

2 June 1988

MEMORANDUM FOR: Acting Chief, Agency Contracts Group
Chief, Budget and Fiscal Branch
Acting Chief, [REDACTED]
Chief, Facilities Management Division
Chief, Information and Management Support Staff
Chief, Personnel and Training Staff
Acting Chief, Printing and Photography Group
Chief, Procurement Management Staff
Acting Chief, Real Estate and Construction
Division
Chief, Security Staff
Chief, Supply Division

FROM:

[REDACTED]
Executive Officer of Logistics

SUBJECT: Electronic Time and Attendance System (ELECTAS)

1. The Office of Logistics will be going online with ELECTAS on Pay Period No. 13 due in Payroll on 20 June 1988.

2. Under this new system, your T&A will be maintained in the OL Front Office. It is essential that you report your leave to [REDACTED] (secure), by noon each Friday prior to the end of a pay period, beginning with 17 June.

O-D/L [REDACTED]

(2 Jun 88)

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