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Vehicle 2

HR-5-3272

JAN 18 1955

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Assistant Director for Communications
Assistant Director for Personnel
Director of Training

SUBJECT: Use of Chauffeur-Driven Cars

1. The records of the Headquarters Motor Pool indicate that people not authorized under paragraph 3.b.(2) of Agency Notice [redacted] are using chauffeur-driven Agency cars for transportation between points on the shuttle bus routes. This unauthorized and unexpected demand on the motor pool facilities has affected its ability to render prompt and adequate service in the Headquarters area to such an extent that delay in providing requested service is frequent and sometimes the request cannot be complied with.

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2. The Chiefs of the Major Components, the Assistant Directors, and the Chiefs of Major Offices, Staffs, and Area Divisions, commonly referred to as Operating Officials, in accordance with Notice [redacted], have designated certain individuals as authorized to request chauffeur-driven cars from the motor pool for their component. These designated individuals control the requesting of cars as well as who uses them. It is requested, therefore, that the individuals under your jurisdiction authorized to request chauffeur-driven cars, be instructed to become familiar with and to follow the provisions of Notice [redacted]

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3. It is anticipated that strict interpretation of this Notice will reduce the calls for chauffeur-driven cars and thus enable the motor pool to render prompt service on authorized requests.

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L. E. WHITE
Deputy Director
(Administration)

cc: Chief of Logistics

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