


2 June 1977

MEMORANDUM FOR: Chief, Personal Affairs Branch
FROM : 
Chief, Benefits and Services Division
SUBJECT : Blood Donor Memoranda

In the past, memoranda expressing the appreciation of the Director of Personnel for participation in the Blood Donor Program have been signed with the use of the auto-pen. Mr. Janney has reviewed this procedure and decided that he would prefer to personally sign such memoranda in the future. Please revise our procedures accordingly.

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