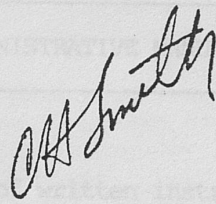


January 9, 1981

OFFICE OF THE EXECUTIVE DIRECTOR

MEMORANDUM TO: Dr. Hooks

FROM: Charles H. Smith



This is a first cut of an Administrative Manual for your eyes only as we attempt to institute your policies that will govern how the national staff of the NAACP will conduct the business of the Association. Only 60% of this project is ready for critique.

The Operation Manual will be ready for your inspection by March 1, 1981. It will provide the Association with how each department operates from within. It will have flow charts, systems, and interdepartmental linkages.

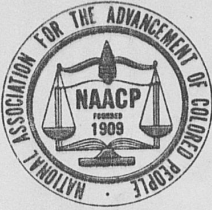
Fiscal administrative policies will be proposed under separate cover in conjunction with the Comptroller.

The Personnel Manual is completed but needs constant review and senior staff sharing sessions for effective implementation.

The Convention Staging Guide will be expanded to include work programs, checkout list, staff assignments and the like.

Although this process is slow, it will help tighten up our operation.

CHS:erb



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

NEW YORK, N. Y. 10019 • 212-245-2100

OFFICE OF THE EXECUTIVE DIRECTOR

NATIONAL NAACP INSTRUCTIONS AND ADMINISTRATIVE MANUAL

I INTRODUCTION

The National NAACP utilizes a system of written instructions designated as National NAACP Instructions (NAACPI), a complete set of which constitutes the National NAACP Administrative Manual. This Manual is designed to provide a readily accessible source of information on standing National NAACP policies and procedures.

II DESCRIPTION

- A. NAACPI are official directives from the Executive Director to the staff, setting forth administrative policies, procedures, and regulations of general organization-wide applicability and long-term effect and usefulness. As such, they assume precedence over any similar instructions or notices issued at departmental or unit levels.
- B. NAACPI are not intended to create any rights or presumptions in favor of any persons or to impose any standards or obligations on the National NAACP for the benefit of any persons. They are solely for internal National NAACP guidance. NAACPI are subject to modification at the discretion of the Executive Director.
- C. In general, NAACPI deal with the following subjects:
 - (1) Policies applicable to more than one department.
 - (2) Overall structure of the National NAACP.
 - (3) Functions of organization units.
 - (4) Administration procedures applicable to more than one department.
 - (5) Regulations and standards affecting employees in more than one department.

III ISSUANCE - AUTHORITY AND PROCEDURE

- A. NAACPI are issued only by authority of the Executive Director. The Deputy Executive Director, acting for the Executive Director, is responsible for their final approval.
- B. NAACPI may be initially prepared by the Office of the Deputy Director, or by any interested department or organization unit in coordination with the Office of the Deputy Director.

2. Instructions/Administrative Manual

C. The Office of the Deputy Director is responsible for:

1. Reviewing all proposed NAACPI or proposed revisions for format and substance.
2. Coordinating the clearance of all proposed NAACPI or proposed revisions and obtaining final approval from the Executive Office.
3. Periodically reviewing the Administrative Manual to discover obsolete NAACPI which should be rescinded, out-of-date NAACPI which should be revised, and gaps in the Manual requiring new NAACPI and initiating necessary action based on this review.
4. Seeing that copies of new or revised NAACPI are reproduced and distributed to appropriate Manual holders.
5. Maintaining the NAACPI system on an overall basis.

IV CLEARANCE OF NAACPI

NAACPI or revisions thereto are initially prepared in the form of draft proposals which are circulated by the Office of the Deputy Director to all affected departments for review and comment. All issues which cannot be resolved in the clearance process are submitted to the Executive Office with appropriate recommendations.

V FORMAT

In order to provide uniformity of style and presentation, the format of the NAACPI will be arranged to as to follow the sequence described below:

- A. Heading - including a numerical identification of the instruction (see Par. VI) and date of issuance.
- B. Rescission Date - NAACPI will expire four years after the date of publication. The Office of the Deputy Director will notify originators 90 days in advance of expiration to assure review, republication or extension.
- C. Brief descriptive title.
- D. Introduction - briefly describing the purpose and/or nature of the instruction.
- E. Policy Statement - included wherever applicable.
- F. Applicability.
- G. Responsibility (s).
- H. Body - describing in detail the operation or applicability of the policy, process or procedure.

3. Instructions/Administrative Manual

VI NUMERICAL IDENTIFICATION

NAACPI are classified and coded by office of origin, and are numbered in accordance with a system comprising the following elements:

- A. Primary number - this number identifies the office or origin of the instruction. These major classifications are as follows:

<u>Primary Number</u>	<u>Classification</u>
1	Executive Director
10	Office of Deputy Executive Director
11	Legal Department
12	Controller
	Departments:
13	Operations
14	Public Information
20	Program
30	Publications
40	International Affairs
50	Policy, Plans & Research
60	Washington Bureau
70	Fund Development
80	Personnel & Training
90	Branch and Youth
100	CRISIS

VII REVISIONS

A. Major Revisions

1. Major revisions will be accomplished by the issuance of new instructions bearing the same numerical identification as the original instructions but with the notation "Revised" preceding the issuance date in the heading of the instruction.
2. Major revisions will be prepared and cleared in the same manner as new instructions.

B. Minor Revisions

1. Minor revisions refer to simple corrections, deletions, or additions which do not justify the issuance of a completely revised NAACPI and which can conveniently be made by announced changes for pen and ink additions or deletions.

Example: Change in title of organization department or official.

2. Minor revisions are brought to the attention of all Manual holders through the issuance of "Change Notices."

4. Instructions/Administrative Manual

- a. Change Notices list a specific change or changes to be made in pen and ink by Manual holders.
- b. Change Notices are numbered serially thus assuring all Manual holders that they have received all such notices.
- c. Upon receipt of a Change Notice, the Manual holder:
 - (1) Makes the necessary change or changes; and
 - (2) Enters the number of the Change Notice in the margin adjacent to the change and the date.
- d. Change Notices can then be discarded. (The Office of the Deputy Director will keep a master set of Change Notices.)

C. Obsolete NAACPI

1. Obsolete NAACPI will be brought to the attention of Manual holders through the Change Notice system described above (Par. VII, B-2).
2. In addition to removing the affected NAACPI from the Manual, the Manual holder should line out the appropriate title in the Table of Contents and enter the Change Notice number in the margin.

VIII MANUAL BINDERS

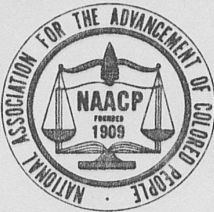
All NAACIP which are current will be maintained in proper numerical sequence in special ring binders supplied to Manual holders. As new instructions are issued, they are inserted in the binder in proper order.

IX TABLE OF CONTENTS

- A. The table of contents is a listing of all current NAACPI in the numerical sequence in which they appear in the Manual. Also shown is the date of issuance of each instruction, or if revised, the date of the last revision.
- B. The Office of the Deputy Executive Director is responsible for the publication of a corrected Table of Contents at periodic intervals, as may be warranted.

X MAINTENANCE OF THE MANUAL

Department heads are responsible for taking the necessary measures to insure proper maintenance of Manuals issued to holders within their respective departments. A list of Manual holders is maintained by the Office of the Deputy Director. New or revised instructions, "Change Notices," and revised editions of the Table of Contents will be distributed to Manual holders from this office.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

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OFFICE OF THE EXECUTIVE DIRECTOR

NATIONAL NAACP OFFICE MEMORANDA

I INTRODUCTION

National NAACP Office Memoranda (NAACPOM) are directives or announcements from the Executive Director to the staff concerning matters of National NAACP wide but transitory interest and effect. They may be used as a means of instructions later to be incorporated in the National NAACP Administrative Manual, in cases where a need for rapid action is indicated. When so used, however, the superseding NAACPI must be published before the expiration date of the NAACPOM.

The term "department" as used in this instruction refers to any distinct organizational element.

II CONTENT

In content, a NAACPOM will typically deal with one of the following types of subject matter:

- A. Announcement of special working schedules, holidays, etc.
- B. Special policies or procedures requiring immediate attention or to meet a temporary need.
- C. Announcement of a change in the organization structure, or a change in the duties of a department.
- D. Information related to the various office services available to all departments.
- E. Information not directly related to National NAACP operations, such as charity solicitations, Red Cross, income tax matters, etc.

