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

Transmittal No: 91 LCM-76

Date: May 1, 1991

Division: Commissioner's  
Office

TO: Local District Commissioners

SUBJECT: Expanded Network Hours

ATTACHMENTS: NONE

In response to many requests, and in order to provide each local district with additional support to help administer the increasing caseload demands, I have directed that we expand our network hours to encompass one Saturday of network availability each month. This access will encompass all systems except BICS.

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

May 18th  
June 15th  
July 20th  
August 10th

Due to potential workload emergencies, this schedule is not immutable, however, you can count on a minimum of two weeks notice if we are forced to reschedule or cancel.

At the end of the four month period, we will evaluate continuing the system's availability on Saturdays, based upon the utilization of the extra time periods, along with any negative impacts on our workload schedules. With this information, we can then determine if this practice can continue.

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If you have any questions or need additional assistance, please do not hesitate to contact Deputy Commissioner DiPalermo at (518) 474-9482.

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Gregory M. Kaladjian  
Executive Deputy Commissioner