Revised Sept 26 1967

~~CONFIDENTIAL~~

25X1

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE:

TO :

FROM :

SUBJECT:

CORRESPONDENCE
STYLE & PROCEDURES

A HANDBOOK FOR THE PREPARATION AND HANDLING OF AGENCY MEMORANDUMS AND LETTERS

25X1

HB

~~CONFIDENTIAL~~

DELETES from T.E. 26 Sept 67

CORRESPONDENCE HANDBOOK

FOREWORD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This Handbook provides for this standardization in the preparation and handling of Agency memoranda and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and in consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement are always welcome.

Certain correspondence originated by the Clandestine Services or other components of the Agency may require the use of sterile paper or specialized formats and procedures not covered in this Handbook. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

CORRESPONDENCE HANDBOOK

FOREWORD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This Handbook provides for this standardization in the preparation and handling of Agency memoranda and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and in consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement are always welcome.

~~Certain~~ Some correspondence originated by the Clandestine Services or other components of the Agency may require the use of certain ~~sterile~~ paper or specialized formats and procedures not covered in this Handbook. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

Correspondence Handbook

INTRODUCTION

A. PURPOSE

Uniformity is essential to effective records management practices, and thus is basic to efficient correspondence administration. Uniformity is a vital element in the CIA records administration program. Uniformity prevents confusion and misunderstanding in the implementation of procedures and thus speeds production. Uniformity means easier and faster training and recall and increases benefits through more effective personnel utilization. The purpose of this Handbook is to provide for such uniformity in the preparation and handling of Agency memoranda and letters.

B. SCOPE

The Handbook covers only memoranda and letters of a common concern to all Agency components. Any special correspondence requirements are provided in various supplements. Regulations for these special types of correspondence are issued by the Agency component involved. Each Agency component is to establish intra-office procedures and correspondence control systems. Such a program is under the direction of the records management officer. All suggested changes and revisions to the Handbook should be referred for review and analysis to this records management officer in the component and then to the CIA Records Administration Officer.

C. FORMAT

The material has been arranged in the order which it would be considered by the writer or typist. Each "Part" is followed by illustrations of the forms and and formats described in the text. The Handbook is in loose leaf form to allow insertion of changes.

Correspondence Handbook

INTRODUCTION

A. PURPOSE

Uniformity is essential to effective records management practices, and thus is basic to efficient correspondence administration. Uniformity is a vital element in the ~~CIA~~ Agency records administration program. Uniformity prevents confusion and misunderstanding in the implementation of procedures and thus speeds production. Uniformity means easier and faster training and recall. ~~It~~ This increases benefits through more effective personnel utilization. The purpose of this Handbook is to provide for such uniformity in the preparation and handling of Agency memoranda and letters.

B. SCOPE

The Handbook covers only memoranda and letters of a common concern to all Agency components. Any special correspondence requirements are provided in various supplements. Regulations for these special types of correspondence are issued by the Agency component involved. Each Agency component is to establish intra-office procedures and correspondence control systems. Such a program is under the direction of the component records management officer. All suggested changes and revisions to the Handbook should be referred for review and analysis to the records management officer in the component and then to the CIA Records Administration Officer.

C. FORMAT

The material in this Handbook has been arranged in the order which it would be considered by the writer or typist. Each "Part" is followed by illustrations of the forms and and formats described in the text. The Handbook is in loose leaf form to allow insertion of changes.

~~PREPARATION OF MEMORANDUMS AND LETTERS~~

CORRESPONDENCE HANDBOOK

CONTENTS

Part I

PREPARATION

OF

MEMORANDUMS

INDEX

PREPARATION OF MEMORANDA AND LETTERS

Part

CORRESPONDENCE HANDBOOK CONTENTS

PREPARATION OF MEMORANDA AND LETTERS

A. General

Memoranda are used for correspondence within and between agencies. The memoranda format may be used for corresponding with:

Agency components

Other government agencies (if informality is appropriate)

B. Stationery

1. Use CIA LETTERHEAD (or CIA Letterhead—Office of the Director or Deputy Director) stationery when addressing government agencies if correspondence is to be in memorandum form.

2. Use PLAIN BOND when addressing the Director, Deputy Director of Central Intelligence, Executive Director, the Deputy Directors of each component, and for multiple addressees.

3. Use OPTIONAL FORM 10, U. S. GOVERNMENT MEMORANDUM, internally in CIA, except as noted in paragraph 2. The form may also be used for informal memoranda with other agencies.

3. ~~4.~~ Use Form 1132, MEMORANDUM OF CONVERSATION, to record conversations with officials outside the Agency whenever the DCI, DDCI, or a Deputy Director is a participant or the conversation is of sufficient importance to be brought to their attention.

4. ~~5.~~ Use plain bond for MEMORANDUM FOR THE RECORD to record important conversations, data, or events when the use of Form 1132 or other form of record is not appropriate.

5. ~~6.~~ Use Form 1831, SPEED LETTER, a three-part form, no carbon required paper for simplified informal communications within the Agency.

C. Copies Required

1. Copies should be kept to a minimum. The official record copy should be prepared on yellow tissue. Generally, preparation will be:

Original	— addressee
Tissue	— courtesy copies (as necessary)
Yellow tissue	— yellow or official record copy
White tissues for	— each information addressee,
	— coordinating officer(s)
	— (two if signer is DCI, DDCI, or DD/S)
	— any additional copies as necessary for internal distribution
Blue or green tissues	— chronological copy for originator

2. Memoranda for intra-office use may be reproduced by fast copy machine process, but memoranda for forwarding outside the

Office memos must be prepared by typewriter, or on a "multilith" reproduction master. Memoranda reference(s) may be typed or reproduced.

D. Margins

When using plain bond or Agency letterhead, set the left margin of the text flush with the word "SUBJECT." Allow at least one inch for the margin at the right side and at the bottom of the page. Margins on the succeeding pages will correspond with those of the first page. Typing will begin ten or twelve lines from the top of the page. ~~When using Optional Form 10, the left margin will be set even with the first word after the preprinted word, "SUBJECT." Margins on the succeeding pages will correspond with those of the first page.~~

E. Date

The date will be left blank when the memorandum is to be signed in another office, or when it is not to be signed the day it is typed. If the date is included, type it flush with the right margin about nine lines from the top of the page. The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year—as 30 November 1961.

F. Preparation

1. On Optional Form 10, United States Government Memorandum, the TO, FROM, SUBJECT, and DATE lines are preprinted. Typing shall begin two spaces after the colon. Example:

TO : Director of Communications

THROUGH : Director of Personnel

FROM : Director of Logistics

25X1 SUBJECT : Revision of [redacted] dated 1 January 1960

REFERENCE: Memo dtd. 15 Dec 67 from Dir. of Pers. to DD/S, same subject

2. When using letterhead or plain bond, the date is placed according to the length of the memorandum flush with the right margin, if it is to be entered. Five spaces below the date line the headings MEMORANDUM FOR, THROUGH (as appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(s) are typed in caps, flush with the left margin. The addressee, the subject and the

reference lines are typed in lower case with initial caps two lines apart. Example:

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : Request for Additional Space—Headquarters

REFERENCES : (a) HR [redacted] dtd 1 Apr 62
(b) HR [redacted] dtd 9 May 62

25X1

3. A memorandum may be prepared for multiple addressees. The use of multiple addressee memoranda is encouraged to minimize preparation of individual correspondence. The addressees are listed following "MEMORANDUM FOR" or "TO." Example:

MEMORANDUM FOR: Director of Finance
Director of Personnel
Director of Logistics

SUBJECT : Space Allocation for the Office of Communications

4. If there is not enough space for the names of the addressees, type "see list below" and list the addressees flush with left margin two spaces below the title of the signing official or the attachments. Example:

Official's Name
Director of Communications

Addressees:
Director of Security
Director of Personnel
Director of Logistics

5. If the list of multiple addressees is extensive and space at the end of the correspondence is limited, the listing may be made on a separate page properly identified.

6. The format for a speed letter is preprinted. The contents of this form may be typed or handwritten. It is used for informal, internal correspondence.

G. Body of Memorandum

1. Begin the body of a memorandum four lines below the subject line or reference line. Paragraphs are numbered and single spaced unless there is only one paragraph which is eight lines or less. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively, with the Arabic numerals, and

subparagraphs are indentified alphabetically and numerically. The pattern for paragraphing is as follows:

1.

a.

(1)

(a)

1.

a.

2. On a memorandum addressed to the DCI, DDCI, or the Deputy Directors of the Agency components, the opening paragraph shall be worded to clearly indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs.

3. When the memorandum contains a recommendation for approval, which requires action by an official other than the addressee, these words will be typed on the original and all copies below the signature:

The recommendation(s) contained in paragraph(s)—is (are) approved. ~~This line will be followed by~~ (a line for the addressee's signature) ~~and date line.~~ (and a date line)

4. Short quotations of less than two lines are run into the text, enclosed with quotation marks. Longer quotations are indented five spaces from the left and right margins; quotation marks are used.

H. Succeeding Pages

1. Plain stationery is always used. Succeeding pages are numbered with Arabic numerals, centered three-fourths inch from the bottom of the page.

2. Begin the body of the memorandum eight or ten lines from the top of the page.

3. If the body of the memorandum is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page with the signature.

I. The Command (or Authority) Line

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. Officials signing for the D/ [illegible] will use, FOR THE DIRECTOR OF (appropriate title) [illegible] The command line is typed in caps two lines below the last line of the text flush with the left margin, followed by a colon. (S.4.

alphabetically and numerically. The pattern for paragraphing is as follows:

1.
a.
(1)
(a)
1.
a.

2. On a memorandum addressed to the DCI, DDCI, or the Deputy Directors of the Agency components, the opening paragraph shall be worded clearly to indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs which must be specified.

3. When the memorandum contains a recommendation for apppoval, which requires action by an official other than the addressee, these words will be typed on the original and all copies below the signature:

The recommendation (s) contained in paragraph (s) is (are) approved.
(A line for the addressee's signature and a date line will be provided.)

4. Short quotations of less than two lines are run into the text, enclosed with quotation marks. Longer quotations are indented five spaces from the left and right margins; quotation marks are used.

H. Succeeding Pages

1. Plain stationery is always used. Succeeding pages are numbered with Arabic numerals, centered three-fourths inch from the bottom of the page.

2. Begin the body of the memorandum TEN or TWELVE lines from the top of the page.

3. If the body of the memorandum is completed so near the bottom of the page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page with the signature.

I. The Command (or Authority) Line

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. The command line is typed in caps two lines below the last line of the text flush with the left margin, followed by a colon (e.g., FOR THE DIRECTOR OF (appropriate title):).

3. Type the word, "Distribution," two lines below the last typed line of the memorandum, i.e., the signature, attachments, etc. Below, list the original and copies as:

Distribution:
Orig & 1 — Addressee
1 — OL -RMS (yellow official record copy)
1 — OL -OS
2 — DD/S
X — as required

N. Identification of Originator

1. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is to be typed only on copies retained in the Agency, and to be flush with the left margin two spaces below the last typed line in the following manner:

25X1 OL-OS: [redacted] tu(15 Nov [redacted] 67

2. When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials separated by a diagonal (/2345).

O. Defense Classification and Control Markings

1. If the memorandum contains classified information, the proper classification will be stamped at the center top and bottom of each page.