III ISSUANCE - AUTHORITY AND PROCEDURE

- A. NAACPOM are issued by authority of the Executive Director. The Office of the Deputy Director is responsible for the clearance, numbering and issuance of these directives and for maintaining a current list and file of such memoranda.
- B. Departmental notices of meetings, changes in location of offices or telephone numbers, announcements of appointments, and similar items issued by departments for the information of other departments are handled in accordance with Paragraph V of NAACPI.



2. National Office Memoranda

IV NUMBERING

NAACPOMS issued during each calendar year are numbered consecutively according to date of issue with the year indicated following the number of the memorandum. Example: 5-79, 10-80.

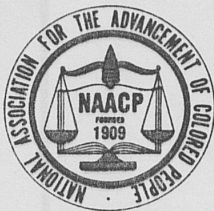
V EXPIRATION DATE

NAACPOMS will expire six months, or less, from the publication date. However, an expiration date of less than six months will only be shown when the matter covered includes a terminal date (e.g., the expiration date of a NAACPOM announcing a holiday schedule will be the date immediately following the holiday).

VI RECISION

(When Applicable)

- Creation of the position of Executive Director. Filled by Dr. Broadus Butler. (SCP)
- Creation of the position of Executive Assistant to the Director of Operations. Filled by Marjell Gullaw. (SCP)
- Creation of the position of Executive Assistant to the Deputy Director. (Unfilled) (SCP)
- Creation of the position of Management Information Analyst (MIA). (Unfilled) (SCP)
- Creation of the position of Federal Program Monitor. (Special Funding) (Unfilled)
- Creation of the position of Director of Publications. Filled by Warren Hacc. (NAACP)



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OFFICE OF THE EXECUTIVE DIRECTOR

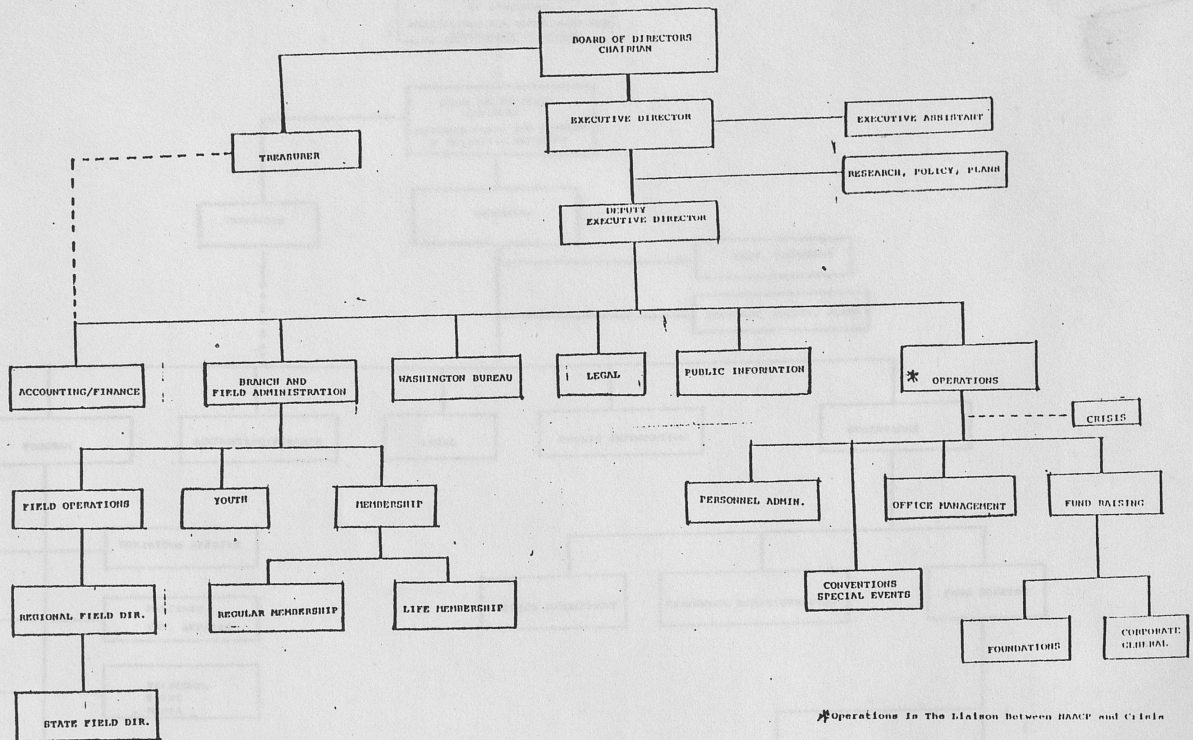
NAACP ORGANIZATION CHART

Attached is the latest organization chart of the NAACP.

This chart does not reflect the following changes adopted in 1980:

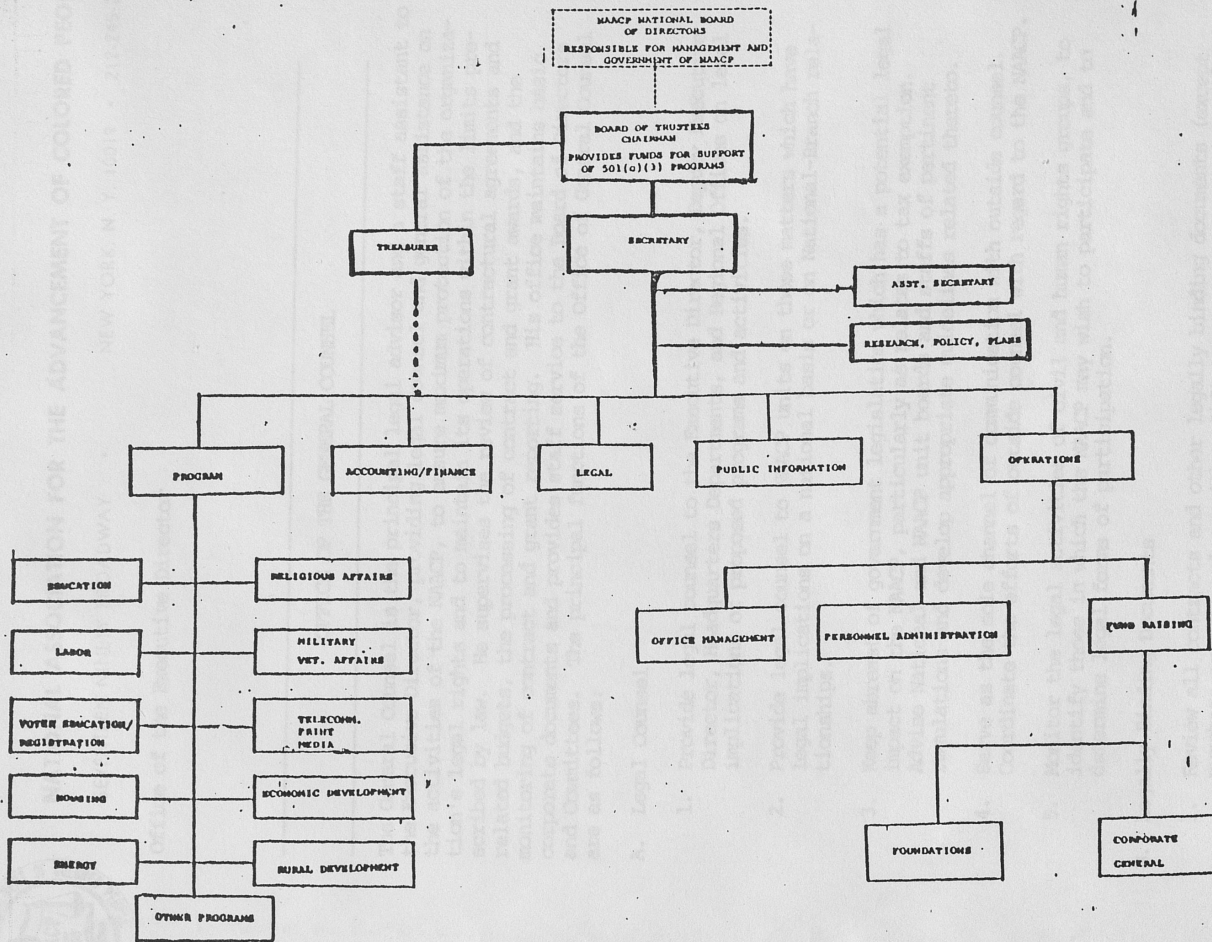
- Creation of the Department of International Affairs. Position filled by Dr. Broadus Butler. (SCF)
- Creation of the position of Executive Assistant to the Director of Operations. Filled by Muriel Outlaw. (SCF)
- Creation of the position of Executive Assistant to the Deputy Director. (Unfilled) (SCF)
- Creation of the position of Management Information Analyst (MIS). (Unfilled) (SCF)
- Creation of the position of Federal Program Monitor. (Special Funding) (Unfilled)
- Creation of the position of Director of Publications. Filled by Warren Marr. (NAACP)

