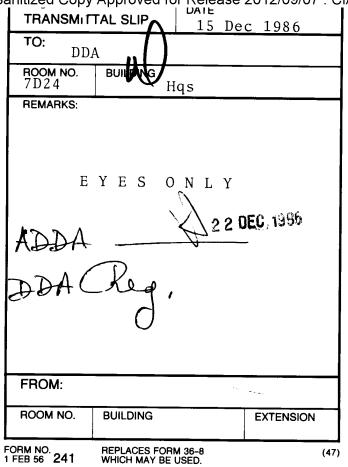
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15 December 1986

25X1 MEMORANDUM FOR:	
	Deputy Chief, Procurement Division/OL
25X1	
	Chief, Operations and Maintenance Branch/LOC/OL
FROM:	John M. Ray Director of Logistics
SUBJECT:	Formal Investigation - Mail and Courier Branch/FMD

- 1. It has come to my attention that there may be some activities being conducted in the Mail and Courier Branch, Facilities Management Division, which are not in conformance with Agency regulations and which may amount to malfeasance on the part of some employees assigned to that Branch. Specifically, these allegations concern the following:
 - a. Misusage of the official postage meter.
 - b. Retention by some employees of the donations received by the Agency via the commercial mails.
 - c. Courier vehicles containing classified information being left unattended.
- 2. You are hereby appointed to conduct a formal investigation into the above allegations. I would like you to conduct this investigation as expeditiously as possible. In the course of your investigation, I suggest that you interview the Chief, Facilities Management Division (FMD); the Deputy for Services, FMD; the Chief and Deputy Chief, Mail and Courier Branch; the various section chiefs; and as many Mail and Courier Branch employees as feasible. Please prepare a formal report on your findings based on the factual data that you discover, and provide me with your recommendations as to what future action the Office of Logistics should take if, in fact, there is any truth to these allegations.

3. I would appreciate discussing this assignment directly with you at your 25X1

CC: IG DDA C/FMD/OL

25X1

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