

TRANSMITTAL SLIP		DATE 15 Dec 1986
TO: DDA		
ROOM NO. 7D24	BUILDING Hqs	
REMARKS:  EYES ONLY  ADDA _____ 22 DEC 1986 DDA Reg.		
FROM:		
ROOM NO.	BUILDING	EXTENSION

~~SECRET~~

86-2158X

15 December 1986

25X1 MEMORANDUM FOR:

[Redacted]

Deputy Chief, Procurement Division/OL

25X1

[Redacted]

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 earliest convenience.

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[Redacted Signature]

John M. Ray

cc: IG  
DDA  
C/FMD/OL

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