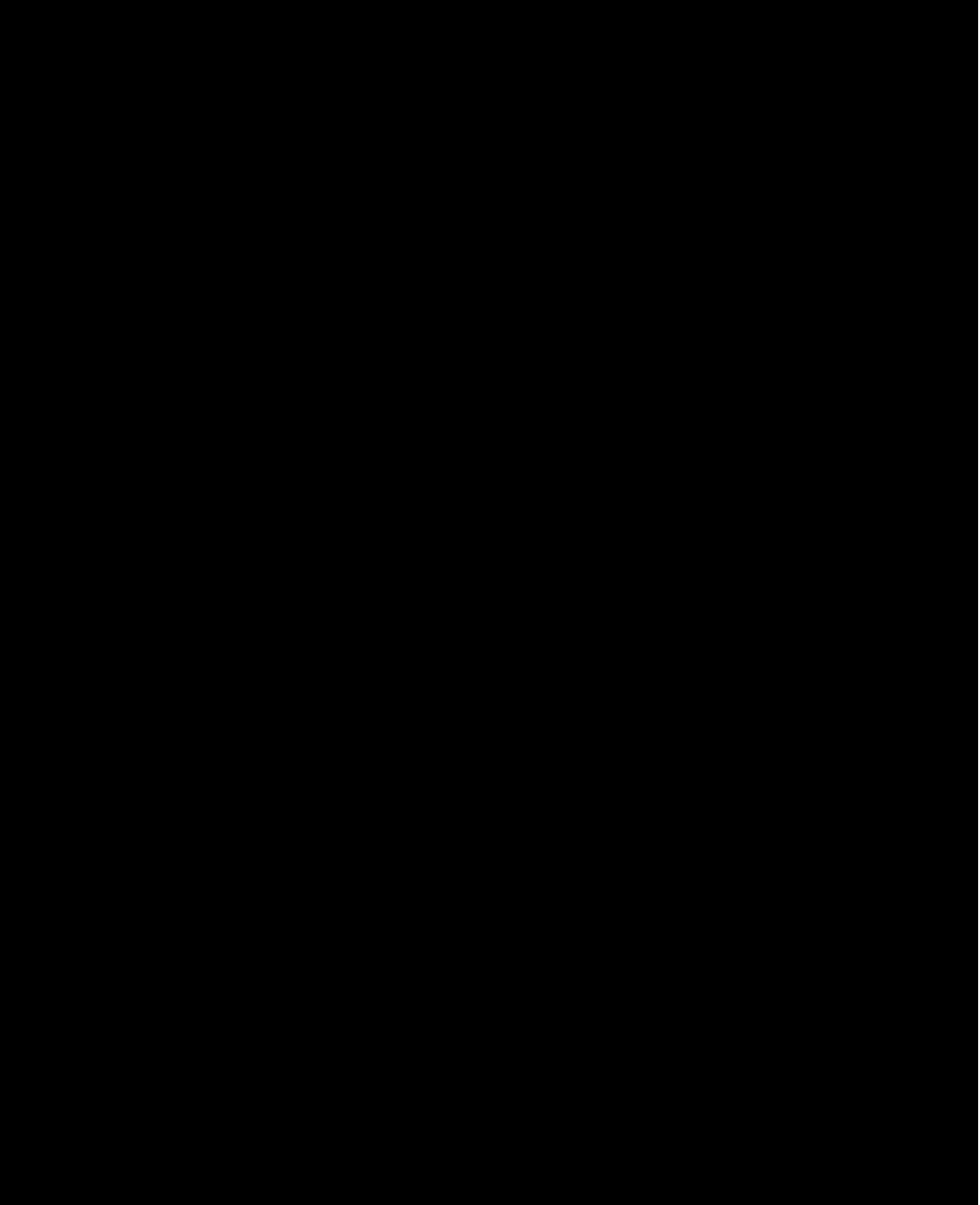


CIA NOTICES - 1947

1 of 1

CONFIDENTIAL



CENTRAL INTELLIGENCE AGENCY  
NOTICES

1. Credit References - CIA - use name of
2. Top Secret Control Officer and Alternates
3. Designation of Acting Executive Director
4. Chest X-rays
5. Advertising in Newspapers
6. Christmas Holiday Leave Policy
7. Official Working Hours of CIA
8. Transportation Service
9. Half-Holiday on 24 December 1947
10. Christmas Decorations in Government Buildings:

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  


11 December 1947

SUBJECT: Christmas Decorations in Government Buildings

1. Quoted below is a memorandum received from the Office of Buildings Management, Public Buildings Administration, Federal Works Agency:

"SUBJECT: Christmas Decorations in Government Buildings

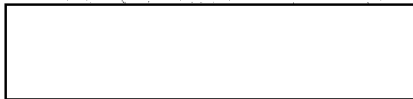
"We would appreciate your cooperation in the enforcement of the following regulations regarding the placing of Christmas trees or Christmas decorations in buildings operated by the Public Buildings Administration.

