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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

MEMORANDUM FOR: The Staff, Biographic Register, OCR

SUBJECT : Termination of Late Shift

1. Effective 16 November 1964, the Register will terminate service between the hours of 1630 and 1730. All personnel will work the standard DD/I shift of 0800 to 1630 hours.

2. Successive surveys have indicated negligible use of BR's facilities between the hours of 1630 and 1730, far from justifying the administrative costs involved. The change should also present an opportunity to improve the Register's security record.

3. Notification of the change is issued at a sufficiently early date to permit affected personnel to make other commuting arrangements. The Department of State has already been informed.

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[redacted]

Chief, Biographic Register

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