PROPOSED NAACP ORGANIZATIONAL CHART

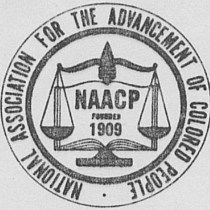


*Operations Is The Liaison Between NAACP and Crisis

PROPOSED SCF ORGANIZATIONAL CHART



5/17/79



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

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Office of the Executive Director

OFFICE OF THE GENERAL COUNSEL

The General Counsel is the principal legal advisor and a staff assistant to the Executive Director, providing legal counsel and general assistance on the activities of the NAACP, to ensure maximum protection of the organization's legal rights and to maintain its operations within the limits prescribed by law. He supervises the review of contractual agreements and related budgets, the processing of contract and grant awards, and the monitoring of contract and grant reporting. His office maintains basic corporate documents and provides staff service to the Board of Directors and Committees. The principal functions of the Office of General Counsel are as follows:

A. Legal Counsel

1. Provide legal counsel to the Executive Director, Deputy Executive Director, Headquarters Departments, and Regional Offices on legal implications of proposed programs and activities.
2. Provide legal counsel to NAACP units on those matters which have legal implications on a national basis or on National-Branch relationships.
3. Keep abreast of government legislation which has a potential legal impact on the NAACP, particularly as relates to tax exemption. Advise National and NAACP unit boards and staffs of pertinent regulations and develop appropriate guidelines related thereto.
4. Serve as the sole channel of communication with outside counsel. Coordinate the efforts of outside counsel with regard to the NAACP.
5. Monitor the legal activities of civil and human rights groups, to identify those in which the NAACP may wish to participate and to determine legal forms of participation.

B. Legally Binding Documents

1. Review all contracts and other legally binding documents (except purchase orders), along with modifications or amendments thereto, to ensure that their terms and conditions conform to NAACP policies and practices and that the interests and rights of the NAACP are protected.

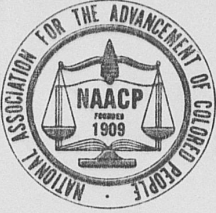
Office of General Counsel

2.

2. Provide guidance in drafting and interpreting contracts and other legally binding documents.
3. Expedite full execution of all contracts, grant awards, related modifications and amendments, and other legally binding documents, including special bank agreements, corporate resolutions, outside legal opinions, notarizations, certifications, and bond and insurance instruments.
4. Review budgets related to all contractual agreements. Provide guidance and assistance in budget preparation, as may be required.
5. Receive and process all notifications of contract and grant awards and modifications or amendments thereto; review terms and conditions; and duplicate and distribute notifications, contracts, modifications, and amendments. Catalog all contracts, grant awards, and modifications or amendments thereto, and prepare summary of their terms.
6. Monitor the reporting requirements of all contract and grant awards, and prepare performance reports to the Executive Director.

C. Administration

1. Maintain and coordinate the preparation of basic corporate documents, e.g., Certificate of Incorporation, Bylaws, Terms of Affiliations and leases or subleases for real property.
2. Provide staff service to the NAACP units and to task forces or ad hoc committees as directed by the Board of Directors and Executive Director.
3. Advise the Executive Director on general policy matters as requested.



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OFFICE OF THE EXECUTIVE DIRECTOR

DEPARTMENTAL PUBLICATIONS

I INTRODUCTION

This instruction describes the types of publications issued by departments. It does not apply to published documents, promotional material, and technical or routine reports.

The term "department" as used in this instruction refers to any distinct organizational element.

II TYPES OF PUBLICATIONS

Departmental publications are issued by and under the authority of the department head. They consist of the following types:

A. Those which are for intra-departmental distribution and use:

1. Departmental office memoranda.
2. Departmental instructions (Standard Practice Instructions).

B. Those which are for the information or guidance of one or more departments other than the issuing department:

1. Departmental bulletins.

III DEPARTMENTAL OFFICE MEMORANDA

A. Nature and Purpose

Departmental office memoranda are notices issued by department heads to convey information of transitory nature to employees within their departments only. They normally carry announcements of intra-departmental conferences, temporary departmental procedures to meet unusual circumstances, and similar items of pertinent interest to employees within the issuing department only.

B. FORMAT AND NUMBERING

1. Departmental office memoranda are identified by the name of the issuing department preceding the words "Office Memorandum" in the heading of each publication, e.g., "Personnel Services Office Memorandum."

2. Departmental Publications

2. Departmental office memoranda issued during each calendar year should be numbered consecutively according to date of issue, with the year following the number of the memorandum, e.g. 5-79, 10-80.

IV DEPARTMENTAL INSTRUCTIONS (STANDARD PRACTICE INSTRUCTIONS)

A. Nature and Purpose

Departmental instructions are directives from department heads to employees in their departments setting forth administrative policies, procedures, and regulations of a permanent nature having effect within the issuing department only. Subjects covered in departmental instructions may include detailed statements of departmental organization and functions. Materials contained in departmental instructions should not, however, be merely a re-write of NAACPI.

B. Format and Numbering

1. Departmental instructions are identified by the name of the issuing department preceding the word "Instruction" in the heading of each publication.

C. Accounting Instructions

1. Department Directors will not issue departmental instructions dealing with accounting until they have been cleared with the Controller.

V DEPARTMENTAL BULLETINS

A. Nature and Purpose

Departmental bulletins are notices issued by one department to convey departmental information of transitory nature to other departments and units of the National NAACP. Departmental bulletins will normally carry announcements of changes in departmental practices or procedures (except for Par. B below) which affect personnel or units of other departments, as for example, the inclusion or deletion of certain items of allowable expense on expense accounts. Other items which can be included in this type of memorandum are announcements of intra-departmental re-organization, changes in personnel or functions of the department, and other matters of pertinent interest to personnel throughout the National NAACP.



3. Departmental Publications

B. Operational Department Office Bulletins

The Operations Department Bulletin series, in addition to serving the above purpose, will also contain announcements concerning changes in telephone listing or office locations for all units of the National NAACP, including affiliates. Each department is responsible for keeping the Deputy Director's office currently informed by memorandum as to changes of these types.

I. INTRODUCTION

The purpose of this instruction is to set forth the policy of priority payments when funds are limited.

II. POLICY

Until further notice priority payment of the following items in the order listed will be made when agency funds are limited.

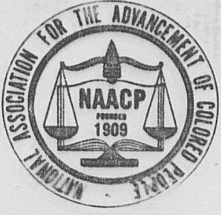
1. Salaries
2. Employee Benefits
3. Consultant Fees
4. Employee Expense Reports
5. Rent
6. Telephone Services
7. Vendors

III. APPLICABILITY

These instructions are applicable to all NAACP staff offices including separately funded projects both private and governmental.

IV. RESPONSIBILITY

The directors of NAACP staff offices are responsible for assuring that the statement of policy set forth in this instruction is given proper dissemination.



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OFFICE OF THE EXECUTIVE DIRECTOR

PRIORITY SCHEDULE FOR CHECK PAYMENT

I INTRODUCTION

The purpose of this instruction is to set forth the policy of priority payments when funds are limited.

II POLICY

Until further notice priority payment of the following items in the order listed will be made when agency funds are limited.

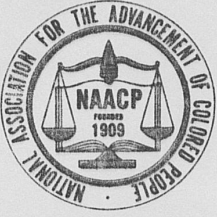
1. Salaries
2. Employee Benefits
3. Consultant Fees
4. Employee Expense Reports
5. Rent
6. Telephone Services
7. Vendors

III APPLICABILITY

These instructions are applicable to all NAACP staff offices including separately funded projects both private and governmental.