2. Other indicators, such as Group I, or warnings shall be stamped at the bottom of the first page of all copies.

P. Concurrence

When concurrences are needed, special concurrence lines will be provided. These will be shown by typing concurrence flush with the left margin four lines below the signature line. To the right of the concurrence signature, type a solid line for the date. Example:

(5 Spaces)

(Official's Name)
Director of _____

(4 Spaces)

CONCURRENCE:

(5 Spaces)

_____ _____
Director of Personnel Date

(5 Spaces)

_____ _____
Director of Logistics Date

Q. Coordination

1. The originators of memoranda will determine the extent of coordination required, consistent with geographic, operational, and support considerations.
2. Coordinating officers, within their spheres of responsibility, will determine whether memoranda are consistent with approved plans, policies, and procedures. Coordinators will sign the (yellow) official record copy.

R. Release

When required by internal component or other Agency requirements, release of correspondence will be accomplished as a form of coordination. Release generally implies approval of the contents of the communication by an authority having primary jurisdiction over the subject concerned. This may be an official within the component, at the next or higher organizational level, or in another Agency component.

S. Memorandum of Conversation

When reporting conversations, the Memorandum of Conversation, Form 1132, or a Memorandum for the Record, depending on the circumstances, should be prepared. The original and one copy shall be forwarded to the DCI, the DDCI, and/or other officials as appropriate. In addition, a three-sentence summary should be prepared and dispatched to the Director of Central Intelligence immediately after the meeting or conversation. (See EXHIBIT IV for proper procedures in the preparation of these forms.)

T. Staff Studies

The basic format for submitting staff studies is:

I. Statement of the Problem
II. Background
III. Discussion
IV. Conclusions
V. Recommendations

Q. Coordination

1. The originator of a memorandum will determine the extent of coordination required, consistent with geographic, operational, and support considerations.

2. Coordinating officers, within their spheres of responsibility, will determine whether a memorandum ~~are~~ is consistent with approved plans, policies, and procedures. Coordinators will sign the (yellow) official record copy.

R. Release

When required by internal component or other Agency requirements, release of correspondence will be accomplished as a form of coordination. Release generally implies approval of the contents of the communication by an authority having primary jurisdiction over the subject concerned. This may be an official within the component, at the next or higher organizational level, or in another Agency component.

S. Memorandum of Conversation

When reporting conversations, the Memorandum of Conversation, Form 1132, or a Memorandum for the Record, depending on the circumstances, should be prepared. The original and one copy shall be forwarded to the DCI, the DDCI, and/or other officials as appropriate. In addition, a three-sentence summary should be prepared and dispatched to the Director of Central Intelligence when appropriate immediately after the meeting or conversation. (See EXHIBIT IV for proper procedures in the preparation of these forms.)

T. Staff Studies

The basic format for submitting staff studies is:

I. Statement of the Problem
II. Background
III. Discussion
IV. Conclusions
V. Recommendations

U. Memorandum Processing

1. After a memorandum has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled in the following order and forwarded.

a. Copies for the addressee.
b. Copies to be sent to information addressees.
c. (Yellow) official record copy.
d. Headquarters file copies.

2. Attachments forwarded with the memorandum, either to the action addressee or to information addressees, should be firmly attached to the appropriate copy of the memorandum (see Part 6, Assembling Memoranda for Forwarding).

EXHIBIT I

DATE: 2 March 1969

To: Director of Training

Subject: Correspondence Training Material

1. Recent discussions indicated that stenographers and typists find it difficult to determine when to use letterhead or Plain Bond stationery in the preparation of memorandums.

2. Generally, informal correspondence addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another agency. A check ~~with~~ paragraph B, entitled "Stationery" will aid the typist in selecting the proper stationery. The writer may also express a preference for a particular type of stationery in certain instances.

3. It is anticipated that the information and Exhibits contained in this Handbook will meet the needs of most routine problems.

Official's Name
~~Director of Security~~
CIA Records Administrator Officer

2 Atts
Att 1: Exhibit - 1
Att 2: Correspondence Handbook

Distribution:
Orig & 1 - Addse
1 - Ch. Mgt. Trg-Dir C/SSS
1 - ~~OS~~-RMS (official record copy, yellow)

(Do not type on the original and courtesy copy).

EXHIBIT 2

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date signed)

MEMORANDUM FOR: Deputy Chief of Naval Operations, Air
Department of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the Director of _____.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the ~~file~~ official record copy; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, an unclassified memorandum may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on two separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, (Form 240). Remember also to include a document receipt, if appropriate; do not seal the envelope(s).

FOR THE DIRECTOR OF Central Intelligence (Form 615)

Signature
Title

Distribution:
Orig & 1 - Adse
1 - ___RMS (yellow official record copy)
X - as required

~~(To be~~ typed only on copies retained in CIA)

Distribution

EXHIBIT 2

OPTIONAL FORM NO. 10
GSA FPMR (41 CFR) 101-11.6
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training DATE: 15 February 1968
ATTN : Chief, Management Training Division

FROM : Director of Security

SUBJECT: Correspondence Training Material

1. Recent discussions indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Optional Form No. 10 (UNITED STATES GOVERNMENT MEMORANDUM) stationery in the preparation of memoranda.

2. Generally, informal correspondence addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another agency. A check with paragraph B, entitled "Stationery" will aid the typist in selecting the proper stationery to be used. The writer may also express a preference for a particular type of stationery in certain instances.

3. It is anticipated that the information and EXHIBITS contained in this Handbook meet the needs of Memoranda and Letters and most routine problems that these entail.

Official's Name

2 Atts
Att 1: EXHIBIT - 1
Att 2: Correspondence Handbook

1/ Distribution:
Orig & 1 - Addse
1 - Ch. Mgt. Trg-Dir.
1 - OS-RMS (official record copy, yellow)
1 - OS-A

1/ (Do not type on the original and courtesy copy).

EXHIBIT 3

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date signed)

MEMORANDUM FOR: Deputy Chief of Naval Operations, Air Department of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the Director of _____.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the _____ official record copy; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, unclassified memoranda may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on two separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, (Form 240). Remember also to include a document receipt, if appropriate; do not seal the envelope(s).

FOR THE DIRECTOR OF _____

Signature
Title

1/ Distribution:
Orig & 1 - Adse
1 - ___RMS (yellow official record copy)
X - as required

1/ (To be typed only on copies retained in CIA)

EXHIBIT 3

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date signed)

MEMORANDUM FOR: Deputy Chief of Naval Operations, Air Department of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the Director of Communications, Deputy Director of Communications, or Chief of Operations.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the official record copy; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, unclassified memoranda may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on two separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, (Form 240). Remember also to include a document receipt, if appropriate; do not seal the envelope(s).

FOR THE DIRECTOR OF _____ : _____ (if signed by the Chief of Operations)
Date

Signature
Title

1/ Distribution:
Orig & 1 - Adse
1 - OC-RMS (yellow official record copy)
X - as required

1/ (To be typed only on copies retained in CIA)

5 March 1968

Miss Mary Smith
National Resources Commission
Washington, D.C. 20500

Dear Miss Smith:

This manual is a guide to standard practices in Agency correspondence. These practices, assembled by some of the Government's best technicians, give Government letters a uniform and distinctive character.

Agency

The handbook is divided into several parts. The first helps you to prepare communications written from person to person. These may be formal or informal letters. The second part contains information on how to prepare a memorandum. The third part prescribes the general procedures to be followed in the preparation of correspondence. This includes format, margins, dating, mailing instructions, etc. With these different parts, the handbook should answer most of your questions about format and style and should enable you to work more efficiently.

Please feel free to supplement the manual with any specific rules that apply to your job. Use it often. By using it, you will become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

John J. Jones
Chief, Employee Relations Division

Exhibit 5 - Standard Letter Format

1 January 1968

The Correspondence Management Association
132 Main Street
Boston, Massachusetts 02109

Attention: Mr. J. J. Jones

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length vary from 1½ inches to 2 inches; hence the lines may vary from 48 to 60 typing spaces. The body is double spaced. Other parts of this letter are single spaced, with double spaces between the lines.

Sincerely yours,

Charles R. Smith
Director, Correspondence
Manual Division

Enclosure:
Selected United States Government
Publications, 1959, No. 9

Exhibit 4 - Double Spaced Standard Letter

EXHIBIT 4 CONT.

4. When a memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature
Title

The recommendation contained in paragraph 4 is approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:
Orig & 1 - Originator (DCI or DDCI when appropriate)
1 - [redacted] RMS (yellow official record copy)
2 - DD/S
1 - as required

OS--J. Jones:T(date)

(Distribution shown on original and approval papers only.)

EXHIBIT 1

drop

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT
Memorandum

TO : Director of Logistics DATE: 15 February 1968

FROM : Director of Communications

SUBJECT: Use of Optional Form No. 10, UNITED STATES GOVERNMENT MEMORANDUM, May 1962 Edition

REFERENCES: (a) Memo dtd 25 Oct 67 to DD/I, DD/S, DD/P, and DD/S&T fr Ex Dir-Compt., same subject

(b) Memo dtd 5 Nov 67 to Ex Dir-Compt., thru DD/S fr DD/P, same subject

1. Optional Form 10 is used for informal correspondence within and between agencies. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown in the "TO" line and in the "cc" line, when there is one.

2. If the text does not exceed 10 lines, the 8 by 5½ inch size form may be used. If it is longer, the 8 by 10½ inch size form is needed. Plain paper is used for succeeding pages of a memorandum.

3. Memoranda are initialed or signed. The name is typed at least one time on the memorandum. If the name is not shown in the "FROM" line, it is typed or stamped five lines below the text.

Official's Name
Official Title

2 Atts
Att 1: EXHIBIT - 1
Att 2: Correspondence Handbook

1/ Distribution:
Orig & 1 - Addressee
1 - RMS (official record copy, yellow)
1 - A
1 - OS

1/ (Do not type on the original and courtesy copy).

EXHIBIT 1

OPTIONAL FORM NO. 10
5010-104
UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training DATE: 15 February 1968
ATTN : Chief, Management Training Division

FROM : ~~Director of~~ Security

SUBJECT: Correspondence Training Material

1. Recent discussions indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Optional Form No. 10 (UNITED STATES GOVERNMENT MEMORANDUM) stationery in the preparation of memoranda.

2. Generally, informal correspondence addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another agency. A check with paragraph B, entitled "Stationery" will aid the typist in selecting the proper stationery to be used. The writer may also express a preference for a particular type of stationery in certain instances.

3. It is anticipated that the information and EXHIBITS contained in this Handbook meet the needs of ~~Memoranda~~ and Letters and most routine problems, ~~that these entail~~.

Official's Name
Director of Security

2 Atts
Att 1: EXHIBIT - 1
Att 2: Correspondence Handbook

1/ Distribution:
Orig & 1 - Addse
1 - Ch. Mgt. Trg-Dir.
1 - OS-RMS (official record copy, yellow)
1 - OS-A

1/ (Do not type on the original and courtesy copy).

EXHIBIT 4

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE Actual date of conversation

SUBJECT : Enter the topic discussed. If more than one subject was covered, each shall be listed.

PARTICIPANTS: Procedures concerning maintenance of source security apply in listing the participants.

COPIES TO : Need-to-know principle shall apply.

1. This is to be used in reporting conversations with individuals outside the Agency. Form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If the Director or Deputy Director of Central Intelligence is a participant, the original and all copies are submitted to the DCI or DDCI for approval of the substance and the distribution. Other Memoranda of Conversation will go to the appropriate office. Chief or Deputy Chief of the Division or Staff, submit the original copy only for approval of the substance and the distribution.

3. In addition to this memorandum, a three-sentence summary will be prepared and dispatched to the addressees office immediately after the meeting or conversation, particularly of those which may determine or affect policy or which should be brought to the attention of the DCI or DDCI.

