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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-175

Date: September 24, 1991

Division: Information
Technology
Management

TO: Local District Commissioners

SUBJECT: Expanded Network Hours

ATTACHMENTS: None

During the previous five month period, the network hours were expanded to include one Saturday each month. Additionally, we have made the system available for use Saturday, September 21, based on local district requests.

Since the level of utilization was acceptable, and in response to a continued desire for additional hours, I am continuing this policy through the end of the calendar year.

The schedule for the next three months is from 9:00 a.m. to 4:00 p.m. on the following Saturdays:

October 19th
November 9th
December 14th

Due to unforeseen workload demands, this schedule may change. However, you will receive a minimum of two weeks notice if we are forced to reschedule or cancel.

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At the end of this period we will again evaluate the utilization of the extra time periods, along with any negative impacts on our batch schedules to determine if we can continue providing the extra service.

Thank you.

John J. DiPalermo
Deputy Commissioner
Information Technology Management