IV RESPONSIBILITY

The directors of NAACP staff offices are responsible for ensuring that the statement of policy set forth in this instruction is given proper dissemination.



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OFFICE OF THE EXECUTIVE DIRECTOR

ADMINISTRATIVE PUBLICATIONS - GENERAL

I INTRODUCTION

These instructions list and describe the several types of administrative publications which are issued within the National Office of NAACP, for the purposes of either defining policies and procedures or bringing other significant information to the attention of the staff.

The term "department" as used in this instruction refers to any distinct organizational element.

II NAACP PUBLICATIONS

A. National NAACP Instructions (NAACPI)

NAACPI are directives from the Executive Director to the staff concerning permanent policies, procedures and regulations of organization-wide interest and effect.

B. National NAACP Memoranda

National NAACP Office Memoranda (NAACPOM) are instructions or informational notices concerning matters of organization-wide but transitory interest.

III DEPARTMENTAL PUBLICATIONS

A. Departmental Instructions (Standing Operating Procedures)

1. Departmental Instructions (SOP) are directives from department heads to employees in their departments setting forth administrative and operational policies, procedures, and regulations of a permanent nature having effect within the issuing department.

B. Departmental Office Memorandums

Departmental Office Memorandums are notices issued by department heads to convey information of transitory nature to employees within their departments. These memorandums will normally make announcements



2. Administrative Publications-General

of intra-departmental conferences, temporary departmental procedures to meet unusual circumstances, and similar items of pertinent interest to employees within the issuing department.

C. Departmental Bulletins

1. All Departments

Departmental Bulletins will be notices issued by a department to convey departmental information of transitory nature to other departments and units of the NAACP, such as announcements of changes in departmental practices or procedures (except for 2, below) which affect personnel or units or other departments.

2. Operational Services Bulletins

The OSB series, in addition to serving the above purpose, will also contain announcements concerning changes in telephone listings or office locations for all units of the National NAACP.

III. APPLICATIONS

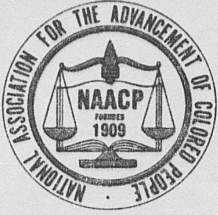
The provision of these instructions apply to all NAACP and special project staff members of the National NAACP.

IV. PROPOSALS

A. Public Funding

1. Preparation of Brief

- (a) Initiator develops brief or concept paper by completing Proposal Development Form (P-1-100)
- (b) Initiator forwards the brief to the Department Director, who assures that it is reviewed by appropriate program staff and the Policy Department, attaches copies of the original review forms and forwards it to the Director for Programs.
- (c) The Director for Programs shares the brief with the Director of Corporate Development and other Department heads for comment within five working days, attaches their Proposal Review Form, makes a determination as to whether or not the proposed activity should be pursued, and returns the brief through the Program Department Director to the Initiator with instructions for further action.



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OFFICE OF THE EXECUTIVE DIRECTOR

PREPARATION AND SUBMISSION OF PROPOSALS TO PUBLIC AGENCIES, FOUNDATIONS AND OTHER FUNDING SOURCES

I INTRODUCTION

These instructions establish policies and procedures governing the preparation and submission of proposals to public agencies, foundations and other funding sources.

II POLICY

It is the policy of the National NAACP that the preparation, review, coordination and submission of proposals to funding sources be governed by uniform procedures as contained in these instructions to provide for prompt review by appropriate agency officials and to prevent duplication of effort and unnecessary delays.

III APPLICABILITY

The provision of these instructions apply to all NAACP/SCF and special project staff members of the National NAACP.

IV PROCEDURES

A. Public Funding

1. Preparation of Brief


- (a) Initiator develops brief or concept paper by completing Proposal Development Form. (P-1-100)
- (b) Initiator forwards the brief to the Department Director, who assures that it is reviewed by appropriate program staff and the Policy Department, attaches copies of the Proposal Review forms and forwards it to the Director for Programs.
- (c) The Director for Programs shares the brief with the Director of Corporate Development and other department heads for comment within five working days, attaches their Proposal Review Forms, makes a determination as to whether or not the proposed activity should be pursued, and returns the brief through the Programs Department Director to the initiator with instructions for further action.

2. Proposals

- (d) When initiation occurs outside a program department, e.g. the Research Department or a Regional Office, the brief is forwarded through the Program Department who assures that it is reviewed as outlined above, and returns the brief through the supervising department head to the initiator.

2. Proposal Preparation and Submission

- (a) Initiator or other staff person designated by the Department Director prepares a proposal with assistance from other units as needed. Proposal format should conform to the directives of the prospective funding source where furnished. If directives regarding format are not provided by the funding source, the proposal should conform with the format embodied in Proposal Development Form (P-1-100).
- (b) The Department Director (in non-program departments, the appropriate supervisor) reviews the proposal and transmits it to appropriate officials for review and comment within five working days including:
- appropriate program staff
 - Director, Program Department
 - Director, Policy and Research Department
- (c) The revised proposal is then forwarded to the Director for Programs to the Deputy Executive Director for review and comment by appropriate officials including:
- Controller
 - Director of Personnel
 - General Counsel/Contract Administration
 - Director of Operations
 - Director of Branches
 - Directors of Publications and Information
- (d) Each reviewing official will respond in writing within five working days of the receipt of the proposal and transmit their recommendations for revision (using Proposal Review Form NAACP Form P-2-100) to the Deputy Executive Director with a copy to the Director for Programs. In the case that the Director for Programs does not concur with the recommendation, a conference must be held with Senior Staff.
- (e) Initiator with the assistance of Contract Administration and other appropriate staff revises the proposal at the direction of the Director for Program and transmits the revised proposal in final form through channels to the Deputy Director.



3. Proposals

- (f) The Deputy Director submits the proposal to the Executive Director for final approval.
- (g) Contract Administration transmits the approved proposal to the funding source and simultaneously supplies informational copies of the proposal submission to the Director of the Fund Department and all Senior Staff.

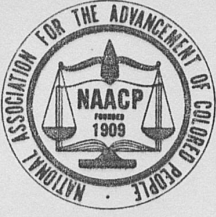
B. Private Funding

All procedures set forth in Section IV-A for Public Funding are applicable to briefs and proposals designed for private funding with the following exceptions:

1. The Executive Director, Fund Department, in consultation with Director for Programs, will decide which private sources will be approached. The Fund Department Director, Director for Programs, and other staff as appropriate will discuss proposal briefs with private funding sources.
2. The Director for Programs will forward a copy of the approved proposal through the General Counsel to the Contract Administration Division for processing and signature. Upon completion, the proposal is forwarded to the Fund Department Director who is responsible for all transmittals to private funding sources over the name of the Executive Director or his designee.

C. Emergency Review Procedures

In an emergency when a proposal must be processed within fifteen days or less, the Director for Programs may convene a special proposal review conference involving all mandatory reviewing officials, and other staff whose assistance may be desired, to expedite the proposal submission. In no case, however, will a proposal be finally approved or submitted until it has been reviewed by the mandatory reviewing officials designated in paragraph IV-A 2(b) above, or their authorized designees.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

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Office of the Executive Director

COMMUNICATION CHANNELS AND STAFF CLEARANCE

- I The purpose of this instruction is to ensure that:
- A. Matters requiring the Executive Director's approval or signature, including any recommendation for action, are cleared initially with all interested departments and reviewed by the Deputy Executive Director, prior to being submitted to the Executive Director.
 - B. All directives, formal requests, letters, telegrams or any other form of communication released in the name of the Executive Director must be signed by the Executive Director or his designee.
- II Responsibility and Procedures
- A. Staff Concurrence
 1. Each department director is responsible for obtaining appropriate staff advice and concurrence when planning actions of mutual interest and for keeping other departments informed of significant developments that directly or indirectly affect their work. (This practice should be followed by sub-units within departments, as well.) For example, all personnel matters should be cleared with the Personnel Department; general budgetary and legal matters should be cleared with the Accounting Department; matters relating to contributions or acquisition of funds should be cleared with the Fund Department; public relations matters should be cleared with the Public Information Department, etc.
 2. Before matters requiring the Executive Director's approval or signature are sent to the Executive Office, the originating department director uses a "Routing or Concurrence Slip" (NAACP Form) to obtain the initials of other interested directors.