FORM NO 1 FEB 57 1132 (11-23-56)

EXHIBIT 3 CONT.

4. When a memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature
Title

The recommendation contained in paragraph 4 is approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:
Orig & 1 - Originator (DCI or DDCI when appropriate)
1 - OS-RMS (yellow official record copy)
2 - DD/S
1 - as required

OS--J. Jones:T(date)

(Distribution shown on original and approval papers only.)

EXHIBIT 6

SECRET
(When Filled In)

SPEED LETTER	REPLY REQUESTED X YES ___ NO	DATE Current Date LETTER NO. Omit

TO: Executive Officer Log
ATTN:
FROM: Chief

The Speed Letter can be used for informal correspondence within an Office and a copy is retained by the originator, two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.

Signature
SIGNATURE

REPLY — DATE Current Date

The message on this form may also be handwritten, which makes it convenient if a typist or typewriter is not available.

Signature
SIGNATURE

RETURN TO ORIGINATOR
FORM 5-61 1831 SECRET

RESPONDER'S FILE
FORM 5-61 1831 SECRET

ORIGINATOR'S SUSPENSE
FORM 5-61 1831 SECRET

PREPARATION OF LETTERS

INDEX

CHAPTER 1

LETTERS

1. All correspondence within this agency, with other agencies, and with the public will be either in the form of a letter or a telegram. The following paragraphs tell how letters should be prepared. Figure 1 of this chapter is an example of the format of the United States Government business letter. This letter is used in most of our day-to-day communications.

PUBLIC SERVICE AGENCY

Washington, D.C. 20405

DATE: April 10, 1967 (5)

REPLY TO ATTN OF: NMRM (6)

SUBJECT: Format for the Government Business Letter (8)

TO: Director, Administrative Services Division (AFAS)
Federal Service Agency
1889 Iverson Street (9)
San Francisco, California 94102

This letter shows a new format for preparing letters throughout the United States Government. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features of this format should please typists.

a. Most elements are blocked along the left margin. This block style minimizes the use of the space bar, tabulator set key, and the tabular bar. (4) (11)

b. Salutations and complimentary closes are omitted in most letters. They may be included in letters to an individual on a personal or private matter (letters of condolence, notices of serious illness, where a warm and personal filling is paramount, etc.) or where protocol or tradition dictates.

c. The address is positioned for use in a window envelope, eliminating the need for typing an envelope.

John B. Smith

JOHN B. SMITH
Administrator of Correspondence (13)

Figure 1. United States Government Business Letter. (Each circled number indicates the paragraph in this chapter which gives instructions for preparing that part of the letter.)

Each circled number on the figure corresponds to the paragraph where that part of the format is discussed. No exceptions to this format can be made without the approval of the official responsible for correspondence practices in the agency.

2. Stationery

Use agency stationery as follows:

LETTER AND COPIES	FIRST PAGE	SUCCEEDING PAGES
	ORIGINAL	
Normal letter	Letterhead	Plain bond
Bulky airmail letter	Letterhead tissue*	Plain tissue
	CARBON COPIES	
Courtesy	Letterhead tissue*	Plain tissue
Official file	Yellow tissue	Yellow tissue
Reading file (if required)	White tissue	White tissue
Other	White tissue	White tissue

* Use letterhead tissue, if available. If not, use plain tissue stamped or typed with agency identification.

10. SUCCEEDING PAGES

a. Plain stationery is always used for succeeding pages. The first page is not numbered. Succeeding pages are numbered with Arabic numerals centered 3/4" from the bottom of the page. The typing starts about one inch from the top of the succeeding pages. At least two lines of a divided paragraph must be carried to the succeeding page. In no case will a word be divided between two pages.

b. If the body of the correspondence ends so near the bottom of a page that there is no room for the signature, carry at least two lines of the last paragraph over to the next page. This is done so that the signature will not become separated from the text.

11. ENCLOSURES AND ATTACHMENTS

a. Enclosures are items that are sent with correspondence going outside the CIA. Type the word "Enclosure" flush with the left margin two spaces below the signature. If there is to be more than one enclosure type the word "Enclosures" and the number. If the material to be enclosed is identified in the text do not list it. If it is not identified list it beneath the word "Enclosure", as briefly as possible, single space.

Example:

Enclosures 2
Retirement Pamphlet
Salary Chart

b. Attachments are items that are sent with internal correspondence. The word "Attachment" is used in place of "Enclosure" and the same format is followed. Attachments may be identified in abbreviated form.

Example:

Attachments 2
Memo dtd 3 June 63
TCA Contract (2)

c. When material is to be sent under separate cover type the words "Separate Cover" flush with the left margin, two lines below the signature. List all items to be sent. A copy of the correspondence is sent with the material to identify it to the addressee.

EXHIBIT 4

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
OC-M-65-493

Your reference per
Mgt-A

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

This is an example of a letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a Division or Section of the organization, the name of the Division or Section is written in the place of the individual's name. The attention line is inserted on the second line below the address and two lines above the salutation.

Paragraphs are indented 5 spaces. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units will be indented five spaces.

A paragraph is begun near the end of the page, only if there is space for two or more lines on that page. A paragraph is continued on the following page, only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

Each progressive subdivision of a paragraph is indented an additional five spaces. The complimentary close is usually "Sincerely". It begins approximately two spaces to the right of the center of the page, two lines below the last line of the body of the letter. The name of the official signing the letter is typed five lines below and centered with relation to the complimentary close. The title and organizational element are centered under the name. If two lines are required for

EXHIBIT 4 CONT.

Name of company, person, and address.

the title, the second line will be centered below the first. After the original and outgoing copies of a letter are removed from the typewriter, needed information is added to copies remaining in the Agency. At the left margin may be a list of "Enclosures" and "cc" addressees. The last entries, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word, "Rewritten".

Sincerely,

(Name)
(Title)

1/ Enclosures 2
Correspondence Manual
Tips on Typing

1/ Separate Cover
Correspondence Order--(50 cys)

2/ cc: OC-AD w/o Att
OC-OS w/o Att

2/ Distribution:
Orig - Adse
1 - OC-RMS (yellow official record copy)
1 - Originator
x - As required

2/ OC-A:CJones:uv(15Feb66)
Rewritten:D/CO: [redacted] :mv(16Feb66)

25X1

1/ Typed on copies retained in CIA. Typed on the original, courtesy copy, and external CIA information copy only when dictator so desires.

2/ Typed only on copies retained in CIA.

EXHIBIT 5

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
(Information)

Your reference:
(Identification)

Your reference per
Mgt-A

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

Subject: Office of Communications Order

This EXHIBIT shows the layout of a letter. No letter is likely to contain as many parts as are included here. This EXHIBIT is intended as an all-inclusive format from which parts needed for a particular letter are selected.

On all letters, the address begins approximately 14 lines from the top of the page. Items that follow the address, including the body of the letter, are moved up 2 lines each time an unneeded item is omitted.

Sincerely,

Name
Title

2 Enclosures:
Correspondence Manual
The Seven Keys to Better Faster Typing

Separate Cover:
United States Government Printing Office
Style Manual

EXHIBIT 5 CONT.

~~Distribution:~~
~~Orig - Addressee~~
~~1 - Originator~~
~~1 - OC-RMS (yellow official record copy)~~
~~X - as required~~

25X1 ~~OC-OS:~~ [redacted] ~~ded(date)~~ May not be needed ////////

On Agency copies only-----

EXHIBIT 5

~~Secret~~
(When filled in)

SPEED LETTER	Reply Requested		Date Current date
	X YES	NO	letter No. OMIT

To : O/Log

Attn : OL-Executive Officer

From : Chief, Records Division

The Speed Letter can be used for informal correspondence within an office and a copy is retained by the originator, two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.

J. B. Jones
signature

REPLY — date Current date

The message on this form may also be handwritten, which makes it convenient if a typist is not available

J. B. Jones.
signature

return to originator

form 1831 5-61 SECRET

responder's file

form 1831 5-61 SECRET

originator's suspense

form 1831 5-61 SECRET

EXHIBIT 6

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
Mgt-Cor

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

This is an example of a one-paragraph letter of fewer than 8 lines. Side margins for letters of this length may vary from one and one-half to two inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts are single spaced, with double spaces between them.

Sincerely yours,

(Name)
(Title)

Enclosure
Selected United States Government
Publications, 1959, No. 9

(To by typed on file copies only)

Distribution:
Orig & 1 - Addressee w/encl.
1 - Originator w/encl.
1 - OC-RMS (yellow official record copy) w/encl.
X - as required w/o encl.

25X1

OC-A: [redacted] tuv(15Feb66)

EXHIBIT 7

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

Name of Company or Organization
Street Address
City, State, ZIP Number

Dear Miss Powers:

This is a Guide to standard memoranda and letters practices in the ~~Office of Communications Memoranda~~ C.I.A. and ~~Letters. These practices give the Office of Communications~~ give C.I.A. letters uniform and distinctive character.

The Guide is divided into Parts. Parts 1, 2, 3, 4, and 5 help you to prepare communications written from person to person. They may be formal letters or informal memoranda. Parts 6, 7, 8, and 9 contain information on how to assemble correspondence and what materials to use for routing and mailing correspondence. With these nine parts, the Guide should answer most of your questions about format and style and should enable you to work more easily.

Please feel free to supplement the Guide with specific rules that apply to your job. Keep it on your desk and use it often. By using it, you may become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely,

Name
Title

1/ Enclosure
OC Memoranda and Letters Guide

2/ Distribution:
Orig & 1 - Addressee
1 - Originator
1 - OC-RMS (yellow official record copy)
X - as required

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(date when signed)

Name of Company or Organization
Street Address
City, State, Zip number

Attention: Name

Gentlemen:

This is an example of a letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a division or section of the organization, the name of the division or section is written in place of an individual's name. The attention line is inserted on the second line below the address and two lines above the salutation, if required.

Paragraphs are blocked. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units may be indented and numbered.

a. A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

b. Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of all paragraphs, except long quoted passages, extend from the left to the right margin.

The complimentary close is usually "Sincerely yours". It begins to the right of center of the page, two lines below the last line of the body of the letter.

The typed name of the signing official is centered five lines below the complimentary close. The title and organizational element are centered under the name. If two lines are required for the title, the second line will be centered below the first.

After the original and outgoing copies of a letter are removed from the typewriter, necessary information is added to copies remaining in the

11

Exhibit 6. - Two-page Modified Block Style Letter

Agency. At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten."

Sincerely yours,

John J. Smith
Director, Management Office

Enclosures 2
Correspondence Manual
Tips on Typing

Separate cover:
Correspondence Manual - 50 copies

cc: J. H. Jones
Darrell Smith
Richard Roe

Distribution: - (This part appears only on the official file copy.)
Orig. - Addressee
1 - Separate cover
1 - Signer
1 - File (with basic)
1 - For separate cover
x - as required

DDX/MO:ABrown:tuv(1 June 67)

Exhibit 7. - Last Page of a Letter

12

EXHIBIT 7 CONT.

1/ Typed on copies retained in CIA. Typed on the original, the courtesy copy, and external CIA information copies only when dictator so desires.

2/ Typed only on copies retained in CIA.

~~FOR OFFICIAL USE ONLY~~

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

1 June 1968

(14 lines)

In reply refer to:
OPD-X-3

AIR MAIL - - CERTIFIED

Your reference:
CorMan-A

Friends Secretarial and Correspondence
Training Schools, Incorporated
1112 St. Albans Street
Reading, Pennsylvania/Zip Number

Attention: Mr. J. S. Smith

Gentlemen:

Subject: Exhibit from Correspondence Manual showing standard format of Government letters

This exhibit shows the layout of a Government letter. No letter is likely to contain as many parts as are included here. The exhibit is intended as an all-inclusive format from which parts needed for a particular letter are selected.

