

FUNCTIONS AND RESPONSIBILITIES

25X1A

[REDACTED], MMPD

GENERAL FUNCTIONS

1. Supervision of correspondence.
2. Operation of a Records Administration Program.
3. Provisions of a Distribution Center for official mail.
4. Provisions of a publications library of Agency regulations.
5. Preparation of breakdown of Monthly Summary of Military Separations and statistical information relating thereto.
6. Provision of administrative supplies.
7. Provision of reproduction facilities.
8. Initiation of requests for approval of, and maintenance of a file of approved continuing liaison contacts.
9. CIA SECRET Telephone Directories (SOP and accountability).
10. Supervision of retired records (maintain alphabetical wheel index of retired files).
11. Vehicle support, when necessary.
12. Maintain IBM locator cards for military personnel.
13. Decoding of incoming cables.
14. Provision of driver and courier service, and special handling of "EXPEDITE - HAND CARRY" material for MMPD.
15. Preparation of Identification Tags for civilian and military personnel.
16. Maintain an up-to-date pseudo and crypto file.