

OS REGISTRY
FILE 027711

19 DEC 1975

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Use of CIA Letterhead Stationery
REFERENCE : Memorandum from DD/A, dated
9 December 1975, Same Subject
(DD/A 75-5871)


1. This memorandum is for information only.
2. CIA letterhead stationery is used by a number of Office of Security components for various purposes such as clearance certifications and liaison with other government agencies on physical security and counteraudio matters. Because of the volume and routine nature of this correspondence, which I have verified as being proper, I do not believe it to be practical or necessary to require top management approval for each item of correspondence.
3. To insure that proper supervisory judgment is brought to bear on this matter, I am issuing the attached directive.


Acting Director of Security

Attachment

Distribution:

Orig & 1 - Adse
1 - AD/Security
1 - OS Registry
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OS/PPG/  dlg
19 December 1975

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