

ARMY SERVICE FORCES  
SECOND SERVICE COMMAND  
Fort Ontario, N.Y.

15 February 1944

MEMORANDUM TO ALL CIVILIAN EMPLOYEES

This headquarters is in receipt of General Orders No. 9, Headquarters Second Service Command, Governors Island, N.Y., directing that Fort Ontario, N.Y. be placed on a "standby" basis as of 15 February 1944.

The Orders provide that all War Department activities will cease, and all records in connection therewith be completed and closed out not later than 15 March 1944.

This memorandum will therefore serve as a notice to all civilian employees that in no case will their services extend beyond 15 March 1944.

As soon as the services of any employee or group of employees are no longer required, they will be immediately released from their present positions.

Employees who desire time off from their official duties in order to be interviewed for another position will be granted such leave by arrangement with their supervisors and by execution of the usual leave application.

Detailed information will be made available to employees within a few days in connection with filing applications for transfer to other positions in the Federal Service.

*E. A. McCue*  
E. A. McCUE  
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