

6 August 1963

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MEMORANDUM FOR:

[redacted]
Support Division/OSA/DDR

SUBJECT:

Telephones and Typewriter for
Office of SA/DDR

1. In the new space allocated to SA/DDR on the 5th floor, the following telephone arrangements are desired:

a. One gray phone located in Mr. Reber's office.

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b. One outside unlisted line to be available to the 4 secretarial desks and Messrs. Reber's and [redacted] phone.

c. The present internal black and red listings.

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2. It is also requested that an IBM Executive typewriter be obtained as soon as possible for [redacted] secretary.

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[redacted]
James Q. Reber
Special Assistant/ DDR