In all letters, the address begins 14 lines from the top of the page. With the address so placed, the letter can be sent in a window envelope. Items that follow the address, including the body of the letter, are moved up 2 lines each time an unneeded item is omitted.

Sincerely yours,

(5 lines)

Donald N. Johnson
Director, Federal Management
Division

Enclosures: (2)
Correspondence Manual
The Seven Keys to Better Faster Typing

Separate Cover:
United States Government Printing Office
Style Manual

cc: Training Officer
Public Information Officer

May not be needed

FMD/TR:CJackson:ded(date)

On Agency files only

(Should show distribution)

~~FOR OFFICIAL USE ONLY~~

Exhibit 8 - Modified Block

SECRET

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

1 June 1968

(14 lines)

In reply refer to:
OPD-X-3

AIR MAIL - - CERTIFIED

Your reference:
Corman-A

Friends Secretarial and Correspondence
Training Schools, Incorporated
1112 St. Albans Street
Reading, Pennsylvania

Attention: Mr. J. S. Smith

Gentlemen:

Subject: Exhibit from Correspondence Manual showing standard format of Government letters

This exhibit shows the layout of a Government letter. No letter is likely to contain as many parts as are included here. The exhibit is intended as an all-inclusive format from which parts needed for a particular letter are selected.

In all letters, the address begins 14 lines from the top of the page. With the address so placed, the letter can be sent in a window envelope. Items that follow the address, including the body of the letter, are moved up 2 lines each time an unneeded item is omitted.

Sincerely yours,

(5 lines)

Donald N. Johnson
Director, Federal Management
Division

Enclosures: (2)
Correspondence Manual
The Seven Keys to Better Faster Typing

Separate Cover:
United States Government Printing Office
Style Manual

cc: Training Officer
Public Information Officer

May not be needed

FMD/TR:CJackson:ded(date)

On Agency copies only

SECRET

(Should show distribution)

Exhibit 8 - Modified Block

13

EXHIBIT 9
PARAGRAPHING DATA

ARRANGEMENT OF PARAGRAPHS

INSTRUCTIONS FOR PARAGRAPHING

1. This exhibit illustrates the prescribed method of arranging, numbering and lettering paragraphs in any type of correspondence or report where such paragraphing is either necessary or desirable to facilitate reading and reference. When a telegram consists of more than one paragraph, the paragraphs must be numbered consecutively. As a general rule, the detailed subdivision of paragraphs in letters, simple memorandums, and other communications should be avoided. However, lengthy memorandums, complex reports, or similar documents may often be rendered more meaningful and easier to read by a logical subdivision of paragraphs.

a. Paragraphs are typed in modified block style. They are single-spaced, with double spaces between them.

(1) When a paragraph is subdivided it must have at least two subdivisions.

(a) When paragraphs are subdivided, numbered, and lettered, they are designated as follows: 1, a, (1), (a), 1, a, (1), (a). In telegrams capital letters should be used for any lettered paragraphs.

(b) Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of paragraphs and all subdivisions extend from the left to the right margin, except in the case of long quoted passages that are usually indented in communications other than telegrams.

(c) When a paragraph is cited, the reference numbers and letters are written without spaces, for example, "paragraph 3a(2)(c)."

(2) A paragraph is begun near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

b. Titles or paragraph headings may be used in lengthy communications to facilitate reading and reference use.

2. The arrangement described in this exhibit may be varied to meet special requirements, such as those for legal documents.

INDEX

Part III: Top Secret Correspondence

1. POLICY

Top Secret information must be safeguarded from the moment it is prepared. This rule applies to drafts, carbon copies, carbon paper, recordings, typewriter ribbons, etc., as well as the finished work. Within the Agency a Top Secret Control and Cover Sheet (Form 26) will be placed on the top of and attached to each TS document received or prepared. Complete a Cover and Control Sheet upon which is entered the TS Control number, the copy number, number of each page, and other identifying information. Attach the Form 26 to the top of each TS document. This form will remain with the document until it is downgraded, destroyed, or transmitted outside the Agency. All TS documents received by an office must be logged by the area TS Control Officer. An item of correspondence that is assigned a TS classification because it transmits a TS attachment should be marked "Downgraded to _____" when separated from the TS material, provided that the correspondence does not contain TS material.

2. FORMAT

The format for TS correspondence is generally the same as that prescribed in the preceeding chapters except as set forth below.

3. CONTROL IDENTIFICATION

a. The first page of the TS document will bear the TSC number and copy number in the lower right hand corner, about one inch from the bottom of the page.

b. If the document is in the draft stage this may be shown by adding a slash or dash and letter symbol to the TSC number as TSC 1234/A or 1234-A.

c. The final form of a TS document is identified by the TSC number only.

d. If the pages have been revised this is indicated by typing "Revision" and the date of the revision in the lower left corner of the page.

4. Group markings (in accordance with HR [redacted] will be stamped or typed to the right of the defense classification at the bottom of the first page. 25X1

5. ENCLOSURES AND ATTACHMENTS

a. Enclosures which are classified Top Secret are identified on the accompanying document by TSC number and by copy number.

Example:

Enclosures:

1. CIA TSC No. 1234, copy No. 2
2. CIA TSC No. 1234/A, copy No. 6, Annex A and B

b. Each enclosure to a TS document will be identified on the first page or cover page in the lower right hand corner.

Example:

Enclosure No. _____ to CIA TSC No. _____.

c. If the attachment is a TS document type "Annex A" or other appropriate letter below the TSC number in the lower right corner of the first page or cover. On each page of the attachment type the word "Annex" followed by the appropriate letter.

6. DISTRIBUTION

The distribution of the original and copies of a TS document is shown on all copies retained in the Agency. To show the distribution follow the form shown in "Procedures".

7. TS CONTROL

After TS correspondence has been prepared all controls for TS material must be initiated. Consult your TS Control Officer for the proper procedure to be followed.

Part III: Top Secret Correspondence

A. POLICY

Top Secret information must be safeguarded from the moment it is prepared. This rule applies to drafts, carbon copies, carbon paper, recordings, typewriter ribbons, etc., as well as the finished work. Within the Agency a Top Secret Control and Cover Sheet (Form 26) will be placed on the top of and attached to each TS document received or prepared. Complete a Cover and Control Sheet upon which is entered the TS Control number, the copy number, number of each page, and other identifying information. Attach the Form 26 to the top of each TS document. This form will remain with the document until it is downgraded, destroyed, or transmitted outside the Agency. All TS documents received by an office must be logged by the area TS Control Officer. An item of correspondence that is assigned a TS classification because it transmits a TS attachment should be marked "Downgraded to _____" when separated from the TS material, provided that the correspondence does not contain TS material.

B. FORMAT

The format for TS correspondence is generally the same as that prescribed in the preceeding chapters except as set forth below.

C. CONTROL IDENTIFICATION

1. The first page of the TS document will bear the TSC number and copy number in the lower right hand corner, about one inch from the bottom of the page.

2. If the document is in the draft stage this may be shown by adding a slash or dash and letter symbol to the TSC number as TSC 1234/A or 1234-A.

3. The final form of a TS document is identified by the TSC number only.

4. If the pages have been revised this is indicated by typing "Revision" and the date of the revision in the lower left corner of the page.

D. Group markings (in accordance with HR [redacted]) will be stamped or typed to the right of the defense classification at the bottom of the first page. 25X1

E. ENCLOSURES AND ATTACHMENTS

1. Enclosures which are classified Top Secret are identified on the accompanying document by TSC number and by copy number.

Example:

Enclosures:

1. CIA TSC No. 1234, copy No. 2
2. CIA TSC No. 1234/A, copy No. 6, Annex A and B

2. Each enclosure to a TS document will be identified on the first page or cover page in the lower right hand corner.

Example:

Enclosure No. _____ to CIA TSC No. _____.

3. If the attachment is a TS document type "Annex A" or other appropriate letter below the TSC number in the lower right corner of the first page or cover. On each page of the attachment type the word "Annex" followed by the appropriate letter.

F. DISTRIBUTION

The distribution of the original and copies of a TS document is shown on all copies retained in the Agency. To show the distribution follow the form shown in "Procedures".

G. TS CONTROL

After TS correspondence has been prepared all controls for TS material must be initiated. Consult your TS Control Officer for the proper procedure to be followed.

ASSEMBLING MEMORANDA FOR FORWARDING

A. Assembling Memoranda

1. Final responsibility for the correct assembly of memoranda rests with the originator. (See PART 1, Para. U, EXHIBIT I). Memoranda correctly assembled will include the following items, as appropriate, in the sequence indicated:

a. Transmittal or Routing Slip, Routing and Record Sheet, as appropriate.

b. Original and courtesy copy, if any, clipped together. (On external memoranda protect original with thin tissue.)

c. Addressed penalty indicia or plain envelopes, as appropriate, for the original and courtesy copy with a postage slip attached, if required.

d. Information copies for addressees outside CIA with addressed envelopes and completed postage slips attached, if required.

e. Information copies (or concurring officials' copies) for distribution within the Agency with addressed routing slips stapled to the copy.

f. Official record copy (yellow tissue).

g. Original incoming memoranda, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the memoranda.

h. Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the (yellow) official record copy is to be retained at either of these levels, prepare an additional copy on plain yellow tissue for ___-RMS. Therefore, an extra copy (or copies) will be prepared on plain white tissue as appropriate for the DDS and the office of the Director.

i. Return copy (if desired) with addressed routing slip for its return.

j. Reference material for return to reference sources.

k. "Hold Back" copy (if desired).

2. In addition to the foregoing:

a. A completed Document Receipt, Form 615, be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.

b. Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.

c. Enclosures will be attached by clips to the original or copies transmitting them.

d. Assembly reference tabs will be attached whenever their use will expedite the review and approval of memoranda. DCI signature tabs should not be attached in office of origin. These will be attached in O/DCI.

e. The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips properly completed and attached to respective material.

f. If necessary, material should be fastened together with paper clips and made a part of the completed assembly by binder clips. Staples should be used with discretion; consideration being given to the amount and type of handling the memoranda may receive.

Approved For Release 2009/04/10 : CIA-RDP74-00005R000200160003-2

g. If it is anticipated that memoranda will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

B. Forwarding Memoranda

Memoranda will be assembled and forwarded through prescribed channels to ERMS for control, processing, and forwarding. Only transmittal media complying with the security requirements of current CIA security regulations will be used.

1. CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT, Form 26

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency. See section 3.

~~TOP SECRET~~

UNCLASSIFIED when blank — TOP SECRET when attached to Top Secret Document — Automatically downgraded to SECRET when filled in form is detached from controlled document.

CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT

DOCUMENT DESCRIPTION		REGISTRY
SOURCE		CIA CONTROL NO.
DOC. NO.		DATE DOCUMENT RECEIVED
DOC. DATE		
COPY NO.		LOGGED BY
NUMBER OF PAGES		
NUMBER OF ATTACHMENTS		

ATTENTION: This form will be placed on top of and attached to each Top Secret document received by the Central Intelligence Agency or classified Top Secret within the CIA and will remain attached to the document until such time as it is downgraded, destroyed, or transmitted outside of CIA. Access to Top Secret matter is limited to Top Secret Control personnel and those individuals whose official duties relate to the matter. Top Secret Control Officers who receive and/or release the attached Top Secret material will sign this form and indicate period of custody in the left-hand columns provided. Each individual who sees the Top Secret document will sign and indicate the date of handling in the right-hand columns.