2-Communication Channels/Staff Clearance

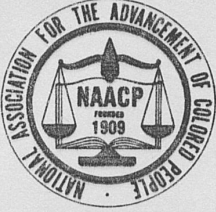
The "Routing or Concurrence Slip" is then attached to the material being submitted to the Executive Office.

B. Review by Deputy Executive Director

1. With the exception of personal items and other so stipulated by the Executive Director, all materials requiring the Executive Director's approval, personal signature, or action (such as proposals for funding, contracts, recommendations for action, suggestions for new projects, policy positions, proposed responses to public statements, etc.) are routed through the Deputy Executive Director for review and possible action in accordance with authority delegated to him by the Executive Director.
2. As a regular practice, clearance is obtained from the Deputy Executive Director before funding sources are contacted about acquiring or redirecting the use of funds.
3. Appropriate material of an informational nature is routed to the Deputy Executive Director before or after it is sent to the Executive Director, depending upon the urgency of the Executive Director's need to see it.

C. Communication with Branches, State and Area Conferences, Youth Councils, College Chapters

Because of the vast NAACP internal affiliate network and the multiple application of a national program, it is imperative that communications and exchange of information take place between counterparts at the various levels of the NAACP. The Director of Branches is sent copies of all correspondence dealing with affiliates.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

NEW YORK, N. Y. 10019 • 212-245-2100

Office of the Executive Director

NAACP AND AFFILIATE EMPLOYEES - POLITICAL INVOLVEMENT

I Introduction

A. Purpose

The purpose of this instruction is to announce the NAACP's policy concerning (1) NAACP employees seeking and holding elective and appointive public offices, (2) NAACP employees campaigning for others seeking elective public office, and (3) NAACP participation in elections for elective public offices. This instruction does not in any way relate to voter registration activities.

B. Elective Public Office

As used in this instruction, the term "elective public office" refers to any position, at any level of government (including federal, state, county, municipal, school board), to which persons are elected by popular vote, including primary elections.

C. Appointive Public Office

As used in this instruction, the term "appointive public office" refers to any governmental or public position at any level of government, to which persons are appointed, except interim appointments to elective public offices as described in paragraph D below.

D. Interim Appointments to Elective Public Office

Any and all proscriptions relating to an elective public office shall apply equally to an interim appointment to a vacant elective public office when the appointment is to fill a vacancy which will later be subject to the normal election procedures governing that office.

Political Involvement

2.

II Policy Statement

- A. In order to retain its tax exempt status, the NAACP and its units are prohibited from participation, intervention or involvement, either direct or indirect, in support of or in opposition to any candidate for elective public office.

In order that the NAACP may be protected from allegation that the private actions of its employees are in reality actions of the NAACP, all employees, whether national, regional, local, full-time, part-time, or temporary, are prohibited from seeking elective public office.

Further, employees are prohibited from campaigning for others seeking elective public office without first having obtained the approval of the Association pursuant to the procedure set forth in Section III of this instruction. If such approval is given, all activities of the employee involved must be in accordance with certain guidelines designed to insure that the NAACP's tax exempt status is not jeopardized. Some such guidelines are contained in Section IV of this instruction and others will be given to individuals in specific cases.

- B. It is consistent with NAACP programs and goals that employees accept appointive public office, especially offices of a temporary or part-time nature on non-partisan public service boards and commissions that seek to improve the social and economic conditions of the American citizenry. However, in order that the NAACP's tax exempt status may be protected, an employee must obtain approval, pursuant to the procedure set forth in Section III of this instruction, before accepting any appointive public office. If such approval is given, all activities of the employee involved must be in accordance with the guidelines discussed in Section IV hereof and with specific guidelines issued for each particular case.

III Procedure

A. National Association for the Advancement of Colored People Employees

1. In the event an NAACP employee (1) decides to seek an elective public office, (2) is considered for or receives an interim appointment to elective public

3.

office, (3) is appointed for an appointive public office, or (4) decides to engage in campaign activities on behalf of another person seeking elective public office, in all such cases he shall communicate his intent to accept such position or take such action in writing to his immediate supervisor, and through normal channels (i.e., division, department or region) to the Executive Director, and shall take no action regarding such decision until a written directive has been received from the Executive Director. Such communication shall include a complete exposition of facts concerning the governmental position, the activities in which the employee believes he will engage, and any other information he believes the Executive Director should consider. The director of each echelon of the organization through which such communication is channeled promptly shall indicate in writing, to accompany the communication, his own knowledge of the facts surrounding the request as well as his recommendations.

2. In the case where an employee decides to seek elective public office, as defined in Section I, paragraph B, of this instruction, such employee will immediately submit his resignation from the NAACP.
3. All other requests will be referred promptly to a committee consisting of the General Counsel, Director of Operations, Director of Programs, Director of Branches and the Deputy Executive Director, and such committee will make a recommendation and issue additional guidelines to the Executive Director.
4. Decisions on these requests will be based on the particular circumstances of each case. An employee's request will be granted if the NAACP can be assured that the private political activities of such employee can be kept completely separate from his activities as an NAACP employee. Employees must be cognizant of the fact that the circumstances of their particular activities may result in a request that employees take a leave of absence or resign from the NAACP, as the situations may demand.

B. Branch Employees

1. In the event that a branch employee (1) decides to seek an elective public office, (2) is considered for or receives an interim appointment to elective public office, (3) is appointed for an appointive

Political Involvement

4.

public office, or (4) decides to engage in campaign activities on behalf of another person seeking elective public office, in all such cases he shall communicate his intent to accept such position or take such action in writing to his immediate supervisor, and through normal channels to the Branch Executive Committee through the Branch President, and shall take no action regarding such decision until a written directive has been received from the Executive Committee. Such communication shall include a complete exposition of the facts concerning the governmental position, the activities in which the employee believes he will engage, and any other information he believes the Executive Committee should consider.

The Director of Branches should be notified in writing as to the facts surrounding the request as well as to subsequent recommendations.

2. In the case where a Branch employee decides to seek elective public office, as defined in Section I, paragraph B, of this instruction, such employee will immediately submit his resignation from the unit.
3. All other requests should be referred promptly to the Executive Committee via the Branch President.
4. Decisions on these requests must be based on the particular circumstances of each case. A Branch employee's request should be granted if the Executive Committee can be assured that the private political activities of such employee can be kept completely separate from his activities as a Branch employee. Branch employees must be cognizant of the fact that the circumstances of their particular activities may result in the request that employees take a leave of absence or resign from the Branch, as the situations may demand.
5. The National NAACP will from time to time review the political involvement of employees to assure that the tax exempt status of the total NAACP is protected.

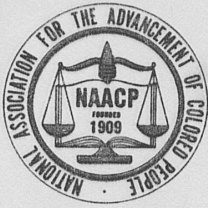
5.

IV Prohibited Actions

No amount shall be paid or incurred by the NAACP or its units to influence the selection of candidates or the outcome of any election for elective public office. None of their facilities shall be used in any manner which would directly or indirectly benefit any candidate for elective public office. Specifically, and without limiting the foregoing, the NAACP and its units shall not:

1. participate in any campaign on behalf of or in opposition to any person who is a candidate for elective public office;
2. issue any statements orally or in any news release, endorsing or commenting on an election or candidate for elective public office;
3. use or permit its employees to use NAACP funds in connection with any campaign or candidate for elective public office;
4. use or permit its employees to use NAACP stationery in connection with any election or candidate for elective public office;
5. use or permit its employees to use the facilities of the NAACP, including office space, office machines, services, telephones, supplies, mailing facilities, etc., in connection with any election or candidate for elective public office;
6. permit any NAACP employee to devote any time during the hours for which such employee is paid by the NAACP to any activities in connection with any election or candidate for elective public office.

At no time shall any NAACP employee--national or otherwise--who is given permission to engage in campaign activities on behalf of another person seeking elective public office, use his position with the NAACP, or allow others to use his position with the NAACP, in any way which might indicate that the NAACP or the Branch supports any person's campaign or endorses any person's election.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY •

NEW YORK, N. Y. 10019 • 212-245-2100

OFFICE OF THE EXECUTIVE DIRECTOR

NAACP STATIONERY

I POLICY

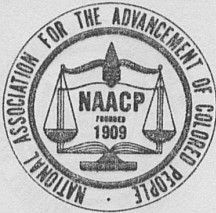
- A. It is the policy of the National NAACP that one standard form of stationery be used by all departments and projects, as a means of projecting a single, unified image of the NAACP.

