

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

15 June 1950

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SUBJECT: Use of Ball Point Pens for Official Business.

1. Because the writing fluid in most ball point pens lacks permanence, such pens shall not be used to sign, notate, annotate, or initial communications, documents or other papers prepared, received, or sent as a result of official business of the Agency.

2. These instructions will be incorporated in the next issue of the Correspondence Manual.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES.

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