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D-R-A-F-T
14 June 1962
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RELOCATION BULLETIN

June 1962

MAP LIBRARY FACILITIES

Beginning 2 July 1962, personnel in the Headquarters building should direct requests for maps or map reference services to the Reference Service of the Map Library Division, ORR, Room 1-G-42, Headquarters. Such requests may be submitted by memorandum, in person, or by phone to extension 6563. Personnel in other buildings should continue to use the facilities at [redacted], extension 2688.

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Map Library Reference Service Hours:

<u>Location</u>	<u>Hours</u>	<u>Extension</u>
1-G-42 Headquarters	0800-1730 Normal Workdays 0800-1300 Saturday	6563
[redacted]	0800-1730 Normal Workdays	2688

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Personnel are reminded that the Map Library maintains an extensive collection of topographic, economic, political, and sociological maps of foreign areas, including copies of CIA-produced maps. Atlases, guide books, gazetteers, city plans, and air charts also are available. Reference personnel provide assistance in the selection and use of map materials for briefings, research, and other purposes. Map Library facilities also include a place-names specialist [redacted] extension 2708) who is responsible for aiding Agency personnel in determining the location, sovereignty, and correct spelling of foreign places or physical features.

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DISTRIBUTION: ALL EMPLOYEES

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Acting Chief, Administrative Staff, OHR

12 June 1962

Chief, Geographic Research

Relocation Bulletin on New Map Library Facility

1. Approval and necessary action are requested for the publication and dissemination of a Relocation Bulletin concerning the new Reference Service Facility of the Map Library, which is scheduled to be "open for business" on 2 July 1962.

2. A draft of the proposed Relocation Bulletin is attached.

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Enclosure:

Draft of Relocation Bulletin

Distribution:

OMI -- Addressee

1 -- A/Ch/D/GL

2 -- Ch/G

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OHR:Ch/G: [redacted] jmc/5061(12 June 1962)

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