

~~RESTRICTED~~

OFFICE OF REPORTS AND ESTIMATES


ORE Office Memorandum - Notice Number 32

30 June 1950

SUBJECT: ORE Leave Policy

All Division and Staff Chiefs are cautioned against indiscriminate granting of leave during week-end vacation periods which might incapacitate their organization for emergency service. They shall ensure that addresses of key personnel on file with the CIA duty officer are currently correct and that sufficient personnel at all echelons are available on immediate notice to provide competent emergency coverage for their respective areas of responsibility. It is presumed that all personnel have been advised and are fully aware of the exigencies of the current international situation.

STAT


Deputy Assistant Director
Reports and Estimates

~~RESTRICTED~~

TRANSMITTAL SLIP		
DATE _____		
TO: <i>Admin Staff</i>		
BUILDING	ROOM NO.	
REMARKS: <i>Extra Copies & Serial</i>		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

STAT