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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services  
FROM : Cable Secretariat & Signal Center  
SUBJECT: Transportation Facilities

DATE: 28 October 1953

The Offices of the Cable Secretariat and Signal Center are maintained on a 24-hour a day, 7-day a week basis. In view of the discontinuance of the R-4 bus during other than normal working hours, it is requested that transportation be provided for those employees who come to and leave work during non-organizational hours. (This includes weekends and holidays.) We suggest that 10th Street and Pennsylvania Avenue be the pick-up point in view of its central location.

Transportation will be needed for twelve people who leave "L" Building at 2400 and for eight who relieve them at 2400. On weekends and holidays, transportation would be needed for all three shifts -- 0800, 1600, and 2400. This would ordinarily involve four people with four more relieving them. The figures quoted above include male and female personnel.

Any assistance that you can give to our problem would be appreciated.

For more pertinent details please call Mr. [REDACTED] X-2317.

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[REDACTED]

Executive Officer

CONCUR

[REDACTED]

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Chief, Signal Center

MFC:lw

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