

**CONFIDENTIAL**

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*290765*  
29 JUL 1965

**MEMORANDUM FOR: Chief, Logistics Services Division, OL**

**SUBJECT : Office of Logistics Duty Officer**

1. With the advent of the Ballboy system, the Office of Logistics can be more responsive to emergency requirements arising during non-duty hours.

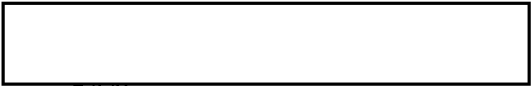
2. In the past, we have relied on the capability of officers requiring emergency service to reach the desired Office of Logistics officers at home by phone. While this system has been reasonably effective, it has not always produced desired action. The following actions, which are effective 30 July 1965, will provide more complete emergency service. We are:

a. Designating Office of Logistics Senior Staff Duty Officers for non-duty hours and issuing them a Ballboy receiver.

b. Furnishing the Chief Telephone Operator a roster of the Senior Staff Duty Officers together with the Ballboy number through which they may be reached. Calls for the Senior Staff Duty Officer will be taken by any telephone operator who will then dial the Ballboy number and relay the message when the Ballboy call is returned.

c. Advising components who normally might require emergency service during non-duty hours to contact the Senior Staff Duty Officer through the Agency switchboard.

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25X1A

**GEORGE E. MELON**  
Director of Logistics

- Attachments:
1. LI 50-1 dated 28 July 1965
  2. Multiple Addressee Memo in D/L dtd 29 July 1965; subject: OL Senior Staff Duty Officer

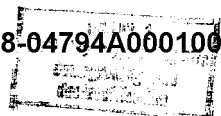
- Distribution:
- Original & 1 - Addressee, w/atts.
  - ① - OL Official, wo/atts.
  - 1 - OL/EO Chrono, wo/atts.
  - 1 - D/L Chrono, wo/atts.

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*24 July 65*

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment