



UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
WASHINGTON, D.C. 20240

IN REPLY REFER TO:

K3815-AMD

November 23, 1966

Informational

Memorandum

To: Washington Office and All Field Offices

From: Director

Subject: Distribution of the "Newsletter"

On August 25, we introduced the "Newsletter" as a new fortnightly communication media for Service personnel. It has come to our attention that some employees do not receive copies. The ideal method of distribution would be to send the "Newsletter" to the home of each employee, but this is not possible.

At the present time, sufficient copies are being provided the Directorate and Divisions in the Washington Office, the units in the Planning and Service Centers, and each park, regional office, and other field installation. Someone in each of these offices should see that a copy of every issue of the "Newsletter" is given to each permanent employee. Also, copies should be made available in the libraries, be put on bulletin boards or in other convenient places, or circulated for the information of temporary employees.

The "Newsletter" should serve as an important channel for pertinent employee information, and your help is requested in getting the proper distribution made. If sufficient copies are not being received, the Washington Office should be notified at once.

This memorandum is cancelled on January 31, 1967.

Thank you, 