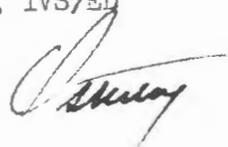


Office Memorandum • UNITED STATES GOVERNMENT

TO : Larry D. Woodson, IVS/ED

DATE: March 4, 1969

FROM *for* The Ambassador 

SUBJECT: Duty Assignment - Joint Alert and Notification Plan

I am asking you to serve as Block Warden for Block C, Sector VI, vice Dwane Collins. As Block Warden, you will be an integral part of our system for alerting Mission personnel in times of emergency.

Your duties as Block Warden are official and your performance will be considered in the overall evaluation of your service in Laos. Please contact Mr. John Britton, your Sector Chief, immediately and he will brief you on your duties and responsibilities.

During normal periods, you will carry out the duties and responsibilities of the position to which you are assigned. However, when the emergency plan is activated, your primary obligation will be to your duties as Block Warden unless you are instructed to the contrary by JANO Headquarters.

I appreciate your undertaking this assignment. Your efforts will contribute substantially to the security and peace of mind of your fellow Americans and the Mission as a whole.

Attachments:

1. JANO Block Warden Duties and Responsibilities
2. Contact Control Sheet
3. Key Personnel Listing
4. Individual Pre-emergency Responsibilities
5. Block Map

DIST:

JANO

J. Johnson, IVS/ED

J. Britton, P.D