26 Sept 67

MEMORANDUM FOR:

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA, State, and FAA manuals—I would from my brief look at DIA's that they still use OP Form 10, merge data on memos and letters but do use GOV't letter to a degree and have heavy dividers between their chapters. State says USIA and AID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

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

(47)

**STAT** 

_ 1	Approved For Pologos	e 2006/12/14 : CIÄ-RDP7	1 0000ED0002001E000	
AUTHOR & DATE	Approved For Release	GSA 1967 Draft	STATE, March 1966	STAT FAA, October, 1964
Forms of Address	Ю	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	
Reports, Minutes, Agendas	МО	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chante 3 on telegrams wire services i unique.
TS Correspond.	YTS, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	<b>N</b> O
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 182 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	YES, have adopt it.
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exception	· ·	YES, cf. Chps. 1 and 2
mailing let- ters and memos separabe	Yes, again the two are not merged.	See above; also refer to its Chps 3&\$\delta\$ on mails and telegrams.	YES, see its Chps. 3-7 of Part I	Y''' see Chps.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandums"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>b</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropped from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Ap <b>veaftor</b> Relie se	NO as it is 2006/14/14CUA-RDF7	YE <b>Z.</b> esp. <b>see</b> 74-00005R00020045000	YES, esp. Chps

Regardered Mail and Agency ail

Examples made disting from text

Approved For Release 2006/12/14: CIA-RIPP74-00005R00020015 0005-2 Yes, after OK from mailroom people as Part IX

NO as it is government wide.

YEZ, esp. see Chps. 4-7 of Part I

YES, esp. Chps 3 and 4.

Examples are

YES to a large degree; word, EXAMPLE is all caps or exhibits is bordered by bold face lines.

NO, most are in text/same style print; few are separate YES either they are separate or in bold face.

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	Approved For Release 2	006/12/14 : CIA-RDP74-0	0005R000200150005-2	
TITLE &				STAT
AUTHOR & DATE				
Forms of Address	NO	YES in Chp. 3, Section C	YES as Part V	NO
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Reports, Minutes, Agendas	МО	N <del>O</del>	N0, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YTS, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
granus de trade de la california de la compositiva della compositi	the second of th	And the second of the second o	and the second of the second o	· · · · · · · · · · · · · · · · · · ·
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMMO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	N <del>O</del>	NO	NO
	en de la companya de La companya de la co	and the second s	gradients water and	
Letters kept separat from memos	Yes, separate "Parts" on each/not merg	Chp 2 on memo &	ď	Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/proc
mailing let- ters and memos separa	two are not	No, all merged in Chp 6 on gen- eral correspond.	YES but with reference to COMMO	Again, the separ gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms use were "Directo & "memorandum	"memorand <u>a</u> " is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dum</u> is used.
محارب والمعتم وبالما يهمون	e participate de la companya de la c	ay sa ta ara a ta a ta a ta a ta a ta a ta	المت الاقولية في المساحدين المالية العربي الرابي والرابي	<ul> <li>The control of the second of th</li></ul>
Use of Optional Form 10	No, that form has been drop from the book	ned Form No. 64 for	Yes, with referen to COMMO; NO to d Form 1954	e YES. But Form 1954 was <u>not</u> use for MEMO FOR RECOLD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Par IX	into text.	YES, as Part IX	YES, in text and as "e" of Sectio IV
*		, in a second was pre-	and the second of the second o	
Examples made distinction from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed text.
	a grand e e e a company de	A Committee of the Comm	and the second second	
	and the second second	a de la proposición de la companya d	entry the	Market Communication (Communication)
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·	Approved For Release 2	20 6/12/14 : CIA-RDP74-0	005R000200150005-2	

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TITLE & AUTHOR & DATE		DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
Forms of Address	МО	YES, in Part XII extensive as it has military forms too.	C NO	NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, tho no particular part is devoted to it; security is note in 5 of the part	the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this		NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merg	on letters with	YES	No, all taught in Part II,D under gen. principles, the examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	handled centrally thru D C&R	not in noted examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	and memorandum	YES on DCI and YES on memo/da in some cases, but generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, ed figures 13,16, 1' 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R appenently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif type plus separate exhibits	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.
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TITLE &				
AUTHOR & DATE			T .	
Forms of Address	NO	YES in Chp. 3, Section C	YES as Part V	NO ·
s sa sa kalajas ats discidente de la		ing statement South Committee to the technique	ar in a supplication and for the site of the first	(4) 中心的特殊的原则是自己的一种。 1
Reports, Minutes, Agendas	NO	<b>№</b>	N0, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	ио	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMIO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	NO	ИО	NO
	American Commission	and the second s	ang panggan ang kanang manang man	en de la companya de
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	To a degree as Chp 2 on memo & Chp 3 on letter, but general proce for both are merg	d	Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separa	Yes, again the two are not e merged.	No, all merged in Chp 6 on gen- eral correspond.	YES but with reference to COMMO	Again, tho separt gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	"DCI" used but "memorand <u>a</u> " is replaced by "ums	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dums</u> is used.
والمراجع والمهراة والمحار والمهرام والمستعدد والمراجع		and the second second second	e ji ngewoo ji wali ili soomiwake wakanake e shiinti soomiwake ili s	्रास्त्राच्या च्या इत्यास्त्राच्याच्यास्त्राच्याच्यास्त्राच्यां स्वयाप्त्रास्त्राच्याः स्वयाच्या
Use of Optional Form 10	No, that form has been droppe from the book	Yes. Standard  Form No. 64 for  memo was also us  at this time,NO  to Form 1954	1	te YES. But Form 1954 was <u>not</u> used for MEMO FOR RECORD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section IV
			A CONTRACTOR OF THE CONTRACTOR	
Examples made distinc f <b>ro</b> m text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed i text.
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	Approved For Releas	e 2006/12/14 : CIA-RDP7	<b>4</b> 00005R000200150005	-2
		7	1	STAT
TITLE & THOR & DATE		GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	NO	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style prac tices.
Reports, Ninutes, Agendas	) NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i
			·	unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopted it.	YES, have adoptit.
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	NO-have dropped memos in favor of informal letters and communication with few exception	<b>38</b>	YES, cf. Ghps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not e merged.	See above; also refer to its Chps 3& on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memoranduma"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>š</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been droppe from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
	Approved For Releas	NO as it is se 2006/12/14 : CIA-RDP7	YE <b>3,</b> esp <b>. see</b> 4-00005R000200150005	YES, esp. Chps

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Examples mude distinc from text

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Examples are

NO as it is

government wide.

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is bordered by bold face lines. YEZ, esp. see Chps. 4-7 of

Part I

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Approved For Release 2006/12/14: CIA-RDP74-00005R000200150005-2

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TITLE & AUTHOR & DATE		DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
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Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, the no particular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't Letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	On letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the same for both & their Services Division prepares required envelopes for bot	handled centrally thru D C&R	not in noted examined
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