An exception to this policy will be made in connection with those projects which the NAACP carries out in partnership with one or more other agencies which are not the source of the NAACP's funds for the project. It is the NAACP position that stationery contain the names of NAACP officers only of the Association.

- B. It is the policy of the NAACP that no personalized stationery be printed for individual staff members other than the Executive Director, in accordance with the policy of keeping costs to a minimum and thereby making responsible use of the funds of contributors.
- C. Headquarters stationery contains the legal address of the agency and the principal telephone number.
1. The stationery of offices in cities other than the Headquarters city follows the same format as the Headquarters letterhead but contains the local address. It does not contain the name of any local NAACP employee.
 2. In the case of projects with their own telephone number, that number is typed under the correspondent's signature at the bottom of the standard NAACP stationery, along with the project name.

II INTERIM INSTRUCTION

Existing supplies of stationery which deviates from the above stated policies may continue to be used until they are exhausted.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

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OFFICE OF THE EXECUTIVE DIRECTOR

TRANSMITTAL SLIPS

I INTRODUCTION

As part of an ongoing drive further to enhance good management practices and at the same time effect economies, a TRANSMITTAL SLIP (NAACP 1-101) has been developed for general use by the staff offices of the NAACP. These instructions establish a requirement for this use.

II APPLICABILITY

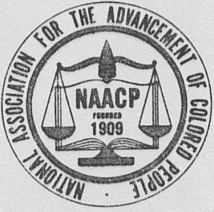
These instructions are applicable to all NAACP staff offices, including separately funded projects both private and governmental.

III RESPONSIBILITY

The directors of NAACP staff offices are responsible for establishing such further controls as might be required to maintain a full degree of compliance with these instructions.

IV PROCEDURES

- A. Upon receipt of these instructions the only authorized transmittal or routing slip will be Form NAACP (1-101). This restriction will not prevent a temporary use of other similar forms pending the depletion of the currently existing stock of such forms. Under no circumstances will any of the old forms be reproduced subsequent to the depletion of existing stocks.
- B. A stock of the new transmittal slips is available for issue by the Operations Department upon receipt of the required requisition for consumable supplies. Following the initial issue, which will be made on an urgent basis due immediate needs, the normal issue of these forms will be accomplished in accordance with the bimonthly schedule on the same basis as other consumable supplies.
- C. In order to meet requirements governing actions towards effecting the proper charges against the various operating budgets, it will be necessary that a separate (not consolidated) Requisition for Supplies Only requesting transmittal slips be prepared for each general and project fund office that operated under a separate budget. When more than one requisition must be prepared within a department or office, however, the separate requisitions should be fastened together and forwarded to Operations as a package. This procedure will enable processing and delivery on an economical basis from the viewpoint of handling, delivery and/or shipping charges.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

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OFFICE OF THE EXECUTIVE DIRECTOR

AUTHENTICATION OF OFFICIAL DOCUMENTS WITH AUTHORIZED SIGNATURES

I INTRODUCTION

These instructions establish procedures governing the authentication of official documents of the National NAACP.

II DEFINITIONS

- A. Authorization: The signature of departmental directors, other persons reporting directly to the Executive Office and their designees through registration with the Deputy Executive Director
- B. Authentication: (1) An authorized staff member's action toward making a document authentic or valid; or (2) establishing the accuracy, truth or genuineness of a document.
- C. Signature: (1) An authorized staff member's name personally written on document; or (2) the representation of an authorized staff member's name in the form of a deputy's handwriting followed by a deputy's initials. The delegation of signature authority is covered in paragraph V of these instructions.

III POLICY

It is an NAACP policy that the directors of departmental and regional offices, and other staff persons reporting directly to the National Office, shall be responsible for everything the personnel under their supervision accomplish or fail to accomplish toward meeting NAACP mission objectives and goals within their respective areas of jurisdiction. This responsibility cannot be delegated or shifted to a subordinate. Purely from the standpoint of immediate accountability, however, authorized staff persons may, within established guidelines, be delegated signature authority.

IV APPLICABILITY

These instructions are applicable primarily to the National NAACP staff. However, the other NAACP units are encouraged to use them.

Authentication of Official Documents

2.

V RESPONSIBILITIES

The departmental and regional directors and other staff persons reporting directly to the National Office are responsible for staff compliance with these instructions. This responsibility includes the establishment of controls to ensure that timely notification is given when personnel changes necessitate updating the roster of authorized signatures, which will be maintained in conformity with these instructions.

VI PROCEDURES

A. Executive Director

1. Generally, the Executive Director retains authority to authenticate NAACP correspondence which is addressed to high U. S. Government and other government officials; top officials of business, commerce, foundations, industry and labor; also correspondence addressed to the NAACP Chairman of the Board of Directors and National President and similar documents. It is, nevertheless, a prime duty and responsibility of the principal staff officials to bring to the attention of the Executive Director (normally through the Deputy Executive Director) any additional item which in their opinion warrants the personal consideration of the Executive Director. In the temporary absence of the Executive Director, such matters should be brought to the attention of the Deputy Executive Director, and in his absence, the Executive Assistant to the Executive Director only.
2. Under authority as delegated by the Executive Director, the Deputy Executive Director and General Counsel execute the following documents:
 - a. Contracts and grants notifications, awarded for the conduct of programs which are consistent with the goals and objectives of the NAACP.
 - b. Modification and amendments to such contracts and grants.
 - c. Letters of Agreement or Subcontracts with affiliates related to such grants and contracts, and amendments thereto.
 - d. Requests and/or invoices for payment to the NAACP under such grants and contracts.
 - e. Letters of transmittal applying for such contracts, grants, or modifications and amendments thereto.
 - f. Letters of Credit, Payment Vouchers or Agreements for Special Bank Accounts related to such grants and contracts.

Authentication of Official Documents

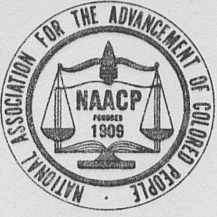
3.

- g. Letters of transmittal which may accompany proposals for the conduct of programs or projects.
- h. Contracts for consultant services.
- i. Leases for real property to be occupied or used by the National NAACP.
- j. Such other documents which may, from time to time, be delegated by the Executive Director.

3. All of the legal documents described above must be forwarded TO the Deputy Executive Director THROUGH the Office of the General Counsel because the General Counsel's office has responsibility for the final review of such documents, and for securing the authorized signature. In the temporary absence of the Executive Director and the Deputy Executive Director, the Director of Operations signs such documents.

B. Heads of Organizational Units

1. Generally, a document which requires the signature of an official in the Executive Office will show evidence of prior personal attention of a person who is responsible directly to the Executive Office (See Paragraph V above). This evidence will usually be a prior signature on the document, or a personally signed cover memorandum highlighting pertinent points in the document.
2. The heads of departmental units must keep the Deputy Executive Director informed, by memorandum, of the subordinate staff persons who in their temporary absence will be authorized to authenticate and sign official NAACP documents. The memorandum must include specimen signatures.
3. The heads of separately budgeted departments or projects shall be required to personally sign documents which commit funds from their budgets unless prior authority has been granted, in writing, for other personnel of the same budget office to authenticate and sign such documents.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY •

NEW YORK, N. Y. 10019 • 212-245-2100

OFFICE OF THE EXECUTIVE DIRECTOR

CONFIDENTIAL INFORMATION

I INTRODUCTION

These instructions establish policies and procedures governing the distribution and dissemination of Confidential Information to designated staff members of the NAACP and other persons when, in the opinion of the responsible department and staff directors, that dissemination of such information is in the best interest of the NAACP.

II POLICY

Confidential information on NAACP policies, position and procedures, personnel actions, and other written data shall be disseminated on a "need to know" basis as determined by the department or staff office directors in which the document originated. The office in which a confidential document originates must determine the distribution.

III APPLICABILITY

These instructions are applicable to all staff members of the NAACP.

IV DUTIES AND RESPONSIBILITIES

Directors of departments, staff and regional offices; and other persons reporting directly to the National Office are responsible for implementing these instructions as required to ensure maximum protection of confidential NAACP information.

