

OFFICE MEMORANDUM

Date: May 5, 1967

To : Mr. L. Wade Lathram, DIR
From : USOM Personnel Office
Subject: Supplemental Completion of Assignment Report

As AID/Washington requires a supplemental completion of assignment report 6 (six) months prior to departure of employees who are being extended beyond their original eligibility date for home leave, we are attaching the original completion of assignment report on Mr Ogden Williams which was forwarded to AID/Washington on 12-17-66 plus blank of form ICA-4-253. Please discuss employee's preference with him on original and complete the blank form ICA-4-253 then return to Personnel Office in a sealed envelope not later than May 25, 1967.

Attachment - As stated.