

INTERNATIONAL BANK FOR
RECONSTRUCTION AND DEVELOPMENT
WASHINGTON, D. C.

September
August 21, 1946

Administrative Order No. ~~1~~
INDEX : ORGANIZATION - I
Subject: Organization of the Office Services

1. There is hereby established the office of Chief of Office Services.
2. Pending further organization, the Chief of Office Services shall be responsible to the Vice President.
3. The Chief of Office Services shall plan for and provide all necessary supply and central services including space allocation, except those services for which other organization units are made responsible. He shall direct the activities of an Assistant Chief of Office Services and of organization units as follows:
- a. Payroll and General Clerical
Maintains payroll, retirement, allotment, leave and related employee pay records and prepares payrolls; receives, reviews and records staff attendance reports; codes, audits, and prepares for certification by the Chief of Office Services payrolls, vendors and carriers' invoices and similar bills for subsequent transmission to the Treasurer for payment; performs other general clerical, typing or stenographic services.
 - b. Travel and Transportation
Makes all arrangements for the transportation, travel and lodging of authorized persons and assists in securing visas, passports, customs clearances, foreign exchange, or other papers or services that will facilitate travel; arranges the long distance transportation of things; arranges for travel advances; negotiates credit, tax, discount, priority, and other matters with transportation or hotel companies; procures transportation or lodging; verifies invoices and vouchers relating to authorized travel or transportation.
 - c. Property and Supply
Procures all supplies, materials, equipment and services other than travel, transportation, printing and personal

services; receives, stores and issues all supplies, materials and equipment; performs local pickup and delivery service; provides or arranges for building services and the maintenance of space; undertakes security measures necessary to protect the property and premises; maintains property records; provides furniture and equipment repair and similar office services; prepares receiving records for supplies and services received.

d. Printing and Drafting

Operates central typing and other document reproduction services; negotiates printing contracts; schedules and oversees printing and other contracted reproduction services; provides technical advice on the designing formats and reproduction of documents, forms, charts, etc.; provides cartographic service.

e. Messenger Service

Provides regular foot or motor messenger service and assigns special messengers as required; provides "post office" service for packages and other mail including the metering of outgoing mail; ~~forwards unopened directly to the addressee personal mail addressed to any member of the Board, and specially designated and recognizable types of general mail such as personnel applications.~~

f. Telephone Operators

Maintains switchboard service; maintains receiving records for telephone service received.

4. Mr. William E. McCorkle is hereby designated as Chief of Office Services.

Harold D. Smith
Vice President

HDS