

~~CONFIDENTIAL~~

OFFICE OF RESEARCH AND REPORTS

O/RR Office Memorandum - Notice No. 49

30 March 1951

SUBJECT: Sunday and Holiday Duty Officers

1. Advance notice has been received from Management that paragraph 1a(3), CIA Administrative Instruction No. 30-5/6 dated 2 February 1951, which required each activity to maintain a skeleton staff on Sundays and holidays from 0900 hours through 1630 hours to the extent necessary to cover urgent and unexpected problems adequately, will be amended effective 1 April to read as follows:

"Each activity will maintain sufficient personnel on an "at home" stand-by basis for Sundays and holidays to the extent necessary to cover urgent and unexpected problems adequately".

Therefore the O/RR Sunday and holiday duty roster is discontinued.

2. Paragraph 1a(4) of Administrative Instruction No. 30-5/6 stating that the Deputy Director (Administration) or the Assistant Deputy Directors (Administration) would be on duty on Sundays and holidays and that all emergency administrative matters would be referred directly to that Office on those days, is rescinded.

3. A revision of Time, Leave and Pay, to accord with the above listed change, will be distributed later for use on and after 1 April 1951.

25X1

FOR THE ASSISTANT DIRECTOR

25X1

Acting Deputy Assistant Director
Research and Reports

~~CONFIDENTIAL~~