V PROCEDURES

- A. Confidential information (NAACP policies, position and procedures, personnel actions, and other written data) shall be forwarded to addressees in a sealed confidential envelope specifically designated for this purpose (see attachment). These envelopes may be requisitioned from the Department of Operations.
- B. Proper handling of confidential information of sensitive nature includes the following:

Confidential Information

2.

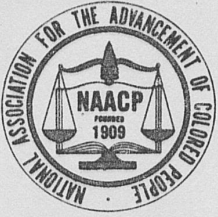
1. Promptly and carefully destroying any unnecessary documents containing confidential information.
2. Restricting the reproduction and distribution of confidential information, except on a "need to know" basis.
3. Confidential documents should be secured in a locked desk or file cabinet to prevent disclosure.
4. Department, staff and regional office directors should designate one or more assistants to prepare, receive and read and otherwise act on confidential material.

To _____

C O N F I D E N T I A L

TO BE OPENED BY ADDRESSEE ONLY

(DO NOT USE THIS ENVELOPE FOR TRANSMITTING ANY OTHER TYPE OF MATERIAL)



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

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OFFICE OF THE EXECUTIVE DIRECTOR

RECORDS RETENTION PROGRAM

I INTRODUCTION

- A. Record making and record keeping are indispensable tools in the conduct of National NAACP activities. When organized properly, records provide an invaluable store of knowledge, research material, reference, and background data. Therefore, a systematic method of records retention and disposal is necessary to safeguard essential records and prevent accumulation of unnecessary ones.
- B. These instructions prescribe the procedures for retention and disposition of records within the National Staff offices to include office located outside of New York City.

II DEFINITION OF RECORDS

- A. In general, records consist of the following type items needed for the proper functioning of all elements of the organization: Handwritten, typewritten, and otherwise reproduced matter, including books or statements of account, financial statements, correspondence, contracts, proposals, reports, studies, minutes of meetings, conferences and workshops, printed publications, press releases, speeches, periodicals, statistical data, studies and tables, transcripts, etc.
- B. All records, even though considered of a confidential or private nature, are the property of the NAACP.

III RESPONSIBILITIES

- A. National Headquarters Department Directors and Directors of offices located outside the New York City area are responsible for:
 - 1. Establishing record retention and disposition standards for records under their jurisdiction on the basis of their functional, legal, or historical value.
 - 2. Insuring that records identified for retention and future disposition are transferred to an appropriate holding area. For this purpose records must be active for the current year, held on location for the second year, and then transferred to a holding area to complete a five-year record retention cycle.

Records Retention Program

3.

4. Maintaining a record copy of NAACP Form 12-3 to assist staff members in locating records in storage when they require information or copies of stored records. (Applicable only to New York City based units) NAACP Form 12-3 also is the source document to identify files that have been destroyed.
5. Coordinating with responsible department directors upon the expiration of the retention period for records under their jurisdiction, to determine whether specific records should be retained beyond the designated retention period.
6. Destruction of records in accordance with disposition instructions.

IV RETENTION PERIODS

- A. Departmental Functional Records: Documents accumulated by departments and staff offices that relate to general, routine, internal management or operations. Included are papers pertaining to office procedures and staffing, project development research studies, reference publications, contracts, etc.
 1. Cut off records at the end of the calendar year. (Example: 1980 records will be discontinued December 31, 1980, but retained as inactive files within the current files area).
 2. Inactive departmental functional records that are no longer required are destroyed. (Example: 1980 records retained in staff office files until December 31, 1981, then destroyed.) Screen records to identify material of specific research, historical or special value. These records must be transferred to the Records Holding Facility for storage to complete a five-year retention cycle, then transferred to the Library of Congress.
- B. Historical, Special Value, or Legal Records: Consist of, but are not limited to, research studies and material, copies of speeches, testimony, press releases and statements, background papers relating to publications and project proposals, opinions on legal matters, studies, transcripts of board and committee meetings, and other papers relating to the organization, accomplishments, and mission of the National NAACP and units.
 1. Cut off records at the end of the calendar year.
 2. Retain in the current files area for one year
 3. Transfer to records holding facility to be retained for three years. Upon expiration of a five-year retention period these records will be forwarded to the Library of Congress.

Records Retention Program

4.

- C. Financial and Statistical Records: Documents and records such as books of accounts, reimbursement vouchers, staff pay data, bank statements, receipts, invoices, fund contribution data and related correspondence, special fiscal documentary data pertaining to individual projects, and other fiscal related documents.
1. Financial records are maintained on a fiscal year basis; (i.e. cancelled checks, statements, receipts, invoices, etc.) These files have a retention period of seven years.
 - a. Cut off records at the end of the fiscal year.
 - b. Retain records in the current files for one year.
 - c. Transfer to the local records holding area (basement) for two years.
 - d. Transfer to the records storage facility for three years, then destroy.
 2. Controller Special Project records require retention for a period of five years.
 - a. Cut off records at the end of the fiscal year.
 - b. Retain in the current files for one year.
 - c. Transfer to the local records holding area (basement) for one year.
 - d. Transfer to the records storage facility for two years, then destroy.
 3. Data Processing books of account are permanent documents which are retained permanently. Transfer of these records to storage facilities is accomplished upon the direction of the Controller.

V DESTRUCTION OF RECORDS

Destruction of records in the custody of the Director of Operations stored either in the local holding area, or records storage facility will be accomplished upon the expiration of retention periods. Coordination with the responsible department director will be made prior to destruction. A statement to contain the following phrase is prepared and affixed to the record copy of Form 12-3 (Records Transfer List) on file in the Operations Department:

Records Retention Program

5.

Records indicated on attached Records Transfer List

Stored at _____ (Place) _____ were destroyed on _____ Date _____

Director of Operations Signature Signature
 Department Head

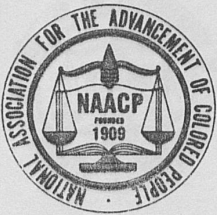
VI PREPARATION OF TRANSFILES

- A. Administrative procedures to prepare records for transfer to a designated Records Holding Area or Records Holding Facility are as follows:
1. File folders or records are removed from office filing cabinets and placed in steel-jacketed drawer front cardboard containers. These containers are the approximate size of a normal file cabinet drawer.
 2. File folders are numbered in consecutive order to aid in location of file material when utilizing NAACP 12-3 (see Attachment 1).
 3. NAACP Form 12-3 is prepared in three copies. One copy is placed in the front of the transfile container, forward one copy to the Director of Operations, and retain one copy on file in the responsible staff office. (Applicable only to New York City based units)
 4. A label is affixed to the front of the transfile container drawer with information indicated (see Attachment 2) to aid location and future disposition of records.

RECORDS TRANSFER LIST

EXAMPLE

TRANSFILE NO: _____	DATE: _____
DEPARTMENT OF OPERATIONS	
SUBJECT: NAACP BOARD COMMITTEE MEETING MINUTES	
FROM: JANUARY 1977	TO DECEMBER 1977
TRF RHA: JANUARY 1979 - RETAIN 1 YEAR	
TRF RHF: JANUARY 1980 - RETAIN 2 YEARS	
FORWARD TO LIBRARY OF CONGRESS: JANUARY 1983	
DESTROY: (IF APPLICABLE)	



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

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OFFICE OF THE EXECUTIVE DIRECTOR

OFFICE OF THE EXECUTIVE DIRECTOR

DISTRIBUTION OF NATIONAL NAACP PUBLICATIONS

I INTRODUCTION

These instructions prescribe the use of distribution symbols to govern the dissemination of National NAACP publications.

II GENERAL

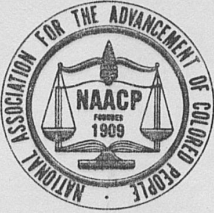
- Official publications of the National NAACP include National NAACP Instructions (NAACPI); National NAACP Office Memoranda (NAACPOM); Executive Office Bulletins; Department Bulletins; and other bulletins, which convey pertinent information and policies of the Executive Office.

III RESPONSIBILITIES

- A. Although NAACPI, NAACPOM and Executive Bulletins are issued only on authority of the Executive Office, the preparing office, through the applicable department director, is responsible for ensuring the correctness and timeliness of the instructions contained in those directives as well as the quality of the composition.
- B. The Deputy Director is responsible for ensuring that the desired quality standards are met before reproducing and distributing National NAACP publications.

