

19 JUL 1972

MEMORANDUM FOR: Deputy Director of Finance

SUBJECT : Finance Officer for Consolidated Fund Campaign

1. Your assistance is requested in providing a Finance Officer for the forthcoming Consolidated Fund Campaign. It is anticipated that the Campaign will start approximately 20 September 1972 and continue for one month; however, we will need the services of a qualified Office of Finance representative until early December.

2. Last year [REDACTED] served from 20 September until early December as bookkeeper and cashier as well as providing us with general finance guidance. Since [REDACTED] is so familiar with the program, we would be pleased if she is available again this year.

3. Your cooperation is greatly appreciated.

[REDACTED]
Deputy Director of Personnel
for Special Programs

Distribution:

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- 1 - DD/Pers/SP
- 1 - FDC
- ~~2~~ - C/BS

OP/BS [REDACTED] jas (18 July 1972)

10 JUL 1972

MEMORANDUM FOR: Career Management Officer, Office of Personnel

Charlie:

1. CFC time is approaching again. We will need and request your assistance in the detail of 9 employees from the Pool. We would like to have 8 employees detailed by 1 September and 1 typist by 1 August. The latter is needed early since numerous forms and memoranda need to be typed as well as files made up. In addition, the typist will be handling the direct billing which is currently being done by one of our girls who is leaving on 11 August.

2. If it is possible, it would be very helpful to select personnel who have some numerical aptitude or have had some book-keeping in high school.

3. It is understood that employees detailed to CFC who are selected for assignment elsewhere will be released immediately.

STATINTL


Chief, Benefits and Services Division

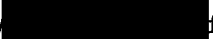
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21 JUN 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Temporary Office Space

Jack:

As you know, we request temporary office space each year in the Headquarters Building to be used in connection with the Combined Federal Campaign. The space is needed from mid-August through December. The specific reason we specify Headquarters is that approximately 70% (40 employees) of the reporting chairmen are located in this building. This speeds up reports and precludes rather sizeable amounts of money being carried between buildings.

Representatives of my Office, in discussions with the Chief, Logistics Services Division, have been advised that space will not be available to accommodate this requirement in Headquarters Building this year. Space has been offered, however, in room 301 Magazine Building, which is completely adequate and is available during the time period needed.

The purpose of this note is to apprise you of the above in the event rumblings of chairmen and/or Office Heads reach you.

SIGNED

Harry B. Fisher

Distribution:

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OP/BSI [REDACTED] (19 Jun 72)

Retyped: OD/Pers:dpm (20 Jun 72)