

BOARD POLICY LETTER
2 NOVEMBER 1967R
ISSUE V
REVISED & REISSUED 10 SEPTEMBER 1975 AS BPL
(Revision in Script)

CANCELS
HCO POLICY LETTER OF 2 NOVEMBER 1967
SAME TITLE

Remimeo
HES Hat
OES Hat
HAS Hat
Dept of Comm
Hats

HCO DIVISION, DEPARTMENT OF
COMMUNICATIONS

*NOTE: This Org Board is reissued as Policy Reference.
It is not the current Org Board for Division One.*

DEPARTMENT OF COMMUNICATIONS

Director of Communications

PUBLIC ORIGINATION SECTION

Public Origination Officer

MAIL RECEIPT UNIT

Mail Receipt In-charge

Mail Logging Clerk

Mail Opening Clerk

Mail Invoicing Liaison Clerk

Customs Clearance Clerk

ORIGINATION INFORMATION UNIT

Origination Information In-charge

Telephonist

Bulletin Board Information Clerk

Public Originations Promotion Clerk

RETURN ADDRESS UNIT

Return Address Clerk

OUTFLOW COMM SECTION

Outflow Comm Officer

ADDRESS UNIT

Address In-charge

Address Collection Clerk

Address Checking & Mail Forwarding
Clerk

Plate Tabbing Clerk

Plate Embossing Clerk

ADDRESSING UNIT

Addressing In-charge

Envelope Addressing Clerk

Special Lists & Card File Clerk

Stuffing Clerk

Geographical Sorting Clerk

MAIL OUT UNIT

Mail Out In-charge

Mail Out Logging Clerk
Franking Machine Clerk
Package Insurance Clerk
Mail Out Delivery Clerk

LETTERS OUT UNIT

Letters Out In-charge

Letter Typists
Letter Signature & Collection Clerk

COMM SYSTEM ESTABLISHMENT SECTION

Comm System Establishment Officer

COMM CENTER UNIT

Comm Center In-charge

Comm Center Basket Clerk
Comm Center Ribboning Clerk

STAFF COMM STATION UNIT

Staff Comm Station Clerk

INTERNAL COMM SYSTEMS UNIT

Internal Comm Systems In-charge

Electronic Aids Technician
Inter-office Telephone System Clerk
Public Address Systems Clerk

INTERNAL COMM FLOW SECTION

Internal Comm Flow Officer

COMMUNICATIONS DISTRIBUTING UNIT

Comm Distributing In-charge

HCO Dispatch Courier
Mail Distributing Clerk
Mimeo Distributing Clerk

COMM INSPECTION UNIT

Communication Inspector

Bulletin Board Clerk
Letters Inspection Clerk
Lost Dispatch Clerk
Lost Mail & Package Clerk
Letter Policy Checking Clerk

HCO STENO UNIT

HCO Steno

Secretarial to Executive Directive
HCO Mimeo Clerk
Xerox Clerk
HCO Steno Files Clerk

INTRA ORG COMM SECTION

Intra Org Comm Officer

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INTRA ORG COMM UNIT

Intra Org Comm In-charge

Intra Org Dispatch Liaison

Intra Org Dispatch Expeditor

Intra Org Mail Packaging Clerk

TELEX UNIT

Telex In-charge

Telex Operator

Telex Distributing Clerk

Telex Files Clerk

Mary Sue Hubbard

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Molly Gilliam

Approved by the
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and the
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for the
BOARDS OF DIRECTORS
of the
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