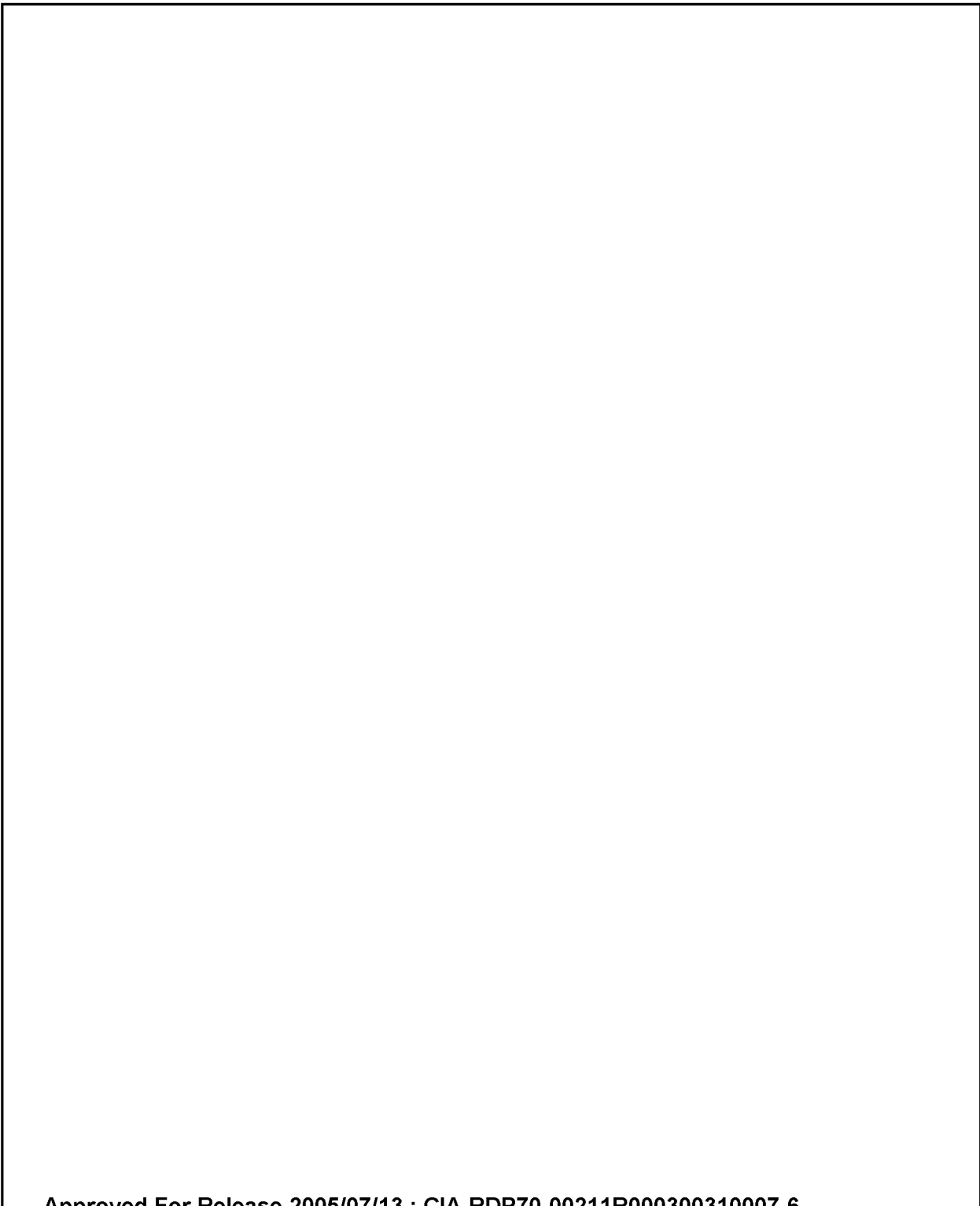
5. NEWSPAPERS - All newspapers for use in CIA are purchased from the National News Agency. Deliveries are made to room 1050 Que Building at 7:30 A. M. Monday thru Saturday and 8:45 A. M. on Sunday. Total papers received are 638 Daily and 458 Sunday.

The routine followed in the receipt, distribution and transmission of these papers is as follows:

- a. Verification of Number Received - A count of all papers is made by a mail room employee in the presence of the distributor's representative. If a discrepancy is discovered, the delivery ticket is amended accordingly. The delivery ticket is then signed by the CIA employee responsible for receipt of newspapers.
- b. Assembling of Newspapers - Reference is made to the newspaper distribution list which specifies the name of the newspaper and the number of copies required by each office. The initials of the office are marked on the top copy, the papers bundled and tied securely. An order of priority in the assembling of these papers is followed with the Director's and Deputy Directors' office heading the list. Papers for the DCI and ONE leave the mail room at 8:00 A. M., Monday thru Saturday. Papers for all other offices leave the mail room at 8:40 A. M., Monday thru Saturday. On Sunday, only the papers for OCD, Library, DCI & ONE are delivered. The papers leave the mail room at approximately 8:45 A.M.

- c. Distribution - The bundles are sorted into the appropriate inter-office bins where they will remain until transmitted to the proper office by the courier-messenger service. The priority as noted in paragraph 5 b above applies to the distribution.

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