

4. Mail Activities

23 Apr thru 29 Apr 1953

- a. Post Office Mail
  - Incoming 4583
  - Outgoing 6048
- b. Postage expended - 736.54
- c. Scheduled Courier trips - 240
- d. Special Courier trips - 102
- e. Inter-agency mail by Courier
  - Incoming - 2012
  - Outgoing - 2015
- f. Personnel actions:
  - Recruitments - 0
  - Separations - 0
- g. Use of Motor Pool Vehicles
  - Available - 12
  - Available but delayed - 5
  - Not Available - 1

5150  
6550  
475.00  
240  
33.4  
770  
1275  
—  
—  
—  
—

H. Personnel absent three consecutive days -  Sk Lv. STAT

I. Runs to DCI and DDI homes - 0

J. Time Check:	Hrs.	Min.
1. Regular trips-	776	20
2. Special trips-	187	25
3. Leave-	51	00
4. Detailed-	120	00
5. Free time-	65	15
Total-	1200	00

Remarks:

1. On Tuesday, 28 Apr 1953,  completed the distribution of mail posters to the registries within I building. The number of posters distributed - 28.
2. Attached

STAT

[redacted] made a survey of the runs performed by [redacted] for the Procurement and Supply Branch.

STAT

STAT

Comments: 1. The regular scheduled P.O. run could handle the pickups from the three (3) [redacted] P.O. boxes thus eliminating duplication of stops by two separate runs of the Mail Control Section.

STAT

2. The stop at 202 North Building could easily be eliminated. This stop was apparently established when the Procurement and Supply Branch was under the Office of Administrative Services and was not cancelled when they became a separate branch. At the present there are four (4) stops per day at North Building with only one (1) or two (2) pieces of mail delivered per week, all of which are for [redacted] was contacted and he agreed it was unnecessary and could be handled by the regular runs to North Building. The only pickup from North Building are the Time and Attendance Reports each Monday after payday. These could also be handled by routine runs.

STAT

3. The Supply registry, room 1-40 Qtrs. I, was holding all mail destined for the Transportation Branch, room 1514 I Bldg., from the regular Qtrs. I messenger service for delivery by [redacted] The quicker, routine messenger and courier service between Qtrs. I and I Bldg. was explained to [redacted] of that registry who stated that he would correct the situation.

STAT

4. It is felt that another survey should be made after the proposed changes in the location of the warehouses have been made.

Mail Activities for Week 19 thru 25 March

A. Post office

1. Incoming - 5796
2. Outgoing - 5817

B. Interagency mail by Couriers

1. Incoming - 1330
2. Outgoing - 2372

C. Postage expended - 913.04

D. Scheduled Courier Trips - 239

E. Special Courier Trips - 108

F. Personal Actions

1. Reassignments - 0
2. Separations - 0

G. Use of Motor Pool Vehicles

1. Available - 20
2. Available but delayed - 4
3. Not available - 2

H. Personnel Absent 3 Consecutive Days

1.  Sk. L.
2.  Sk. Lv.

Remarks -

One Courier is detailed during this period with NSC.

Detailed Full time	Regular Runs	Special assignments	Sick - annual hr.	Free time	Total working hrs
72-0	791-43	182-07	67-	87-10	1200

No Posters  
no DO del.  
other?

Hold

/

1200 / 87.00 = 120

Remarks: —

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Monday - 30 Mar - 53, [redacted] (GS 4-Courier) STAT  
 qualified to drive one and half ton trucks. Additional tests  
 are scheduled to be given two couriers Thursday 2 Apr, 53.

Tuesday, 31 Mar. 53 [redacted] (GS 5-Courier) STAT  
 qualified in the use of .38 Cal. revolver.

One Courier (GS-5-T-5) currently detailed to NSC  
 on a full time basis.

Friday, 27 Mar 53, [redacted] STAT  
 [redacted] (GS-3 Couriers) were detailed to ~~the~~ O.I. and

Detailed full Time	Regular Runs	Special Assignments	Sick - Annual W.	Free time	Total working hrs
138 - 30	793 - 10	153 - 5	65	49 - 55	1200

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Carrier time usage:	THIS week Hours	%	Last 3 weeks %
Scheduled Time	774:25	63.5	65.3
Leave, annual + sick	69:00	5.7	6.1
Detailed	128:00	10.5	14.0
Unscheduled time:	<u>244:35</u>	<u>20.1</u>	<u>19.4</u>
Special assignments	(181:35)	(14.9)	(14.0)
Free time	(63:00)	(5.2)	(5.4)

Scheduled time	Special	Leave	Detailed	F
774:25	181:35	69:00	128:00	6390 1216
794:30	142:15	83:00	134:40	45:35 1200
791:43	182:07	67:00	72:00	87:10 1200
<u>2360:38</u>	<u>505:57</u>	<u>219:00</u>	<u>334:40</u>	<u>195:45</u>
505:57	14.0			
219:00	65.3			
334:40	6.1			
195:45	9.3			195:45
<u>3616:00</u>	<u>5.4</u>			<u>505:57</u>
	106.1			701.47

140  
54  
194

	Planned		Limit of work Standard %
	Hours	%	
Scheduled time	794:30		
Leave, annual, sick	83:00		
Detailed	134:40		
Unscheduled time		14.9	15
Special assignments	(142:15)	(11.2)	1570
Free time	(45:35)	(3.7)	

8 April

I. RUNS TO DCI + DDI HOMES - 0  
J. TIME CHECK: Hrs. - Min.  
1. REGULAR TRIPS - 774-25  
2. SPECIAL TRIPS - 181-35  
3. ANNUAL SICK LEAVE - 69-00  
4. DETAILED - 128-00  
5. FREE TIME - 63-00  
TOTAL - 1216-00 ✓

REMARKS:

(1) One name was submitted to Personnel Procurement for recruitment.

15 Apr