REFERRED TO	RECEIVED			RELEASED		SEEN BY		
OFFICE	SIGNATURE	DATE	TIME	DATE	TIME	SIGNATURE	OFFICE/DIV.	DATE

NOTICE OF DETACHMENT: When this form is detached from Top Secret material it shall be completed in the appropriate spaces below and transmitted to Central Top Secret Control for record.

DOWNGRADED		DESTROYED		DISPATCHED *(OUTSIDE CIA)*	
TO		BY *(Signature)*		TO	
BY *(Signature)*		WITNESSED BY *(Signature)*		BY *(Signature)*	
OFFICE	DATE	OFFICE	DATE	OFFICE	DATE

FORM 26 USE PREVIOUS EDITIONS. ~~TOP SECRET~~ GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION (40)

UNCLASSIFIED when blank — TOP SECRET when attached to Top Secret Document — Downgraded to SECRET when filled in form is detached from controlled document.

CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT

DOCUMENT DESCRIPTION		REGISTRY
SOURCE		CIA CONTROL NO.
DOC. NO.		DATE DOCUMENT RECEIVED
DOC. DATE		LOGGED BY
COPY NO.		
NUMBER OF PAGES		
NUMBER OF ATTACHMENTS		

ATTENTION: This form will be placed on top of and attached to each Top Secret document received by the Central Intelligence Agency or classified Top Secret within the CIA and will remain attached to the document until such time as it is downgraded, destroyed, or transmitted outside of CIA. Access to Top Secret matter is limited to Top Secret Control personnel and those individuals whose official duties relate to the matter. Top Secret Control Officers who receive and/or release the attached Top Secret material will sign this form and indicate period of custody in the left-hand columns provided. Each individual who sees the Top Secret document will sign and indicate the date of handling in the right-hand columns.

REFERRED TO	RECEIVED			RELEASED		SEEN BY		
OFFICE	SIGNATURE	DATE	TIME	DATE	TIME	SIGNATURE	OFFICE/DIV.	DATE

NOTICE OF DETACHMENT: When this form is detached from Top Secret material it shall be completed in the appropriate spaces below and transmitted to Central Top Secret Control for record.

DOWNGRADED		DESTROYED		DISPATCHED *(OUTSIDE CIA)*	
TO		BY *(Signature)*		TO	
BY *(Signature)*		WITNESSED BY *(Signature)*		BY *(Signature)*	
OFFICE	DATE	OFFICE	DATE	OFFICE	DATE

FORM 26 USE PREVIOUS EDITIONS. 6-64

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND

(40)

~~FOR SECRET USE ONLY~~

1. CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT, Form 26

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency. **See actual sized copy**

3

UNCLASSIFIED when detached to Top Secret Document — Automatically downgraded to SECRET when filled in form is detached from controlled document.

CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT

DOCUMENT DESCRIPTION		REGISTRY
OURCE		CIA CONTROL NO.
OC. NO.		
OC. DATE		DATE DOCUMENT RECEIVED
OPY NO.		
UMBER OF PAGES		LOGGED BY
UMBER OF ATTACHMENTS		

TTENTION: This form will be placed on top of and attached to each Top Secret document received by the Central Intelligence Agency r classified Top Secret within the CIA and will remain attached to the document until such time as it is downgraded, destroyed, or ransmitted outside of CIA. Access to Top Secret matter is limited to Top Secret Control personnel and those individuals whose official uties relate to the matter. Top Secret Control Officers who receive and/or release the attached Top Secret material will sign this form nd indicate period of custody in the left-hand columns provided. Each individual who sees the Top Secret document will sign and ndicate the date of handling in the right-hand columns.

FERRED TO	RECEIVED			RELEASED		SEEN BY		
OFFICE	SIGNATURE	DATE	TIME	DATE	TIME	SIGNATURE	OFFICE/DIV.	DATE

TICE OF DETACHMENT: When this form is detached from Top Secret material it shall be completed in the appropriate spaces below transmitted to Central Top Secret Control for record.

DOWNGRADED		DESTROYED		DISPATCHED *(OUTSIDE CIA)*	
		BY *(Signature)*		TO	
Signature)		WITNESSED BY *(Signature)*		BY *(Signature)*	
ICE	DATE	OFFICE	DATE	OFFICE	DATE

26 USE PREVIOUS EDITIONS.

~~TOP SECRET~~

GROUP 1
EXCLUDED FROM AUTOMATIC

(40)

~~SECRET~~

1. CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT, Form 26

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency. **See actual sized copy on next page.**

~~TOP SECRET~~

[illegible] when attached to Top Secret Document — Automatically downgraded [illegible] form is detached from controlled document.

CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT

[illegible] DESCRIPTION		REGISTRY
[illegible]		CIA CONTROL NO.
[illegible]		DATE DOCUMENT RECEIVED
[illegible]		LOGGED BY
[illegible]		

ATTENTION: This form will be placed on top of and attached to each Top Secret document received by the Central Intelligence Agency or classified Top Secret within the CIA and will remain attached to the document until such time as it is downgraded, destroyed, or transmitted outside the CIA. Access to Top Secret matter is limited to Top Secret Control personnel and those individuals whose official duties relate to the matter. Top Secret Control Officers who receive and/or release the attached Top Secret material will sign this form [illegible] custody in the left-hand columns provided. Each individual who sees the Top Secret document will sign and [illegible] handling in the right-hand columns.

DISPATCHED TO	RECEIVED			RELEASED		SEEN BY		
OFFIC	SIGNATURE	DATE	TIME	DATE	TIME	SIGNATURE	OFFICE/DIV.	DATE

[illegible]UMENT: When this form is detached from Top Secret material it shall be completed in the appropriate spaces below [illegible] Central Top Secret Control for record.

[illegible]NGRADED		DESTROYED		DISPATCHED *(OUTSIDE CIA)*	
		BY *(Signature)*		TO	
[illegible] *(Signature)*		WITNESSED BY *(Signature)*		BY *(Signature)*	
[illegible]	DATE	OFFICE	DATE	OFFICE	DATE

[illegible] PREVIOUS EDITIONS. ~~TOP SECRET~~ GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION (40)

3

INDEX

to 200 words)

page with minimum margins is preferable to two pages with wider margins.

13. "IN REPLY REFER TO". "Refer to" designations are placed at the discretion of originating officials only on correspondence requiring a reply and sent outside the Agency. Their use encourages outside correspondents to identify Agency letters and memorandums to which they are replying. Replies thus identified can be routed readily to the office concerned.

In cases where the phrase has not been printed on the letterhead, type the words "IN REPLY REFER TO" flush with the right margin, three spaces below the last line of the letterhead. Immediately below the phrase "IN REPLY REFER TO," type in block style the organizational symbol of the office of signature as well as that of the originating office, if circumstances permit routing the reply direct to this latter office.

Example: IN REPLY REFER TO:
MS/RMD/RDB

NOTE - The "IN REPLY REFER TO" line is never used in correspondence prepared for signature of the Director or Deputy Director of Central Intelligence.

date shown on a memo

PART IV

REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY

D. Authority to Sign Memoranda

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. The extent to which this authority is delegated further within a component should be established in a supplement.

INDEX

INDEX

A. General

1. Action papers, i.e., papers requesting ~~DCI~~ the Director's or ~~DDCI~~ approval for an Agency action will be forwarded to the Office of the Director in an *original and one copy with attachments* and will be *routed to the ~~DDCI~~ and ~~DCI~~ through the Executive Director*. After action, the original will be returned to the originating component where it becomes the *official record copy*. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months; after which, it will be destroyed.

2. Information papers intended only to inform the ~~DCI or DDCI~~ (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and one carbon. The original will be returned to the originating component after the ~~DCI, DDCI,~~ and Executive Director have been informed with an indication to that effect on the memorandum. (As indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, and then destroyed. Officers attending interdepartmental meetings of importance to CIA should make a record of the meetings, indicating positions and recommendations of the CIA representative and, where appropriate, of others in attendance, and setting forth the actions required by CIA. These memoranda should be forwarded promptly to the Office of the Director.

3. Intelligence information memoranda for the ~~DCI~~ will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the ~~DDCI~~ and the Executive Director. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to ensure that all raw intelligence, special reports, or other information of interest or concern to the principal officers of CIA or of the Government are promptly called to the attention of the Office of the Director.

4. Memoranda or letters going outside the Agency prepared for the ~~DCI~~ or the ~~DDCI~~'s signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official," and one marked for the "Executive Registry." (Additional copies are to be determined by the originating office.) After signature, the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry, and the remainder will be controlled and disseminated as indicated by the office of origin. Secretaries should consult the *senior secretaries within their own division or office* for additional guidance on the preparation of memoranda and letters for the signature or approval of the ~~DCI~~ or the ~~DDCI~~. *It is the*

a. For the DDCI the complimentary close and signature shall be:

Sincerely,

(5 Spaces)

(Name)
(Military title, if any)
Deputy Director

b. Whenever the DDCI signs in the absence of the Director, the signature will be shown as:

Sincerely,

(5 Spaces)

(Name)
(Military title, if any)
Acting Director

3. Enclosures will be typed and identified on the original and all copies.

4. Identification of originator, typist, date of preparation, and the distribution of all copies will be shown on the internal copies only.

5. All envelopes, mailing slips, and document receipts will be prepared and attached in the office of origin. DCI signature tabs will be attached in the O/DCI. The order of assembly of the material is contained in the section entitled, "Assembling Memoranda for Forwarding."

E. Memorandum Format

On memoranda prepared for the signature of the DCI or DDCI:

1. The headings shall conform to general standards prescribed for other Agency memoranda.

2. Paragraphs will be numbered, except when the memorandum is addressed to the President or the memorandum consists of only one paragraph.

3. Five lines below the text and two spaces to the right of the center of the page, the signature of the Director or the Deputy Director of Central Intelligence shall be typed in initial caps, except on memoranda the DCI's name will be in all caps with the title centered immediately below Example:

For the DCI

(Name)
Director

For the DDCI

(Name)
(Military title, if any)
Deputy Director

4. In the Director's absence, "Acting Director" is substituted for "Deputy Director" and Office of the Director stationery is used. Example:

(Name)
(Military title, if any)
Acting Director

EXHIBIT 6

UMS (DATE)

Agency and component's MEMORANDA AND LETTERS

ADDRESSED TO THE OFFICE OF THE DIRECTOR

1. Originators will insure that all such memoranda open with a sentence similar to one of the three below:

a. "This memorandum is for information only; particular reference is made to paragraphs _____, _____, and _____."

b. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____."

c. "This memorandum suggests action on the part of the DCI (or DDCI, Executive Director-Comptroller, or DD/S); this action is contained in paragraph _____."

2. In the place provided for the approving signature, the following statement shall be typed: "The recommendation(s) in paragraph _____ is (are) approved." On the same sheet requesting approval by the DCI, DDCI, or the Executive Director-Comptroller, provision will be made for the concurrence of the DD/S and other appropriate officers including a place for the date as shown on the following page.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

STATINTL

This Notice Expires 1 April 1967

RECORDS AND CORRESPONDENCE

HN [redacted]
11 January 1967

PREPARATION OF CORRESPONDENCE

1. Effective immediately, papers for the signature of the Deputy Director of Central Intelligence will be prepared as follows:

Classified documents

Rufus Taylor
Vice Admiral, U.S. Navy
Deputy Director

or, as appropriate,

Rufus Taylor
Vice Admiral, U.S. Navy
Deputy Director of Central Intelligence

Unclassified documents

Rufus L. Taylor
Vice Admiral, U.S. Navy
Deputy Director

or

Rufus L. Taylor
Vice Admiral, U.S. Navy
Deputy Director of Central Intelligence

When a complimentary close is required, "Sincerely," will be used.

