

**ADMINISTRATIVE - INTERNAL USE ONLY**84-2794  
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12 July 1984

MEMORANDUM FOR: Director of Personnel

VIA : Director of Finance  
Deputy Director for Intelligence

FROM : Clarus W. Rice  
Director of Central Reference

SUBJECT : Proposal for Alternative Work Schedule

REFERENCE :  30 November 1982, Subject:  
Flexible and Compressed Work Schedules

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1. This memorandum proposes that a 5/4-9 alternative work schedule be implemented for Dissemination Branch in the Document Services Division, Office of Central Reference. The schedule for the eleven employees who wish to participate in the 5/4-9 plan is attached.

2. Workdays will be nine hours long, except for one day during each pay period that will be an eight-hour day. Days off will be staggered and backup responsibilities assigned. The schedule will ensure that there is coverage between the hours of 0800 and 1630 each day.

3. Implementation of the 5/4-9 schedule will not adversely affect branch productivity or operations. The eleven employees who wish to participate range in grade from GS-5 through GS-12. The proposed schedule appears to be in accordance with Agency regulations and policies.

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Clarus W. Rice

Attachment:  
As stated

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SUBJECT: Proposal for Alternative Work Schedule

CONCUR:

[Redacted Signature]

STAT

Deputy Director for Intelligence

2 JUL 1984  
Date

[Redacted Signature]

STAT

for Director of Finance

*w/ the understanding  
that work hours will be between the  
hours of 0600 and 1800 daily.*

APPROVED:

7/20/84  
Date

[Redacted Signature]

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for Director of Personnel

31 July 1984  
Date

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