

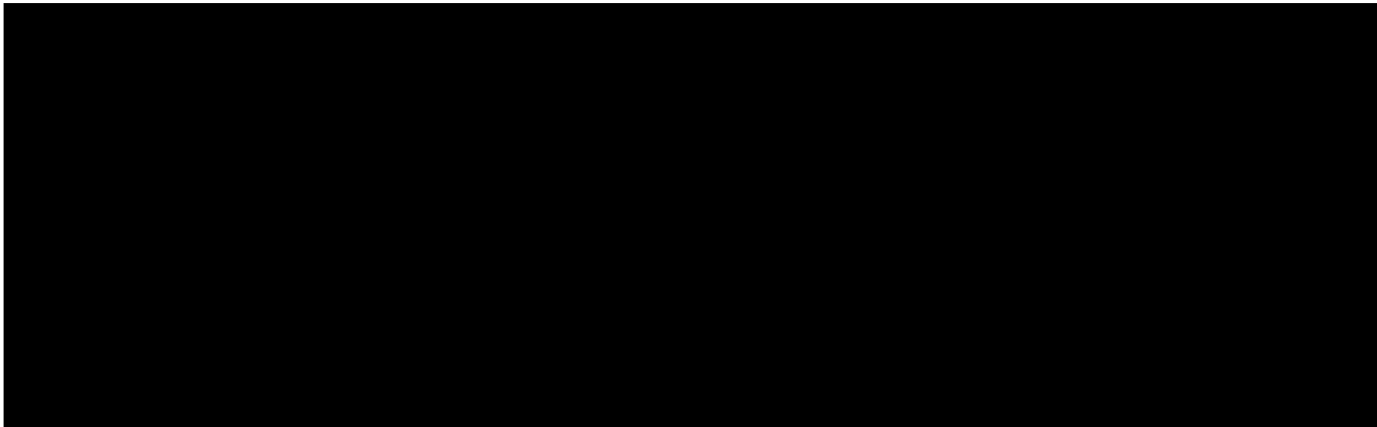
OPERATIONS DIRECTORATE SUPPORT OFFICERS' NOTES

14 November 1973

The Support Officers meeting was canceled today. In lieu thereof we are sending the attached notes which would have been taken up.

1. United Givers Fund. The UGF returns for the entire government have been so slow that the United Givers program has been extended. At the present time the Agency has achieved about 95% of its goal. The Office of Personnel is speculating that this year, for the first time, we may not reach our goal.

25X1A



3. Flu Shots. The Office of Medical Services has found that the second flu shot was given to a thousand fewer people than the first one. This indicates to them that there was a breakdown in communications and a large number of people were not aware that two shots are needed. There will be a make-up day for the second shot on 28 November from 1:30 to 4:00 in Room 1 D 35. Please advise all of your people who received the first one, but not the second one, they should get the second shot on the 28th.

4. Paper shortage. The Office of Logistics says we are facing a critical paper shortage in the Agency, and there are a number of surveys under way to determine what we can do to use less of it. This would include more single spacing, using both sides of the paper, and general conservation of all paper products.

5. Gasoline Rationing. We received an inquiry as to what effect gasoline rationing would have on the Agency and whether Agency personnel would be given enough gas to get to and from the relatively remote headquarters building. We don't have an answer yet but will try to get one for you.

E2 IMPDET

CL BY 006624

25X1A

Approved For Release 2001/08/21 : CIA-RDP78-04722A000300020019-3

Approved For Release 2001/08/21 : CIA-RDP78-04722A000300020019-3