



Secretariat

ST/IC/89/21
27 March 1989

INFORMATION CIRCULAR

To: Members of the staff at Headquarters
From: Assistant Secretary-General for General Services

Subject: MEASURES TAKEN TO IMPROVE MESSENGER SERVICES:
INSTITUTION OF MESSENGER UNIT ZONING SYSTEM

1. The Messenger Unit of the Mail Operations Section is responsible for transmitting interoffice mail and telegrams throughout the Headquarters buildings and for picking up and delivering official mail received or intended for dispatch through the United States postal or the United Nations diplomatic pouch systems.
2. To avoid delays in delivering material to its intended destination and to ensure prompt and accurate delivery, the following newly designed zoning system has been instituted:

(a) There are six zoning stations designated in the Headquarters buildings. The floors comprising each of those zoning stations are indicated in the list as shown in the annex to the present information circular. In order to ensure that the Messenger Unit can deliver materials promptly and efficiently to their intended recipients in the Secretariat, DC1 and DC2 buildings, it is requested that all staff co-operate with the Messenger Unit by keeping them informed of any changes in the location of their offices. If a staff member is reassigned from one office to another within the same messenger zone, it is requested that the Station Supervisor of that zone be informed of the new room number. If a staff member is assigned to a room in another messenger zone, it is requested that the Station Supervisor of the messenger zone of the previous location as well as the Station Supervisor of the new messenger zone be informed of the new location;

(b) Staff members assigned to overseas duty stations for a period of one month or more are requested to inform the Station Supervisor of the messenger station in his/her particular zone of a forwarding address for mail received after departure on assignment.

3. It is hoped that these efforts will result in higher-quality messenger service. Any suggestions or comments would be welcomed and staff members should contact the Office of the Senior Supervisor, room S-1B-22, extension 3.7245, in this regard.

Annex

MESSENGER UNIT STATIONS BY ZONE

A. Secretariat Building

North Lawn, first-third basements and 1st-5th floors (Mail Station, zone 2, room S-294, ext. 3.7215)

6th-19th floors (Mail Station, zone 15, room S-1594, ext. 3.6534)

20th-33rd floors (Mail Station, zone 20, room S-2094, ext. 3.6343)

34th-39th floors (Mail Station, zone 38, room S-3894, ext. 3.5074)

B. DC1 and DC2 buildings

2nd-15th floors (Mail Station, zone DC1, room DC1-370, ext. 3.7640)

2nd-23rd floors (Mail Station, zone DC2, room DC2-395, ext. 3.4963)
