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OFFICE OF RESEARCH AND REPORTS

O/RR Office Memorandum Notice -- No. 45

26 January 1951

SUBJECT: Telephone facilities during moves

1. The initial phases of moves involving O/RR, O/CI, and O/SI are scheduled to start Monday, 29 January 1951.
2. The problems involved in coordinating the mass movements of several hundred people within "I" and "Q" buildings are such that a share of individual inconvenience must be borne by all personnel involved in the move.
3. It will generally be impossible to move current telephone branch and extension numbers with individuals. Individuals will use the service already installed in the rooms into which they move until the major phases of the move have been completed. Current branches and extensions will later be restored as far as feasible.
4. Each individual is requested to inform his constant official contacts of his new extension as soon as possible, and to arrange to hold non-official incoming calls to the minimum.
5. Each division and staff immediately upon moving into new space will furnish the Administrative Staff the following information cut on "ditto" stencil and conforming to the format below (divisions moving twice will furnish this information after each move):

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Division or Staff

<u>Name</u>	<u>Rm. Vacated</u>	<u>Old Ext.</u>	<u>New Rm.</u>	<u>New Ext.</u>
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(alphabetical order)



Acting Deputy Assistant Director
Research and Reports

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