

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Document Division

DATE: 5 June 1963

FROM : Administrative Staff, OCR

SUBJECT: Review of Employee Conduct Handbook

REFERENCE: HN 20-34

The last review of Headquarters Handbook 20-34 on Employee Conduct was completed in December. The next 6-month review should be completed in June. Please advise the Admin. Staff [redacted] when this has been accomplished in your Division.

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Called [redacted] and advised her of the date completed - 17 June 1963.

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[redacted] Chief, Administrative Staff, OCR