"A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and in frame buildings provided with automatic sprinkler protection. No trees will be permitted in frame buildings without such protection unless approval is given by the Superintendent. The trees should not be kept in buildings for more than seven days.

"No cotton or other inflammable materials may be used for decorating the trees. No lighted candles will be permitted in any buildings. Electric lights will be permitted on Christmas trees and in buildings, if the installation of such lights is inspected and approved by the Superintendent. Inflammable decorations will not be permitted in buildings without the approval of the Superintendent. If the use of decorations and Christmas trees is contemplated for dances, parties, or other gatherings in Government buildings, prior approval must be obtained from the Superintendent."

2. Any question concerning the above regulations should be referred to Chief, Services Branch, A&M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

25X1A

ATTACHMENTS: None

DISTRIBUTION: All CIA Employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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8 December 1947



SUBJECT: Half-Holiday on 24 December 1947


1. Executive Order 9907 dated 2 December 1947 states that government agencies shall be closed one-half day on Wednesday, 24 December 1947, and that all employees of those agencies except those who, for public reasons, may be excluded from the provisions of the order by the heads of their respective agencies, shall be excused from duty during that period.

2. The offices of the Central Intelligence Agency in the District of Columbia and in the field will be closed for one-half day at noon, Wednesday, 24 December 1947. Current instructions covering essential duty on official holidays will apply for this period.

3. CIA and Executive duty officers detailed for duty on the night of 24-25 December will enter on duty effective at noon 24 December. The CIA duty officer will report at that time to the office of the Director and remain on duty there until 1800 hours.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

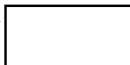
NO ENCLOSURES

DISTRIBUTION: ALL, CIA PERSONNEL

(3767)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A



12 December 1947

SUBJECT: Transportation Service  
(Rescinds Notice No. 8 dated 1 December 1947)

1. Effective 15 December 1947, regular hourly bus service will operate between North Interior and Pentagon Building as scheduled below:

		<u>SOUTH BOUND</u>							
		(18th & F N.W.)							
Leave	North Interior	0850	0950	1050	1150	1250	1350	1450	1550
"	2210 E Street	0855	0955	1055	1155	1255	1355	1455	1555
"	North Building	0857	0957	1057	1157	1257	1357	1457	1557
"	[Redacted]	0859	0959	1059	1159	1259	1359	1459	1559
"	Que Building	0901	1001	1101	1201	1301	1401	1501	1601
"	"M" Building	0903	1003	1103	1203	1303	1403	1503	1603
"	Yards & Docks	0907	1007	1107	1207	1307	1407	1507	1607
Arrive	Pentagon Bldg. (Mall Entrance)	0910	1010	1110	1210	1310	1410	1510	1610

25X1A

		<u>NORTH BOUND</u>							
		(Mall Entrance)							
Leave	Pentagon Bldg.	0910	1010	1110	1210	1310	1410	1510	1610
"	Yards & Docks	0914	1014	1114	1214	1314	1414	1514	1614
"	North Building	0920	1020	1120	1220	1320	1420	1520	1620
"	[Redacted]	0922	1022	1122	1222	1322	1422	1522	1622
"	Que Building	0924	1024	1124	1224	1324	1424	1524	1624
"	"M" Building	0926	1026	1126	1226	1326	1426	1526	1626
"	2210 E Street	0929	1029	1129	1229	1329	1429	1529	1629
Arrive	North Interior (18th & F N.W.)	0934	1034	1134	1234	1334	1434	1534	1634

25X1A

2. This service will not be available on Saturdays, Sundays or holidays.

3. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



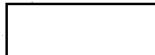
Executive for  
Administration and Management

