

65-6520/1

10 November 1965

**MEMORANDUM FOR: Deputy Director for Support**

**Bob:**

The Executive Director sees little to be gained in issuing a notice to cover staffing requirements for the coming holidays. He thinks you really can't win no matter what is said. He particularly wants to avoid anything which would give anyone inside or outside the Agency the impression that our staffing will be overly relaxed.

He is more inclined to the hope that each Deputy Directorate will use a common-sense approach and ensure staffing as appropriate during the holiday periods.

/s/

[Redacted Signature Box]

STAT

**Attachment**

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(EXECUTIVE REGISTRY FILE)

*RR/S*

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Executive Registry  
65-6520

4 NOV 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Agency Staffing Requirements During the 1965  
"Holiday Season"

1. This memorandum contains a recommendation for your approval; such recommendation is in paragraph 3.

2. Both the 25th of December and the 1st of January are Saturdays this year. Under Government policy this makes the preceding Fridays legal holidays. A number of questions have been raised regarding the Agency policy on staffing and Duty Officers for these two weekends.

3. I recommend that Agency policy require only On-Call Officers (the Sunday pattern) for each day on these weekends and that each Deputy Director and Head of Independent Office be responsible for such additional staffing as he may consider appropriate. This plan, of course, might need to be changed in the event of a crisis situation near the holidays. If you approve, I will issue an Agency notice on the subject.

*151*  
R. L. Bannerman  
Deputy Director  
for Support

The recommendation in paragraph 3 is approved:

*See 65-6520/1*  
L. K. White  
Executive Director-Comptroller

*dated 18 Nov 65*  
Date

Distribution:  
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