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OFFICE OF REPORTS AND ESTIMATES

ORE Office Memorandum - Notice Number 11

13 December 1949

SUBJECT : Report of ORE Personnel Available for Duty 24 December 1949 to 6 January 1950, Inclusive

REFERENCE: CIA Administrative Instruction 30-5

1. During the forthcoming seasonal holiday period the provisions of reference 30-5 will apply.

2. In order that the AD/ORE will have available a factual roster of personnel on duty and available within the Washington area during the period 24 December through 6 January all Division and Staff chiefs will submit prior to 1700, 15 December, a roster (original and one copy) indicating by organization breakdown the status of all personnel in ORE for that period.

3. The following form will be used in complying with the above.

SECRET

DIVISION (_____)

24 25 26 27 28 29 30 31 1 2 3 4 5 6

OFFICE OF THE CHIEF

Chief	(Name)	X	X	X	X	O	O	O	O	X	X	X	X	X	X
Dep. Chief	(Name)	O	O	O	O	X	X	X	X	X	X	X	X	X	X
Secretary	(Name)	X	X	Xetc.										

Etc.

INFORMATION CONTROL

I.C. Officer	(Name)														
Dep. I.C. Off.	(Name)														
Clerk	(Name)														

Etc.

INTELLIGENCE CONTROL

Chief	(Name)														
Intell. Cont. Off.	(Name)														

Etc.

O -- On leave and absent from area
X -- On duty and available in area

Chief, Administrative Staff
Office of Reports and Estimates

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