25X1A

DISTRIBUTION: To All CIA Personnel

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A



1 December 1947

SUBJECT: Transportation Service

1. Effective 1 December 1947, regular hourly bus service will operate between North Interior and Pentagon Buildings as scheduled below:

SOUTH BOUND

	(18th & F N.W.)								
25X1A	Leave North Interior	0850	0950	1050	1150	1250	1350	1450	1550
	" 2210 E Street	0855	0955	1055	1155	1255	1355	1455	1555
	" North Building	0857	0957	1057	1157	1257	1357	1457	1557
	" [Redacted] g	0859	1959	1059	1159	1259	1359	1459	1559
	" Que Building	0901	1001	1101	1201	1301	1401	1501	1601
	" "M" Building	0903	1003	1103	1203	1303	1403	1503	1603
	Arrive Pentagon Bldg.	0910	1010	1110	1210	1310	1410	1510	1610
	(Mall Entrance)								

NORTH BOUND

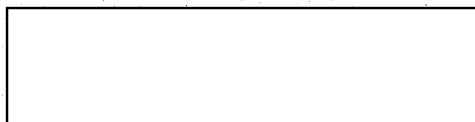
	(Mall Entrance)								
25X1A	Leave Pentagon Bldg.	0910	1010	1110	1210	1310	1410	1510	1610
	" North Building	0918	1018	1118	1218	1318	1418	1518	1618
	" [Redacted]	0920	1020	1120	1220	1320	1420	1520	1620
	" Que Building	0922	1022	1122	1222	1322	1422	1522	1622
	" "M" Building	0924	1024	1124	1224	1324	1424	1524	1624
	" 2210 E Street	0927	1027	1127	1227	1327	1427	1527	1627
	Arrive North Interior	0932	1032	1132	1232	1332	1432	1532	1632
	(18th & F N.W.)								

2. This service will not be available on Saturdays, Sundays, or holidays.

3. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
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DISTRIBUTION: TO ALL CIA PERSONNEL  
(3692)

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Washington, D. C.

25X1A



20 November 1947

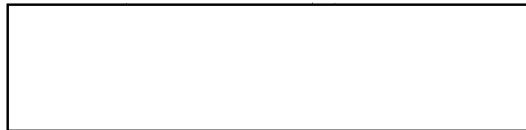
SUBJECT: Official Working Hours of CIA

1. Effective Monday, 1 December 1947, the regular working hours for all activities of the Central Intelligence Agency within the continental limits of the U. S. will be from 0830 to 1700, Monday through Friday of each week.

2. These hours, as heretofore, provide for a 30-minute luncheon period.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: To all CIA Employees

(3582)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A



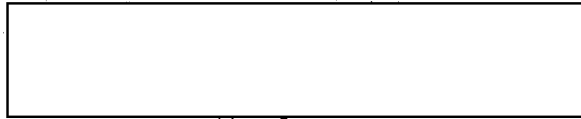
13 November 1947

SUBJECT: Christmas Holiday Leave Policy

1. In order to provide all CIA employees with an opportunity to make Christmas holiday plans, it is desired that each Office and Staff Section Head immediately plan his schedule and personnel requirements for the period 21 December 1947 through 4 January 1948, in such manner as to provide an equal opportunity for all individuals under his supervision for any desired holiday leaves.

2. During this period a minimum of 50 per cent of the working staff should be on duty during each working day. Responsible supervisors will insure that all subdivisions of their activities are manned to the extent that essential operational requirements will be met.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Executive for  
Administration and Management

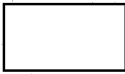
Distribution: All CIA Employees

(3482)



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A



28 October 1947

SUBJECT: Advertising in Newspapers

Individuals advertising in the newspapers for any purpose will not use a CIA telephone number for receipt of return telephone calls in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Executive for  
Administration and Management

DISTRIBUTION: All CIA Employees

(3254)



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A



16 October 1947

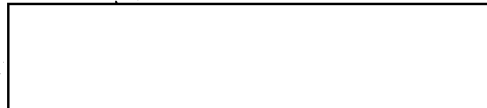
SUBJECT: Chest X-rays

1. Civilian personnel of CIA who have not had chest X-rays since 1 May 1947, and who so desire, may have one taken at the CIA dispensary during the week beginning 3 November 1947.

2. Office and Staff Section Heads will arrange schedules for personnel under their jurisdiction directly with Lieutenant Lamothe at telephone extension 2691.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Executive for  
Administration and Management

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