

9 December 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Use of CIA Letterhead Stationery

1. There continue to be examples of erroneous use of CIA letterhead stationery in replying to incoming mail.

2. I request each addressee to review the current situation in his Office concerning the availability of CIA letterhead stationery to employees. While the official, professional needs for such stationery vary from Office to Office, a system must be developed so that letterhead stationery is used only when appropriate. We have examples of such stationery being sent to individuals residing in a foreign country, to individuals who have retired under a cover situation, etc. Accordingly, please take steps to arrange a control mechanism on the availability and use of CIA letterhead stationery that will ensure that a proper supervisory level can bring judgment to bear on its appropriate use.

3. I would appreciate receipt of your control plan by 22 December 1975.


25X1A

John F. Blake
Deputy Director
for
Administration

Distribution:
1 - Ea Addressee



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ONLY

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SECRET

Approved For Release 2001/04/05 : CIA-RDP83B00823R000800130024 0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of CIA Letterhead Stationery

FROM:

25X1A

Policy and Plans Group

EXTENSION

5311

NO.

DATE

19 December 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

mhu

In the attached memorandum, the DD/A requests receipt of a plan for controlling the use of CIA letterhead stationery by 22 December 1975.

2.

DD/P&M

19 DEC '75 *K*

3.

AD/Security

19 DEC 1975

19 DEC 1975

SS

A plan in the form of an OS Directive and a memorandum for the DD/A to that effect are attached for signature.

4.

5.

Also attached are descriptions of uses submitted by OS components. It is believed that more stringent controls would be unnecessarily cumbersome because of the extensive routine use by some components, particularly PSI.

6.

C/PPG

7.

8.

9.

Because of the statement in paragraph 2 of the memorandum to the DD/A, the AD/Security should review the basic material submitted by OS components.

10.

11.

12.

13.

14.

15.

OS 5 9867-A

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FORM 3-62

610

USE PREVIOUS EDITIONS



SECRET



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TRANSMITTAL SLIP		DATE
TO: Director of Security		
ROOM NO. 4E-60	BUILDING Hqs.	
REMARKS:		
<i>Max: Pls see me. WB</i>		
FROM: DD/A		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)