

4 November 1946

MEMORANDUM FOR: Assistant Director for Special Operations  
Assistant Director for Reports and Estimates  
Assistant Director for Collection and Dissemination  
Assistant Director for Operations  
Chief, Interdepartmental Coordinating and Planning Staff.

1. It is desired to provide a code symbol for use of the various offices in order to identify the office of origin of inter and intra office correspondence, memoranda, etc.

2. It is intended to enter the code symbol in the upper corner of the written material. The following has been suggested as one possible series of codes:

- D - Director of Central Intelligence.
- DD - Deputy Director
- ED - Executive Director
- PA - Executive for Personnel and Administration
- S - Secretary, NIA
- I - Interdepartmental Coordinating and Planning Staff
- OSO - Office of Special Operations
- ORE - Office of Reports and Estimates
- OCB - Office of Collection and Dissemination
- OO - Office of Operations
- OS - Office of Security.

3. If desirable additional code symbols might be added to identify the major branches of a particular office. For example, the Planning Branch of ORE might be designated as OREP.

4. It is requested that each addressee comment on this proposal as a matter of urgency. Alternate plans are solicited.

[Redacted Signature]

Deputy Executive for Personnel  
and Administration.

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