IV PROCEDURES

- A. A disposition symbol will always be shown on the following NAACP publications.
- (1) National NAACP Instructions
 - (2) National NAACP Office Memoranda
 - (3) Department Bulletins
- B. Bulletins or instructions which are issued within a department and intended only for departmental use should not show a symbol. Simply state: Special Distribution and the number of copies as desired to effect the distribution within that department.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

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OFFICE OF THE EXECUTIVE DIRECTOR

MAIL AND MESSENGER SERVICES

I INTRODUCTION

These instructions establish procedures governing mail and messenger services for the headquarters staff of the National NAACP.

II APPLICABILITY

These instructions apply to the NAACP headquarters staff in New York City, including separately funded projects, both private and governmental.

III RESPONSIBILITY

The Director of Operations is responsible for the Headquarters Mail Unit providing mail and distribution support. This responsibility includes the collection, distribution and posting of all mail (incoming, outgoing, and interoffice), preparing packages for parcel post, delivery of registered and special handling mail to the Post Office, and coordinating mail pick-up and commercial messenger services.

The directors of NAACP staff offices are responsible for establishing such further controls and staff guidance necessary to maintain a full degree of compliance with these instructions.

IV PROCEDURES

A. Headquarters Mail Service

1. The Mail Unit of the Operations Department is open daily from 9:00 a.m. to 4:00 p.m.
2. There will be four regular daily pickups and deliveries of incoming, outgoing and interoffice mail from 9:00 a.m. to 4:00 p.m. within the headquarters.

2. Mail/Messenger Services

3. All outgoing regular mail received in the Mail Unit by 4:00 p.m. daily is posted and prepared for pickup and delivery to the post office the same day. The following apply to other mail:

- (a) Registered, certified, insured and special delivery mail are required to be physically in the Mail Unit by 2:00 p.m. to allow for special handling and identification. Mail of this type is delivered directly to the post office for processing and mailing by the Mail Unit.
- (b) Material to be shipped by Railway Express or Air Freight is picked up from the Mail Unit by agents of these companies. Material for shipment via these means should be ready for pickup or delivered to the Mail Unit by 3:30 p.m.
- (c) Federal Express service is requested through the Mail Unit, which provides the proper form and contacts the company. Requester leaves material at 12th Floor Reception Desk for pick up.

B. INTER-DEPARTMENT CORRESPONDENCE

Inter-office correspondence for departments, units, or individuals located on the same floor should not be placed in pickup boxes for mail unit delivery. Material of this nature should be hand-delivered to addressees to expedite delivery and preclude delays.

C. ENVELOPE ADDRESSING

Bulk mailing to selected groups of individuals and organizations is accomplished from computer listings. Request for this service should be directed to the Operations Department.

D. PREPARING OUTGOING MAIL

- 1. Single pieces of mail forwarded to the Mail Unit for posting should have written in pencil in the upper left hand corner of the envelope the budget code of the department, project or program area.
- 2. Sizable quantities of outgoing mail is required to be banded together by rubber bands, or placed in boxes. Indicate the budget code posting to be charged on a slip of paper and affix to the rubber band or box.

3. Mail/Messenger Services

3. All mail must be clearly identified as to type of posting requires; i.e., First Class or Registered. Any outgoing mail received not specifically identified has to be dispatched as First Class Mail.

E. PREPARING INCOMING MAIL

The post office delivers bags of mail to the National Office every morning. These are opened by the Mail Clerks, who separate the mail into piles of Money and Non-Money Mail. The Non-money first-class mail, together with other bulk mail is then distributed to the respective departments.

A. The Money Mail is then handled as follows:

1. The mail is opened and where necessary the name of the Branch is inserted on the membership form.
2. The amount of money enclosed is recorded whether it is from a Branch of an individual.
3. It is indicated on the piece of mail what the money is for.
4. Each piece is then numbered by hand. (Numbering stamp)
5. A mail sheet is made up for all of the Special Contribution Fund (SCF) Money Mail.
6. All checks are endorsed.
7. Tape is made of checks and cash listed on mail sheets.
8. Tape is made of all monies received from correspondence to verify totals.
9. Checks and cash are delivered to Finance Department.
10. Two sets of Xerox copies are made of the materials which need to be sent to a particular department for their acknowledgment.

The Assistant Mail Clerk assists in carrying out the above duties and performs all of the above in the absence of the Mail Clerk.



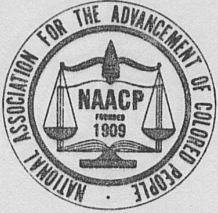
4. Mail/Messenger Services

F. POSTAGE CHARGES

Each department, staff office, and separately-funded project is charged the actual cost for postage utilized and cost for use of commercial messengers.

G. MESSENGER SERVICE

Messenger service to locations outside the headquarters building is generated by presentation of "Request for Messenger Service" form to Operations Department (Office Manager) for approval. Person requesting service then calls messenger office. Material for delivery by commercial messenger service is left at Reception Desk for pickup.



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

SEVENTEEN NINETY BROADWAY

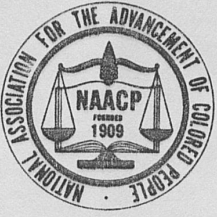
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OFFICE OF THE EXECUTIVE DIRECTOR

MANAGEMENT INFORMATION SYSTEMS UNIT

The Management Information Systems Unit (MISU) is responsible for assisting the Executive Office in planning, designing, implementing, and evaluating all cross-agency management information systems of the National NAACP. (Cross-agency systems refer to those systems designed for use by more than one department within NAACP.) The Coordinator of MIS, who is the head of this Unit, is directly responsible to the Deputy Executive Director for the performance of the following functions by the Unit:

- A. MISU evaluates existing and proposed cross-agency management information systems and related management processes, makes recommendations toward simplification and improvement, and plans and coordinates their implementation.
- B. MISU is responsible for maintaining the conceptual integrity and compatibility of all NAACP management information systems.
- C. MISU confers with representatives of other NAACP organizational units on the results of management studies, resolves objections to recommended management information system design, and assists organization units in the installation of cross-agency management information systems.
- D. MISU formulates standard instructions for the operation of cross-agency management information systems and associated processes.
- E. MISU conducts special studies related to strengthening NAACP management information systems and management processes.
- F. When requested, MISU acts in an advisory capacity to other organizational units, including affiliates, on special problems of management information or processes.
- G. MISU reviews and appraises the effect of NAACP management policies and programs on management processes and information systems.
- H. Working with the Executive Office, MISU plans and directs the development of short- and long-range organization and systems methodology for NAACP.
- I. MISU keeps abreast of developments in other organizations in the area of management information systems and management processes.



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OFFICE OF THE EXECUTIVE DIRECTOR

USE OF MEETING ROOMS IN THE NATIONAL NAACP HEADQUARTERS BUILDING

I INTRODUCTION

This directive prescribes policy and procedures for the use of conference meeting rooms at the National NAACP Headquarters Building.

II POLICY STATEMENT

The Director of Operations will be responsible for meeting room assignments and arrangements. When there is no available space or the size of the group is prohibitive authorization will be given for meetings to be held outside the building.

Saturday meetings are discouraged and will be approved only under extraordinary circumstances. The building will not be open for meetings on Sundays. Meeting after 5:00 p.m. will be approved only when arrangements for adequate building security can be made. Use of meeting space by outside groups will be permitted.

III PROCEDURES FOR USE OF MEETING ROOMS

The following procedures will be followed by staff members to request the use of meeting rooms.

1. An oral inquiry will be made to the Director of Operations to determine meeting room availability on the day and at the time needed.
2. Approved oral requests will be tentatively listed on the Office Manager's assignment sheet.
3. A follow-up written request must be forwarded to the Department of Operations immediately. This written request should include the following information:
 - a. Purpose of meeting
 - b. Day and time meeting room is needed

2.

- c. Number of persons to be involved in the meeting
 - d. Room arrangements desired
 - e. Special equipment needed
 - f. Requests for food or beverage service if required
4. In the event that a meeting room is not available, the Department of Operations will determine the feasibility of scheduling the meeting at a hotel or other site outside the building. This decision will be based on considerations of urgency and budget.
5. When and if food or beverages are required, the requesting staff member will prepare a standard requisition to include a list of items to be served and approximate cost. This requisition will be forwarded through normal channels. When approved, a copy of the requisition will be sent to the Department of Operations for necessary action.