

Items for the KHAO LAO should be submitted in writing to the Personnel Office not later than noon on Wednesday.

		DUTY ROSTER OFFICER	SECRETARY
12/30 - 1/5/71	EMBASSY	Mr. Monczewski Tel. 6273	Miss Rollins * Tel. 6021
	GSO	Mr. Gonz Tel. 5034	222
	USAID	Mr. Pennington Tel. K-145	Miss Jakubi Tel. 6537
	USIS	Mr. Allard Tel. 5096	444

* Embassy Duty Secretary will sit in DCM Office while on Duty - Off. Tel. 5722.

MEDICAL UNIT EMERGENCIES

In case of emergency call 6620 or 6450

HOLIDAYS

The Mission will be closed to the public on FRIDAY, DECEMBER 25, 1970 in observance of CHRISTMAS DAY, an American holiday and on FRIDAY, JANUARY 1, 1971 in observance of NEW YEAR'S DAY, an American and Lao holiday. All employees may be excused from duty except those required to provide communications, security and other essential services. The following services/facilities will be closed:

APO COMMISSARY* EMBASSY CASHIER UNIT**

SC GAS PUMP -- OPEN 08:00 - 12:00 only

MEDICAL UNIT -- CLOSED (except for emergencies)

* Also closed MONDAY, DECEMBER 28, 1970 for inventory.

** Also closed THURSDAY, DECEMBER 31, 1970 (last working day of the month)

THANKS

Many thanks to all of you APO people who have worked so long and hard to help make our Christmas in Vientiane a happy day. We do appreciate you and your efforts!