STATINTL

2. As announced in HN [redacted] dated 6 November 1966, a courtesy copy of all papers addressed to the Director of Central Intelligence or prepared for the Director's signature will be provided for the Deputy Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A9a

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

~~ADMINISTRATIVE - INTERNAL USE ONLY~~ 66-4796

STATINTL

This Notice Expires 1 January 1967

RECORDS AND CORRESPONDENCE HN

PREPARATION OF CORRESPONDENCE

1. Effective immediately, a courtesy copy of papers addressed to the Director of Central Intelligence or prepared for his signature will be provided for the Deputy Director of Central Intelligence.

2. Papers prepared for the signature of the Deputy Director of Central Intelligence will show one of the following signature lines, as appropriate:

Rufus Taylor
Vice Admiral, U.S. Navy
Deputy Director

Rufus Taylor
Vice Admiral, U.S. Navy
Deputy Director of Central Intelligence

When a complimentary close is required, "Sincerely," will be used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB

Distribution:
0 & 1 - DD/S
1 - ER

~~ADMINISTRATIVE - INTERNAL USE ONLY~~ DDS

A. General

United States postal regulations require that return addresses on registered mail include the name of the Agency. Domestic memoranda and letters with a defense classification of SECRET or CONFIDENTIAL forwarded outside the Agency by each component marked as registered mail will be accompanied by a completed Form 239, EXHIBIT I, or Form 1637, EXHIBIT II.

B. Procedures

Each one division or Agency component is responsible for preparing the envelopes and the documentation required for all correspondence it forwards through registered mail facilities.

1. The return address to be used for official *overt domestic* mail when there are no security restrictions is:

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505

Penalty indicia envelopes will be used. The return address will be placed in the left corner above the notation, "official business," and needs no other sender identification.

2. Mail forwarded as registered mail using the Agency as the return addressee is to be accompanied by a copy of Form 239, "Request for Postage," with the appropriate blocks completed. (See EXHIBIT I.) The originating office should be shown along with the originator's true name on the form.

3. When the identity of the Agency must be protected, letter drops are to be used.
Penalty indicia envelopes will not be used.

4. Mail forwarded with a letter drop as the return address is sent to the Office of Security Mail Room and is to be accompanied by Form 1637, "Request for Office of Security Mailing," rather than Form 239. This form is to be completed as shown. (See EXHIBIT II.) The true name of the originator may also appear on the form as the sender.

5. No ~~scotch~~ tape on registered mail; NO TAPE on registered mail - except paper tape used only on packages.

A. General

United States postal regulations require that return addresses on registered mail include the name of the Agency. Domestic memoranda and letters with a defense classification of SECRET or CONFIDENTIAL forwarded outside the Agency by each component marked as registered mail will be accompanied by a completed Form 239, EXHIBIT I, or Form 1637, EXHIBIT II.

B. Procedures

Each one division or Agency component is responsible for preparing the envelopes and the documentation required for all correspondence it forwards through registered mail facilities.

1. The return address to be used for official *overt domestic* mail when there are no security restrictions is:

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505

Penalty indicia envelopes will be used. The return address will be placed in the left corner above the notation, "official business," and needs no other sender identification.

2. Mail forwarded as registered mail using the Agency as the return addressee is to be accompanied by a copy of Form 239, "Request for Postage," with the appropriate blocks completed. (See EXHIBIT I.) The originating office should be shown along with the originator's true name on the form.

3. When the identity of the Agency must be protected, letter drops are to be used.
Penalty indicia envelopes will not be used.

4. Mail forwarded with a letter drop as the return address is sent to the Office of Security Mail Room and is to be accompanied by Form 1637, "Request for Office of Security Mailing," rather than Form 239. This form is to be completed as shown. (See EXHIBIT II.) The true name of the originator may also appear on the form as the sender.

INDEX

PART IX

REGISTERED MAIL AND OFFICE OF SECURITY MAILING PROCEDURES

PART V

FORMS OF ADDRESS

PART V

FORMS OF ADDRESS

INDEX

A. General

1. The form of address, salutation, and complimentary close are frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

2. The following forms of address are conventional forms in general use. They may be varied under certain conditions. For example:

"Honorable" may be replaced by a title such as "General," "Dr." or "His Excellency." All Presidential appointees except Cabinet Officers are addressed as "The Honorable," and federal and state elective officials are addressed as "Honorable." As a general rule, county and city officials, with the exception of mayors, are not addressed as "Honorable." A person once entitled to "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his lifetime.

3. In salutations to persons in positions that may be held by men or by women, only the title, "Mr.," is shown in the examples given here.

When a woman occupies the position, the title, "Madam," is substituted for "Mr." before such formal terms as "President," "Vice-President," "Chairman," "Secretary," "Ambassador," and "Minister." The title, "Miss" or "Mrs.," is substituted for "Mr." when the surname, rather than formal title, follows.

4. When inter-agency mail is delivered in Washington, D. C., by the official mail and messenger service "Washington, D. C.," may be omitted from the letter and the envelope.

5. Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

B. Forms Of Address

The forms of address, the address to be used in a letter, and the envelope, as well as the salutation and complimentary close for each type of correspondence, are shown in EXHIBIT 1.

A. General

1. The form of address, salutation, and complimentary close are frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

2. The following forms of address are conventional forms in general use. They may be varied under certain conditions. For example:

"Honorable" may be replaced by a title such as "General," "Dr." or "His Excellency." All Presidential appointees except Cabinet Officers are addressed as "The Honorable," and federal and state elective officials are addressed as "Honorable." As a general rule, county and city officials with the exception of mayors, are not addressed as "Honorable." A person once entitled to "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his lifetime.

3. In salutations to persons in positions that may be held by men or by women, only the title, "Mr.," is shown in the examples given here.

When a woman occupies the position, the title, "Madam," is substituted for "Mr." before such formal terms as "President," "Vice-President," "Chairman," "Secretary," "Ambassador," and "Minister." The title, "Miss" or "Mrs.," is substituted for "Mr." when the surname, rather than formal title, follows.

4. When inter-agency mail is delivered in Washington, D. C. by the official mail and messenger service "Washington, D. C.," may be omitted from the letter and the envelope.

5. Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

B. Forms Of Address

The forms of address, the address to be used in [illegible] and the envelope, as well as the salutation and complimentary close for each type of correspondence, are shown in [illegible] EXHIBIT 1.

EXHIBIT 1

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

ADDRESSEE	ADDRESS (Use proper ZIP code)	SALUTATION AND COMPLIMENTARY CLOSE 1/
The President	The President The White House Washington, D.C. 20501	Dear Mr. President: Respectfully yours,
The Vice President	The Vice President United States Senate Washington, D.C. 20501	Dear Mr. Vice President: Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington, D.C. 20501	Dear Mr. (surname): Sincerely yours,
American Ambassador (man)	Honorable (full name) American Ambassador (Complete address) 2/	Dear Mr. Ambassador: Very truly yours,
American Ambassador (woman)	Honorable (full name) American Ambassador (Complete address) 2/	Dear Madam Ambassador: Very truly yours,
American Minister (man)	Honorable (full name) American Minister (Complete address) 2/	Dear Mr. Minister: Very truly yours,
American Minister (woman)	Honorable (full name) American Minister (Complete address) 2/	Dear Madam Minister: Very truly yours,

1/ If the Director or Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely." EXCEPTION: Letters addressed to The President or Vice President carry "Respectfully yours."

2/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
American Consul, Consul General, or Vice Consul	(Full name), Esq. American Consul (Complete address)	Dear Mr. (surname): Very truly yours,
Diplomatic Representative (foreign)	His Excellency (Name) Ambassador (or Minister) of (country) (Complete address) 1/	Dear Mr. Ambassador: or Dear Mr. Minister: Very truly yours,
President of the Senate	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr. (surname): Very truly yours,
Committee Chairman United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Very truly yours,
Senator	Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Very truly yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker: Very truly yours,
Committee Chairman House of Representative	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Very truly yours,

1/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Representative	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Very truly yours,
The Chief Justice	The Chief Justice The Supreme Court Washington, D.C. 20543	Dear Mr. Chief Justice: Very truly yours,
Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court Washington, D.C. 20543	Dear Mr. Justice (surname): Very truly yours,
Judge	Honorable (full name) Judge of the (name of court) (Street address) (City, zone, State)	Dear Judge (surname): Very truly yours,
Secretary of State	The Honorable The Secretary of State Washington, D.C. 20520 or The Honorable (full name) The Secretary of State Washington, D.C. 20520	Dear Mr. Secretary: Very truly yours, Dear Mr. (surname): Very truly yours,
Postmaster General	The Honorable The Postmaster General Washington, D.C. 20260 or The Honorable (full name) The Postmaster General Washington, D.C. 20260	Dear Mr. Postmaster General: Very truly yours, Dear Mr. (surname): Very truly yours,

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Attorney General	The Honorable The Attorney General Washington, D.C. 20530 or The Honorable (full name) The Attorney General Washington, D.C. 20530	Dear Mr. Attorney General: Very truly yours, Dear Mr. (surname): Very truly yours,
Secretary of Defense	The Honorable The Secretary of Defense Washington, D.C. 20301 or The Honorable (full name) The Secretary of Defense Washington, D.C. 20301	Dear Mr. Secretary: Very truly yours, Dear Mr. (surname): Very truly yours,
Secretary of the Army Secretary of the Navy Secretary of the Air Force	Honorable (full name) Secretary of the (service) Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
Under Secretary of (any Department)	The Honorable (full name) The Under Secretary of_____ Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
Assistant Secretary of (any Department)	The Honorable (full name) The Assistant Secretary of_____ Washington, DC./zip	Dear Mr. (surname): Very truly yours,
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington, D.C. 20503	Dear Mr. (surname): Very truly yours,

Part V — Forms of Address

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
The Comptroller General	Honorable (full name) The Comptroller General of the United States Washington, D.C. 20220	Dear Mr. (surname): Very truly yours,
Civil Service Commission	Civil Service Commission Washington, D.C. 20415	Commissioners: Very truly yours,
Head of an Independent Agency	Honorable (full name) Administrator (Name of agency) Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
The Public Printer	Honorable (full name) The Public Printer Government Printing Office Washington, D.C. 20401	Dear Mr. (surname): Very truly yours,
President of a Board	Honorable (full name) President (Name of board) Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
Chairman of a Board	Honorable (full name) Chairman (Name of board) Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
Chairman of a Commission	Honorable (full name) Chairman (Name of commission) Washington, D.C./zip	Dear Mr. (surname): Very truly yours,
Chief of Staff (Army or Air Force)	General (full name) Chief of Staff United States Army (or Air Force) Washington, D.C./zip	Dear General (surname): Very truly yours,

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Chief of Naval Operations	Admiral (full name) Chief of Naval Operations United States Navy Washington, D.C. 20350	Dear Admiral (surname): Very truly yours,
Judge Advocate General, Navy	(Full rank and name) Judge Advocate General United States Navy Washington, D.C. 20350	Dear Admiral (surname): Very truly yours,
Judge Advocate General, Army or Air Force	(Full rank and name) Judge Advocate General United States Army (or Air Force) Washington, D.C. 20301	Dear General (surname): Very truly yours,
Commandant (USMC)	The Commandant United States Marine Corps Headquarters, USMC Washington, D.C. 20380	Dear General (surname): Very truly yours,
Commissioned Officer - Admiral through Commander (Navy and Coast Guard); General through 2d Lt. (Army, Air Force, USMC)	(Full rank and name) 1/ (Position or organization title if known) (Name of station) (City, State)	Dear (rank and surname): 2/ Very truly yours,
Commissioned Officer - Lt. Commander through Ensign (Navy and Coast Guard)	(Full rank and name) 1/ (Position or organization title if known) (Name of station) (City, State)	Dear Mr. (surname): Very truly yours,

1/ Include service designation (i.e., USA, USAF, USN, USCG, USMC) if appropriate.
2/ Address a Lt. Colonel as "Colonel," a 1st or 2d Lieutenant as "Lieutenant."

