

*Chron*

19 February 1951

MEMORANDUM FOR EXECUTIVE, CHIEFS D/C, D/R, and S/AD  
FROM ACTING DEPUTY ASSISTANT DIRECTOR, RR *88*

1. I had an opportunity recently to speak with Mr. Willikan on the authentication he prefers for C/RR issuances.
2. For routine issuances for dissemination primarily within C/RR he prefers that the command line "FOR THE ASSISTANT DIRECTOR" be used and that the signature appearing be that of the staff officer responsible for the issuance. Any new matters should of course be presented to him in advance either verbally or by offering a draft for his approval.
3. Letters and memos addressed outside C/RR and any papers involving C/RR positions or actions with relation to other offices or agencies will in general be prepared for the Assistant Director's signature.
4. In order that procedure may be uniform, will you please take up with me at your earliest convenience any apparent lack of consistency in the above, or any change you think desirable.

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