

EXIT INTERVIEW WITH CARRIE L.
WOOTEN, MAIL ANALYSIS UNIT

*By David P. Alstroch,
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Today (June 1, 1979) Carrie L. Wooten, a trainee in the Mail Analysis Unit, came by as part of check-out procedures. For the past seven months she has worked as a trainee under the supervision of Harriet Parker in the Mail Analysis Unit. She previously worked in the Department of Interior before she was interviewed by Landon Kite to work in the White House. Her background included work in elementary education and in secretarial areas. She did some work as a substitute teacher in the D. C. area and worked as a secretary in Interior. She has applied for a position on the Hill.

Since she requested that she not be taped, I asked her a few questions and took some notes. Essentially she spent most of her time reading and coding mail that came in to the White House. Each letter had to be read and coded depending upon what the writer requested. In some cases, the mail was routed to other White House Staff units for reply; in other cases, they routed the mail to agencies. For special greetings, cards were sent to the individuals. Carrie said that each day the analysts were required to read at least 300 letters. She said that the "good" ones could read 400 or more per day. Hate mail and "crazy" mail was routinely sent to the Secret Service. The unanswerable mail was sent to Central Files, and from there to the National Archives. Each analyst was required to keep an account sheet with figures on the number of letters read each day. Carrie said that one of the difficult aspects of the job was trying to determine exactly what the person was asking or saying. Since many of the letters were written by semi-literate individuals, it was quite difficult to accurately determine their exact request.

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