

OFFICE OF REPORTS AND ESTIMATES

ORE Office Memorandum - Notice No. 18

21 February 1950


SUBJECT: CIA Telephone Directory

A new CIA telephone directory is to be distributed on or about 1 April 1950. The necessary data required of the offices must be submitted to Services Division by 1 March 1950. In order for the S/Ad to compile the various Division and Staff data, it is requested that the Divisions and Staffs of ORE submit their lists to S/Ad by Friday noon, 24 February 1950.

It has been requested that listings be prepared in alphabetical order with room numbers, building, and telephone extensions indicated.

Only the names of those who are in key positions or who conduct a major portion of their business by phone should be listed. Such limitation is left to the discretion of the Staffs and Divisions to determine.

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Acting Chief, Administrative Staff
Office of Reports and Estimates

TRANSMITTAL SLIP		
SEP 21 1950 DATE		
TO: <i>Admin Staff</i>		
BUILDING	ROOM NO.	
REMARKS: <i>extra copies & stored</i> <i>Please initial</i>		
<div style="border: 1px solid black; width: 200px; height: 80px; margin: 0 auto;"></div>		
FROM: <i>MAIL CONTROL DIVISION/Cal</i>		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

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