

OFFICE OF RESEARCH AND REPORTS

O/RR Office Memorandum - Notice No. 47

20 February 1951

SUBJECT: CIA Telephone Directory

A new CIA telephone directory is to be distributed on or about 1 April 1951. The necessary data required must be submitted to the Telephone Section, by 1 March. In order for the S/AD to compile the various data, it is requested that all Divisions of O/RR submit complete lists of personnel on duty to S/AD by Friday noon, 23 February 51.

It is requested that listings be prepared in alphabetical order with room number, building, office extension, home phone, and home address, in the format of the attached sample. Please set up on ditto stencils, with pages unnumbered.

A complete list of personnel is desired. Indicate by asterisk the names of key personnel who are to be included in the CIA telephone directory, as determined by the Division Chief.

Chief, Administrative Staff
Research and Reports

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