INDEX

A. Assembling Memorandums

1. Final responsibility for the correct assembly of memorandums rests with the originator. (See Correspondence Handbook, PART I, Para. U, and EXHIBIT I). Memorandums correctly assembled will include the following items, as appropriate, in the sequence indicated:

a. Transmittal ~~or~~ Routing Slip, Routing and Record Sheet, as appropriate. 241 237 610 see Part VIII, Para. C, D + E. on use

b. Original and courtesy copy, if any clipped together. (On external memorandums protect original with thin tissue.)

c. Addressed penalty indica or plain envelopes, as appropriate, for the original and courtesy copy with a postage slip attached, if required.

d. Infromation copies for addressees outside the Agency with addressed envelopes and completed postage slips attached, if required.

e. Information copies (or concurring officials' copies) for distribution within the Agency with addressed routing slips stapled to the copy.

f. Official record copy (yellow tissue)

g. Original incoming memorandums, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the memorandums.

h. Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official (yellow) record copy is to be retained at either end or level, prepare an additional copy on plain yellow tissue for the office RMS. Therefore, an extra copy (or copies) will be prepared on plain white tissue as appropriate for the DDS and the office of the Director, or routing thru them

i. Return copy (if desired) with addressed routing slip for its return.

j. Reference material for return to reference sources.

k. "Hold Back" copy (if desired).

2. In addition to the above:

a. A completed Document Receipt, Form 615, be attached to each original or copy requiring a receipt in accordance with current Agency Security Regulations.

b. Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within the particular office and such a means of indicating distribution is adequate for routing, routing slips need <u>not</u> be attached to the copies.

INDEX

Retained

PART VII

ENVELOPES AND MAILING

SIZE		COST PER PIECE
POST CARDS	Regular Mail Airmail	$ .04 .06
SMALL ENVELOPES *(not exceeding 5½" x 11")*	Regular Mail Airmail	.05 .08
LARGE ENVELOPES	Regular Mail Airmail	.15 .24
ODD-SIZE *(envelopes over 11" x 13" or of unusual size or shape or small packets)*	Regular Mail Airmail	.45 .75
PACKAGES	Regular Mail Airmail	.90 4.50

SERVICE	COST PER PIECE *
REGISTERED MAIL	$ .75
CERTIFIED MAIL	.30
INSURED MAIL	.30
RETURN RECEIPTS	.10
SPECIAL DELIVERY	.60
SPECIAL HANDLING	.50

* CHARGE IN ADDITION TO COST FOR REGULAR SERVICE

drop

Postage Rates for Official Mail

Section B. ADDRESSING MAIL

122. Addressing Envelopes for Transmittal Outside CIA

a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.

b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.

c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

123. Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

a. Office of origin.

b. Office designation of addressee (position title or name may be added if desired).

c. Building designation.

d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE	RETURN ADDRESS		TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
	CIA, FBIS, or SSU	OTHER		
Inner envelope for the transmission of double-sealed classified material			Nonpenalty	No
Within Headquarters			Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)			Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X		Penalty	No
		X	Nonpenalty	Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X		Penalty	Yes
		X	Nonpenalty	Yes
Registered Mail	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes
Registered Mail - Return Receipt Requested	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes

TYPES OF PENALTY AND NONPENALTY ENVELOPES AND LABELS FOR TRANSMITTING OFFICIAL MAIL

25X1

Section B. ADDRESSING MAIL

122. Addressing Envelopes for Transmittal Outside CIA

a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.

b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.

c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

123. Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

a. Office of origin.

b. Office designation of addressee (position title or name may be added if desired).

c. Building designation.

d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

b. Agency and interagency messenger services.

(1) When a routing slip is addressed for delivery by an agency messenger, it should contain the name and title of the addressee and the name or code of his office, in sufficient detail to insure delivery.

(2) When a plain or postage and fees paid envelope is addressed for delivery by a messenger, it should contain the name and title of the addressee, and the name and code of his office, in sufficient detail to insure delivery. For interagency mail, the addressee's agency should also be included and, if applicable, the "Stop" number. Single space the address and put the "Stop" number two lines below it.

EXAMPLE:

Mr. John Doe, A9
Department of Justice

Stop 219

(3) When addressing the chain type of envelope, cross out the used spaces. Enter the name and title of the addressee and the name or code of his office on the left side of the address space, in sufficient detail to insure delivery. If the addressee is in another agency, include his agency's name in the address, and put the correct "Stop" number in the space provided to the right.

[redacted] [redacted]

SIZE		COST PER PIECE
POST CARDS	Regular Mail Airmail	$ .04 .06
SMALL ENVELOPES *(not exceeding 5½" x 11")*	Regular Mail Airmail	.05 .08
LARGE ENVELOPES	Regular Mail Airmail	.15 .24
ODD-SIZE *(envelopes over 11" x 13" or of unusual size or shape or small packets)*	Regular Mail Airmail	.45 .75
PACKAGES	Regular Mail Airmail	.90 4.50

SERVICE	COST PER PIECE *
REGISTERED MAIL	$ .75
CERTIFIED MAIL	.30
INSURED MAIL	.30
RETURN RECEIPTS	.10
SPECIAL DELIVERY	.60
SPECIAL HANDLING	.50

* CHARGE IN ADDITION TO COST FOR REGULAR SERVICE

Postage Rates for Official Mail

INDEX

E. Routing and Record Sheet, Form 610

The extent of review and concurrence in offices through which memorandums may pass is often indefinite. Therefore, for memorandums of more than a routine nature, provisions should be made for extended routing. The form provides space for added comments and serves as a protective covering over the original.

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: | EXTENSION | NO.

DATE

TO (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.				
2.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

F. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDENTIAL and above, transmitted between buildings within or outside CIA, are customarily accounted for by a Courier Receipt. Receipts are prepared in an original and two copies. Copy one is inserted in the window pocket or securely attached to the envelope or package without a window pocket. Copies 2 and 3 contain logging information for use by the originator and the recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. Copy 3 becomes the log record in the receiving office.

FROM	NO. E 492608
	DATE
TO:	TYPE OF MATERIAL ENVELOPE (S) PACKAGE (S) OTHER

ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.

SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT

COURIER'S RECEIPT 1

FORM 6-60 240 USE PREVIOUS EDITIONS (24-25)

COURIER RECEIPT AND LOG RECORD

G. Document Receipt, Form 615

A Document Receipt is required for all memorandums classified SECRET or CONFIDENTIAL transmitted outside CIA. Its use is optional for classified memorandums transmitted within the Agency. Document Receipts are prepared in an original and one copy. The original is transmitted with the memorandums, the duplicate copy is retained by the office until the original bearing the recipient's signature is returned. The duplicate copy is then destroyed.

FRONT

CENTRAL INTELLIGENCE AGENCY **DOCUMENT RECEIPT**	**NOTICE TO RECIPIENT** Sign and Return as Shown on Reverse Side	COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)	ROOM	BLDG.	DATE DOCUMENT(S) SENT

DESCRIPTION OF DOCUMENT(S) SENT

CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS

RECIPIENT

ADDRESS OF RECIPIENT	SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))	
	OFFICE	DATE OF RECEIPT

FORM 12-61 615 USE PREVIOUS EDITIONS (33)

[redacted]

TO CIA RECEIPIENT: Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

TO: NON-CIA RECIPIENT

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY

Washington, D.C. Stop 64

20505

☆ GPO : 1962 O - 661682

BACK

DD/S 65-0000

INFORMAL MEMORANDUM

This form may be addressed by title or name [redacted]

MEMORANDUM FOR: Director of Personnel

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

R. L. Bannerman

OR, VERY INFORMAL

This form never used for ExDir, DDCI or DCI.

MEMORANDUM FOR: Mr. Echols

Eck:

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

EXTRACT
A portion of any correspondence which is sent to an office or person for information.

DD/S 65-0000

6 January 1963
(The date the material quoted was written)

MEMORANDUM FOR THE FILE

E-X-T-R-A-C-T

"4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, etc.

"a. Xxxxxxxxx, etc.

"b. Xxxxxxxxx, etc.

E-X-T-R-A-C-T

DD/S:RLB:fp)
Distribution:)
O - D/Log on 10 January 63)
1 - DD/S chrono)
1 - DD/S subject)

On DD/S copies only

APPROVAL MEMORANDUM DD/S 65-0000

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Xxxxxxxxxxxxxx Xxxxxxxxxxxxxx Xxxxx

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx.

3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx.

4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx.

R. L. Bannerman
Deputy Director
for Support

The recommendation contained in paragraph 4 is approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:
O - DD/S
1 - ER
1 - DD/S chrono
1 - DD/S subject (w/held)
1 - (any information addressee)

(Distribution shown on original on approval papers only.)

MEMORANDUM FOR THE FILE DD/S 65-0000

MEMORANDUM FOR THE FILE

SUBJECT: Xxxxxxxxxxxxxxxx Xxxxxxxxxxxx

1. Xxxxxxxxxxxxxxxxx, etc.

2. Xxxxxxxxxxxxxxxxx, etc.

3. Xxxxxxxxxxxxxxxxx, etc.

R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:fp)
Distribution:) Shown on original.
O - DD/S subject)
1 - DD/S chrono)

PART VIII

MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA

2. MEMORANDUM FOR: Form 101

This form is used for brief informal memoranda within the Agency. It may be handwritten.

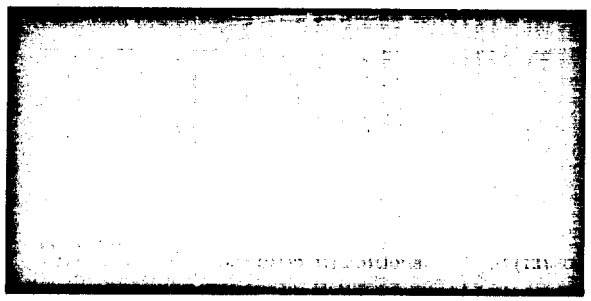
MEMORANDUM FOR:

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

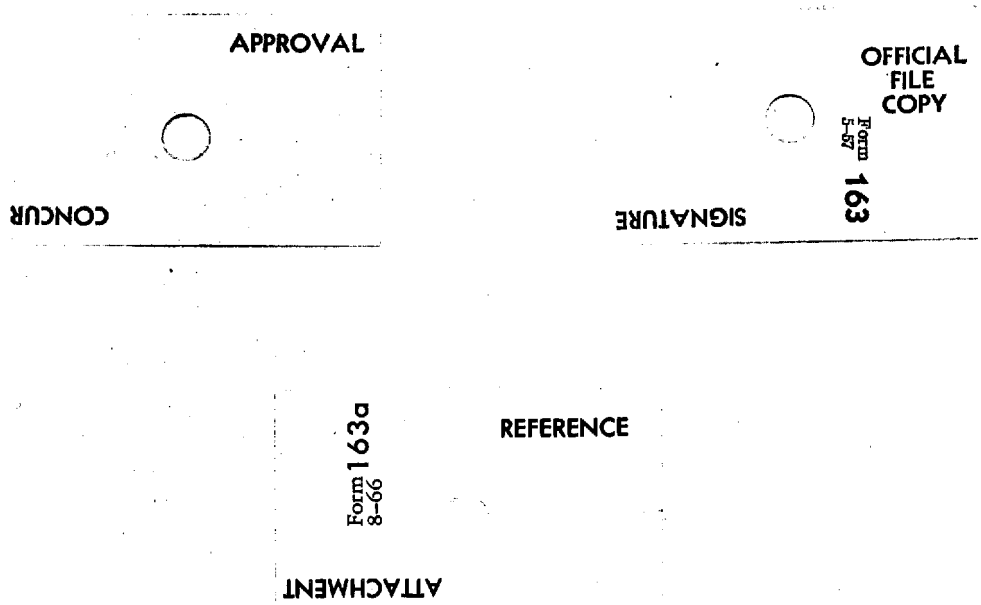
3. PRIORITY TAG, Form 160

This form aids in expediting the routing and processing of correspondence whenever other than routine handling is required. The tag is colored red, size 3" x $1\frac{1}{2}$", and is reusable.



