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CONFIDENTIAL

DD/S&T# 2980-68

30 JUL 1968

*ADM-12.1
Proposed notices*

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed Headquarters Employee Bulletin #178,
Picnic Tables and Benches

Forwarded for your information is attached subject proposal, which is being sent to the Deputy Director for Support for approval to publish. The Director of Logistics proposed publication of the bulletin to inform all employees of the newly placed picnic tables and benches and of the rules which must govern their use. If you have any questions regarding this proposal, please call me within two workdays on extension 2761.

25X1A



Chief, Support Services Staff

Attachment: As stated

cc: D/L
SSA-DDS

DD/S&T
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CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

Headquarters EMPLOYEE BULLETIN

#178

PICNIC TABLES AND BENCHES

For your enjoyment during the lunch periods, picnic tables and benches have been placed on the lawn by the Headquarters Building cafeteria. To ensure your safety and provide an attractive eating area for everyone, please observe the following rules:

- a. Do no cooking of any kind in the area.
- b. Take only paper plates and trays, not dishes and silverware, from the cafeteria to the picnic area.
- c. Clean up your table and the immediate area around it before leaving; return trays to the cafeteria.
- d. Do not smoke within 50 feet of the two large, green propane gas tank caps in the grass next to the cafeteria windows.

DISTRIBUTION: ALL EMPLOYEES