



# UNITED STATES AID MISSION TO LAOS

# WEEKLY BULLETIN

July 14, 1972

73-02

<u>Date</u>	<u>Duty Officer</u>	<u>Duty Secretary</u>
7/12-7/19/72	John R. Petty Salakoktane Hse #6 Tel: 6501	Jean E. Mackin Leeville Annex #12 Tel: 3135 (PTT)
7/19-7/26/72	William J. Beasley 502 5th St., KM-6 Tel: K-52	Mary W. Allen New Ten Apt. #3 Tel: 6183
	<u>7/15 (Sat. a.m.)</u>	<u>7/19 (Lao Holiday)</u>
MGT Duty Officer	Gerald J. Butler	Gerald J. Butler
AGR Duty Officer	Van B. S. Henderson	Van B. S. Henderson
EAD Duty Officer	Fletcher Poling	John Diller
MTE Duty Officer	Willis F. Usry	Willis F. Usry
ORA Duty Officer	Raymond Grill	Ernest Kuhn (0800-1200) William Luken (1200-1700)
PERS Duty Officer	Therese A. Michaud	Warner C. Murto
PVD Duty Officer	Louis L. Fittro	Lee P. Gibson
	<u>7/16 (Sunday)</u>	
ORA Duty Officer	Ernest Kuhn (0800-1200) William Luken (1200-1700)	

## 1. Designation of Duties (Subject Index 360)

a. Mr. James B. Chandler returns to post and resumes his duties as Mission Deputy Director Monday, July 17, 1972.

b. Mr. Blaine C. Richardson will continue his assigned duties as Acting Assistant Director for Planning & Program Coordination during the absence from post of Mr. Gordon B. Ramsey July 17 to July 24, 1972.

DISTRIBUTION: A, E, E<sub>1</sub>

2. Lao Holiday (Subject Index 430)

USAID offices in Vientiane will be officially closed **Wednesday**, July 19 in observance of Lao Independence Day.

USAID Communications and Records Branch will be **open** from 0800 to 1300 hours.

Heads of offices should arrange to have on duty or **on standby** such staff as may be necessary to carry on essential business. **Names** of employees on duty or available for non-deferrable business should be submitted to the Office of Management for use by the Duty Officer. If **names** are not submitted, it must be assumed that the Division Chief or **office** head is "on duty".

Transportation available from the Motor Pool in Vientiane will be limited to a holiday schedule, and only emergency **service** will be available from Maintenance.

Employees who know they will require official **transportation** on Wednesday, July 19, should notify MTB, telephone 6132, **before** 1600 hours on Tuesday, July 18.

Householders, for emergency service, should call **PMB/MTE**, telephone 6130/6131 daytime and at night time until 2400 **hours**.

3. Servant Identification Cards (Subject Index 600)

This is a reminder to all personnel to insure that **servant** identification cards are collected and turned in to the Mission Guard **Service** prior to the release of the employee for any reason, e. g., transfer. A new I. D. card is required to be issued to a servant for each new employment. This policy allows the Mission Guard Service to maintain updated **work** clearances for all servants.

4. Vehicle Stickers (Subject Index 540)

The Ministry of Finance, Customs Service, has **issued** the following:

NOTICE

The Regional Inspector of Indirect Taxes and **Duties** has the honor to inform the owners of motorcars and **motorbikes** of all makes that the date for the sale of stickers for FY 1972-73, fixed between July 1, 1972 and September 30, 1972, is postponed until further notice.

Notification will be made as soon as any further **notice** is received.

5. Visits to Field Stations (Subject Index 560)  
(Ref: ASTM 66-004 dtd 8/2/65; SN 71-44 dtd 4/30/71)

It is necessary to remind all personnel traveling to field posts to request the permission of the AC or other Senior Officer in Charge (CDAA, Project Manager, etc.) in advance of making the trip. This has long been a standing order. If the AC advises against the trip or requests postponement, his advice should be respected.

If the request is made sufficiently in advance -- i. e., at least 24 hours, and preferably 48 hours, to include at least one full working day -- it is not necessary to have an affirmative reply from the AC. In such cases, silence is presumed to be consent. If, however, the AC has been asked to arrange meetings, provide further transportation, etc., it is well to have an affirmative response from him before proceeding.

Upon arrival at field posts the traveler should report to the AC or the Senior Office in Charge, and prior to departure an exit visit should be made.

Furthermore, and this is important because it is too often ignored: If you cancel your trip or delay it materially or change your plans, please let the field office know. Many times an AC or other officer has been waiting at the airstrip for someone who did not show up or, worse, has made appointments for a visitor who did not keep them. This is not only a discourtesy, but it wastes time and resources.

6. New Locations (Subject Index 510/550)

a. The IIS/Vientiane office has moved to its new location in Building 502. Run/Stop and Phone Numbers remain the same, i. e., A-00 and 6484/6264.

b. The Translation Section of the Office of Management has moved to its new location, also in Building 502. Run/Stop and Telephone numbers remain the same, i. e., B-37 and 6141.

7. Promotions by 1972 Evaluation Panels (Subject Index 420)

Congratulations to:

From FSR-4 to FSR-3:

Charles P. Gabeler  
Fletcher H. Poling  
William F. Pollak

Charles Wilding-White  
Jack Williamson

Promotions(continued)From FSR-5 to FSR-4

Robert H. Adams  
 Hans Bang  
 John E. Diller  
 Van B. S. Henderson  
 Blaine W. Jensen  
 M. Lea Knott  
 Mildred C. Martz  
 Stanley E. Snyder

From FSR-6 to FSR-5

Thomas Z. Baranyi  
 James J. Cavalcante  
 Paul Certo  
 Stanley M. Monnie  
 William S. Reed  
 Kenneth G. Sargent  
 Arthur E. Schoepfer, Jr.

From FSR-7 to FSR-6

Ellsworth M. Admunson  
 Delores E. Ross

From FSS-6 to FSS-5

Evelyn M. Duggan

From FSS-7 to FSS-6

Wilma Ditter  
 Grace D. McKenney  
 John W. Ransdell

From FSS-8 to FSS-7

Mabel Bryant  
 Meredith Fleck  
 Bea Perez

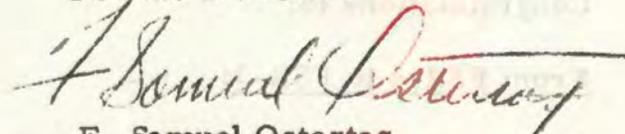
8. Mission IssuancesAST Memos

73-001	7/10/72	Severance Pay Plan - FSL and TCN Employees	C, D, E <sub>1</sub> , F
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AST Notices

73-001	7/11/72	Road Travel in Thailand	B, E
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For the Director:



F. Samuel Ostertag  
 Acting Assistant Director for  
 Management