4. REFERENCE TABS, Forms 163 and 163a

These forms are an invaluable aid to officials reviewing correspondence. They are particularly helpful when correspondence is bulky or is to be reviewed by several officials. Form 163 is used to indicate: signature; official file copy; concurrence and approval. Form 163a is used to indicate: attachments and references.



Reference tabs are designed for repeated use. They are attached with paper clips as shown. These tabs are available at Building Supply Rooms.

5. OFFICIAL ROUTING SLIP, Form 237

Correspondence or other material routed in consecutive order to two or more parties in Headquarters is transmitted by an Official Routing Slip. This form is also available without CIA identification.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

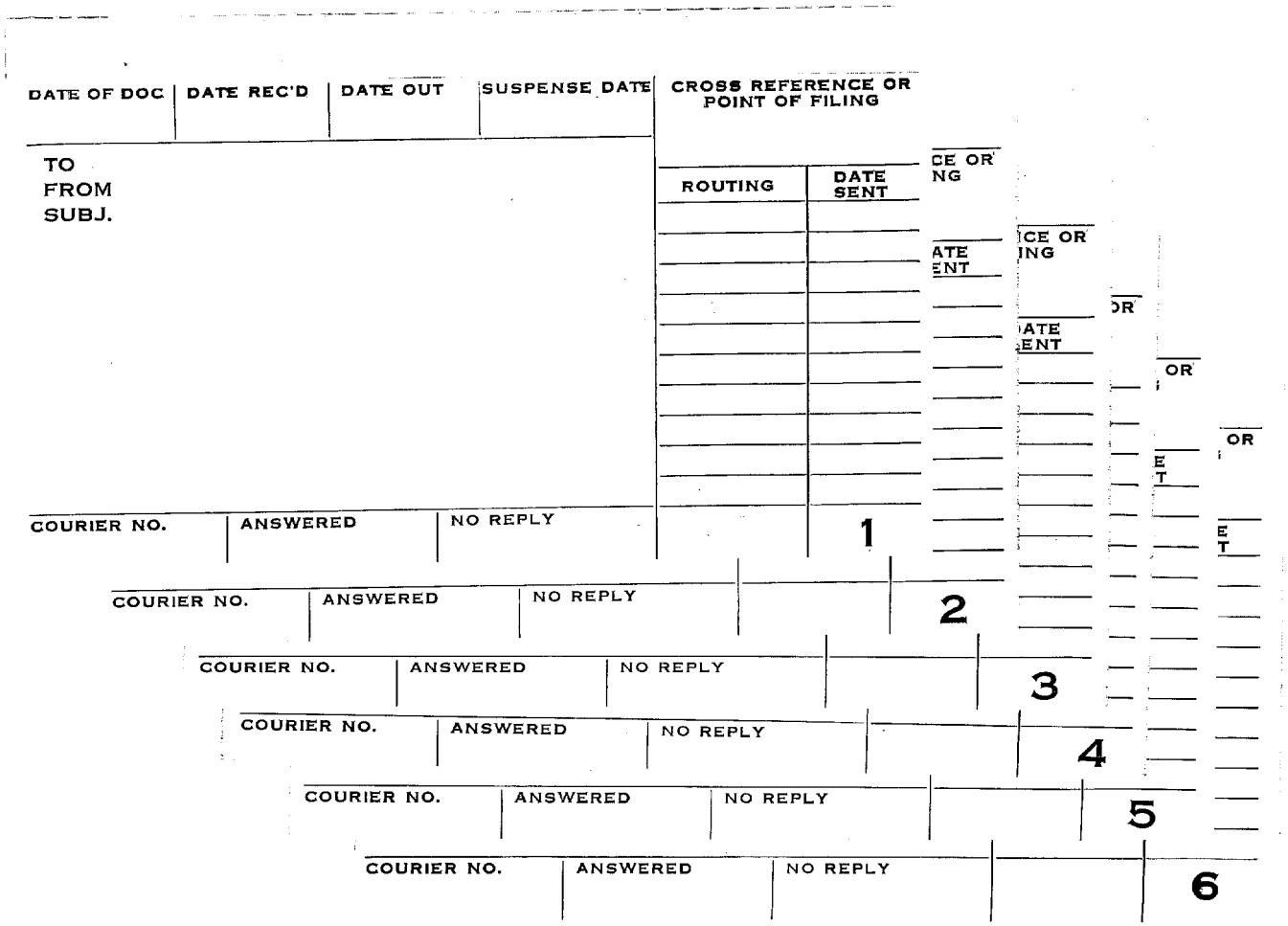
	UNCLASSIFIED		CONFIDENTIAL		SECRET

FORM NO. 237 Use previous editions (40)
2-61

PART VIII MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA

6. DOCUMENT CONTROL, Form 238

This six-part form is designed to provide intra-office mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.



7. COURIER RECEIPT AND LOG RECORD, Form 240

All envelopes or packages containing material classified CONFICENTIAL and above, and transmitted between CIA buildings or outside CIA, are customarily accounted for by Courier Receipts. Receipts are prepared in an original and two copies. Copy No. 1 is inserted inserted in window pocket of envelope or securely attached to envelope or package without window pocket. Copies No.2 and No. 3 have space for logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy No. 3 shall be inserted inside the package to be delivered to the addressee. Copy No. 3 becomes the log record in the receiving office.

FROM

NO. F 308120

DATE

TO:

TYPE OF MATERIAL

ENVELOPE (S)

PACKAGE (S)

OTHER

ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.

SIGNATURE OF RECIPIENT (NOT INITIALS) | DATE AND TIME OF RECEIPT

COURIER'S RECEIPT 1

FORM 6-60 240 USE PREVIOUS EDITIONS (24-25)

COURIER RECEIPT AND LOG RECORD

COURI M

TO

FROM

SEALED ENVE

SEALED PACK

LOCKED MAIL

SIGNATURES CONSTI CEIVED IN GOOD CO

1. SIGNATURE OF O

TURES

PICKUP

Date | Time

IPT

Date | Time

Form 240a 5-59 Use Previous Edition (25-33)

Form 240a (pink) is used for transmitting Top Secret material.

8. TRANSMITTAL SLIP, Form 241

This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

9. ROUTING AND RECORD SHEET, Form 610

The extent of review and concurrence in offices through which correspondence may pass is often not known before. New provisions should be made for, extended routing. The routing and record sheet serves this purpose. It provides space for comments and serves as a protective covering for the original.

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO.

DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				
2.				
3.				
4.				
5.				
13.				
14.				
15.				

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

10. DOCUMENT RECEIPT, Form 615

A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the origninal bearing the recipient's signature is returned. The copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY **DOCUMENT RECEIPT**	**NOTICE TO RECIPIENT** Sign and Return as Shown on Reverse Side	COURIER REC. NO.	DATE SENT

SENDER OF DOCUMENT(S)	ROOM	BLDG.	DATE DOCUMENT(S) SENT

DESCRIPTION OF DOCUMENT(S) SENT

CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS

RECIPIENT

ADDRESS OF RECIPIENT	SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))	
	OFFICE	DATE OF RECEIPT

FORM 12-61 615 USE PREVIOUS EDITIONS (33)

TO: CIA RECIPIENT

Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

TO: NON-CIA RECIPIENT

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D.C. Stop 64

11. MEMORANDUM FOR THE RECORD, Form 1954

This forms is used to record important data or events.

CLASSIFICATION

MEMORANDUM FOR THE RECORD	DATE
SUBJECT	FILE NUMBER

OFFICE AND TITLE	SIGNATURE

FORM 7-62 1954

CLASSIFICATION

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(40)

DD/S 65-0000

REGULAR MEMORANDUM I
See RM II for those going to ExDir,
DDCI and DCI by title.

MEMORANDUM FOR: Director of Personnel

SUBJECT : Xxxxxxxxxxxx Xxxxxxxxxxxxx

REFERENCE : Memo dtd 5 Oct 65 to DD/S fr D/Pers, same subject (or . . .subj: Holiday Duty)

1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxx.

2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

R. L. Bannerman
Deputy Director
for Support

DD/S 65-0000

REGULAR MEMORANDUM II
Going to ExDir, DDCI, or DCI
by title.

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Xxxxxxxxxxxxxxxxx Xxxxx Xxxxxxxxxxxx

1. This memorandum is for your information only.

2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxx.

R. L. Bannerman
Deputy Director
for Support

INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director
Department of. . . . . .
0000 1st Street, N.W.
Washington, D.C. 00000

rather than

Mr. John W. Smith
Director
Department of. . . . .
0000 1st Street, N.W.
Washington, D.C. 00000

2. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk
The Secretary of State

SUBJECT :

rather than the letter format.

REFERENCE LINES

DD/S 65-0000

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCE : Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and DD/S&T fr ExDir-Compt, same subject

... there is more than one reference:

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCES : (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and DD/S&T fr ExDir-Compt, same subject

(b) Memo dtd 5 Nov 65 to ExDir thru DD/S fr DD/P, same subject

PROPER WAY OF LI NG ATTACHMENTS

R. L. Bannerman
Deputy Director
for Support

Att
Memo dtd 5 Nov 65 to DD/S
fr D/Pers, subj: Recruitment

) If the attachment is clearly spelled out
) in the body of the memorandum, there is no reason to spell it out here.
BUT -- Do NOT use the phrase "As stated", simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts
Att 1: Memo dtd 5 Nov 56 to DD/S
fr D/Pers, subj: Recruitment
Att 2: Memo dtd 23 Oct 65 to DD/S
fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they are shown as follows:

R. L. Bannerman
Deputy Director
for Support

Att
Reference (or, Referent memorandum)

cc: General Counsel
Director of Personnel

NOTE: Memoranda have "Attachments"
Letters have "Enclosures"

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

Richard Helms
Director

Attachment

******

ON CIA COPIES ONLY:
DD/S:RLB:fp (ON DD/S COPIES ONLY)
Distribution:
O&1 - Addressee w/att
1 - Signing Official w/att
1 - ER w/att
2 - DD/S w/att
1 - D/Sec w/att

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

~~SECRET~~
(When Filled In)

SPEED LETTER	REPLY REQUESTED				DATE
		YES		NO	LETTER NO.

TO : ATTN:	FROM:

SIGNATURE

REPLY	DATE

SIGNATURE

RETURN TO ORIGINATOR

FORM 5-61 1831

~~SECRET~~

~~CONFIDENTIAL~~

~~[illegible]~~ 9/26/67 / T.E.

DELETED

OCA
Sheets

25X1

~~CONFIDENTIAL~~