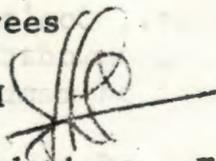


UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
TO LAOS

ACTION MEMO

No. 73-21

November 7, 1972

TO : All American Employees
FROM : Harry L. Carr, AD/M 
SUBJECT : Guest House Accommodations - Field Stations
(Subject Index 550)

In order to provide personnel traveling to field stations with as much information as possible concerning facilities available at the various locations, we have compiled an updated list (as of October 1, 1972) showing the following information:

1. Availability of Guest House
 - a. Number of rooms
 - b. Number of beds
 - c. Shower available
 - d. Bed lines provided
 - e. Meals provided
 - f. Cooking facilities available (stove, refrigerator, pots and pans, etc.)
 - g. Laundry service available
2. Adequate local restaurant(s)
3. Hotel(s)
4. Rooms in private homes

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(continued)

5. Provisions traveler must take if staying in hotel or private home.

6. Additional helpful information

Common courtesy dictates that travelers planning to stay in private homes should take with them as many of their own needs as it is possible to carry (soap, towels, bed linens, food, drink, etc.). Field personnel are not set up -- either physical or financially -- to provide complete hotel service in their homes. Please do not hesitate to propose payment either in cash or kind for any facilities used in private homes. Don't be a "free loader". Field personnel who must accommodate visitors should not be embarrassed to accept payment for consumables furnished.

The attached list is, of course, subject to change from day to day. Local security conditions, for example, may prevent anyone from remaining at a particular field station overnight.

All personnel are requested to review the provisions of AST Memo 73-012, dated November 7, 1972, Advance Arrangements for Visits to Field Stations, which requires that permission be obtained from the Area Coordinator or held of the sub-area office prior to visiting any field station, either officially or unofficially. If overnight accommodations are required, be sure to receive confirmation of space available before starting your trip.

Area Coordinators and senior officers at field posts are requested to advise the Office of Management of any corrections or additions that should be made to the attached listing. Also advise of any changes that may be necessary from time to time so that amendments may be issued as required.

This Action Memo supersedes the information contained in Action Memorandum 69-062 dated May 23, 1969.

Attachment: Field Stations Accommodations

FIELD STATIONS ACCOMMODATIONS

	Ban Houei Sai	Ban Keun	Kengkok	Luang Prabang	Nam Tan	Paksane
Guest House	Yes	Yes	No	No	Yes	Yes
Rooms	3	2		No	5	3
Beds	6	3		No	11	5
Shower	Yes	Yes		No	Yes	Yes
Bed Linens	Yes	Yes		No	Yes	Yes
Meals	No	No		No	No	No
Cooking	No	Yes		No	Yes	Yes
Laundry	Yes	No		No	No	No
Restaurant	Yes	No	Yes	Yes	Yes	Yes
Hotel	Yes	Yes	No	Yes	No	No
Private Home	Yes	No	Villages	Yes	No	No
Provisions Required	Yes	No	All	No	Yes	--
Additional Information			OB Hosp	***		

FIELD STATIONS ACCOMMODATIONS

	Phone Hong	Svkt	Syby	Thakhek	Vang Vieng
Guest House	Yes	Yes	Yes*	Yes	Yes
Rooms	2	4	2*	3	3
Beds	3	8	4*	4	5
Shower	Yes	Yes	Yes	Yes	Yes
Bed Linens	Yes	Yes	Yes	Yes	Yes
Meals	No	No	No	No	No
Cooking	Yes	No	Yes	Yes	Yes
Laundry	No	No	Yes	No	No
Restaurant	Yes	Yes	Yes**	Yes	Yes
Hotel	No	Yes	No	Yes	No
Private Home	No	Yes	No	Yes	No
Provisions Required		None	Yes	Soap	--
Additional Information		Laundry can be done in town			

*Applies also to TCN; **Soup and fried rice only; ***Hotel space limited on holidays