

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

7 February 1964

CCR, DOCUMENT DIVISION

NOTICE TO ALL EMPLOYEES

The use of electrical heaters, coffee pots, and other electrical units puts an additional burden on the personnel pulling security duty. Since security duty encompasses safeguarding against fire hazards, ultimate responsibility for seeing that all electrical equipment is disconnected rests with the security duty officers. The fact that many of these units cannot be easily spotted makes the problem doubly worrisome.

In order to assist the people having security duty, the following action should be taken by the section chiefs:

1. Post a check sheet in each area - the check sheet being placed where it can be easily seen by the security duty personnel.
2. Assign a duty officer and his alternate for each area with the responsibility of disconnecting all electrical equipment before leaving in the evening initialing the check sheet accordingly.

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Chief, Document Division

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