

# Memorandum

TO : CIA Records Administration Officer

DATE: 5 JUN 1962

FROM : Acting Chief, Administrative Staff, ORR

SUBJECT: Mail Service Requirements

REF : Your memo dated 24 May 1962, Subject: Mail Service  
Questionnaire

1. In response to your request of 24 May 1962, attached is a listing of current and anticipated mail pick-up and delivery points needed by ORR. Mail delivery Service to the addresses shown would constitute service to the branch level within this Office. It should be noted that ORR components are located within, as well as outside of the Special Center.

2. Currently, St/I/D - Room 3F-38 (Intelligence Information Staff, Documents Branch), is the central ORR mail room for all incoming collateral mail. The Documents Branch reads all incoming mail not addressed to a specific component, and determines the routing within ORR in accordance with specific information requirements. The mail is then delivered by Documents Branch messengers to ORR components. Special Intelligence material is delivered to St/I/R - Room 3F-43 (within the Special Center) where it is called for by ORR clerical personnel.

Attachment



25X1

ORR MAIL SERVICE REQUIREMENTS

5 June 1962

| Ground Floor |       | First Floor |       | Second Floor |       | Third Floor |       | Fourth Floor |       | Sixth Floor |       |
|--------------|-------|-------------|-------|--------------|-------|-------------|-------|--------------|-------|-------------|-------|
| Org.         | Room  | Org.        | Room  | Org.         | Room  | Org.        | Room  | Org.         | Room  | Org.        | Room  |
| D/GC         | GH-08 | D/GL        | 1G-42 | St/I/TF      | 2F-36 | D/GG)       |       | OAD          | 4F-18 | St/CS       | 6G-09 |
| GC/A         | GH-12 |             |       | GG/X         | 2F-42 | GG/H)       | 3E-58 | Ch/G         | 4F-19 |             |       |
| GC/E         | GH-16 |             |       | GC/S         | 2F-50 | GG/N)       |       | SA/RR        | 4F-26 |             |       |
| GC/C         | GH-24 |             |       | MS/EE        | 2F-43 |             |       |              |       |             |       |
| GC/F         | GH-25 |             |       |              |       | GG/S        | 3E-63 | EIC/S )      | 4F-28 |             |       |
| GC/S         | GH-37 |             |       |              |       | GG/E        | 3E-65 | ASP/RR)      |       |             |       |
|              |       |             |       |              |       | GG/F        | 3E-70 |              |       |             |       |
|              |       |             |       |              |       | St/I        | 3F-28 | St/A         | 4F-29 |             |       |
|              |       |             |       |              |       | St/I/D      | 3F-38 | I/LA         | 4F-28 |             |       |
|              |       |             |       |              |       | St/I/R      | 3F-43 | St/PR        | 4F-39 |             |       |
|              |       |             |       |              |       | St/I/SP     | 3F-44 | St/P )       | 4F-41 |             |       |
|              |       |             |       |              |       |             |       | St/P/C)      |       |             |       |
|              |       |             |       |              |       | D/M )       |       | Ch/E         | 4F-42 |             |       |
|              |       |             |       |              |       | M/PS)       | 3G-00 | St/P/A       | 4F-50 |             |       |
|              |       |             |       |              |       | M/NS)       |       |              |       |             |       |
|              |       |             |       |              |       | A/E         | 3G-01 | D/MS         | 4G-01 |             |       |
|              |       |             |       |              |       | GC/X        | 3G-04 | M/AS         | 4G-03 |             |       |
|              |       |             |       |              |       | A/F         | 3G-07 |              |       |             |       |
|              |       |             |       |              |       | D/A         | 3G-13 | M/GP)        | 4G-04 |             |       |
|              |       |             |       |              |       | I/IS        | 3G-15 | M/GD)        |       |             |       |
|              |       |             |       |              |       | D/I         | 3G-19 |              |       |             |       |
|              |       |             |       |              |       | A/U         | 3G-24 | M/ME         | 4G-09 |             |       |
|              |       |             |       |              |       | MS/TR       | 3G-25 | M/MP         | 4G-15 |             |       |
|              |       |             |       |              |       | I/TF        | 3G-30 | R/CH         | 4G-21 |             |       |
|              |       |             |       |              |       |             |       | A/MM         | 4G-24 |             |       |
|              |       |             |       |              |       | I/A )       | 3G-35 | R/NF         | 4G-28 |             |       |
|              |       |             |       |              |       | I/NEA)      |       | MS/M         | 4G-31 |             |       |
|              |       |             |       |              |       |             |       | R/EP         | 4G-32 |             |       |
|              |       |             |       |              |       | MS/COM      | 3G-39 | R/FM         | 4G-39 |             |       |
|              |       |             |       |              |       | MS/CST      | 3G-44 | D/R          | 4G-43 |             |       |
|              |       |             |       |              |       |             |       | R/FU         | 4G-46 |             |       |
|              |       |             |       |              |       | I/EW)       | 3G-46 | R/AG         | 4G-48 |             |       |
|              |       |             |       |              |       | I/PO)       |       |              |       |             |       |