

# **EDU Staff Meeting**

**Monday, September 10, 1973**

**Present: Green, Fitzgerald, Liston, Colman, Engler  
Levy, Woodson, Martin, Rantala**

- 1. Mrs. Chanh Saycecie has been employed to replace Mrs. Malisone.**
- 2. Elsie leaves 0930, Sunday, September 16.**
- 3. Schedule to pick up EDU mail at the APO, beginning Monday, September 17:**

|                   |                     |
|-------------------|---------------------|
| <b>Mondays</b>    | <b>- Colman</b>     |
| <b>Tuesdays</b>   | <b>- Fitzgerald</b> |
| <b>Wednesdays</b> | <b>- Green</b>      |
| <b>Thursdays</b>  | <b>- Liston</b>     |
| <b>Fridays</b>    | <b>- Woodson ✓</b>  |
| <b>Saturdays</b>  | <b>- volunteers</b> |

- 4. The Continuing Resolution expires September 30. Travel Authorizations or other such requirements needed during the first week of October should be arranged as soon as possible.**
- 5. Everyone is asked to read carefully the new regulations for official and unofficial surface travel in the Vientiane Plain. Mr. Mann encourages people to get out and see the country -- but please comply with procedures for checking in and out.**

**EDU:NWG:mv**