

~~INTERNAL SECURITY~~

Re Correspondence Handbook and related questions--

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Aug 12, 1963 Corres HB completed - delivered to [redacted]

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3/23 [redacted] called. Met with him and [redacted] and [redacted]. Discussed Corres HB. Suggested they put their comments in writing and pass them along to Reg.Control when they sent the Handbook for review. Agreed.

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9/12 [redacted]/CTR came up for discussion on Corres HB. She's interested from point of teaching the new employees --old vs new corres ideas. Advised her that Handbook was with RegControl and that new ideas in HB could not be taught until formally accepted for the Agency.

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12/17 [redacted] called for a copy of Corres HB. Had to send 1955 version. Called RegContr - nothing done on HB. Too many other projects.

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1964

2/28/64 - [redacted] called re new corres handbook for OTR classes.

2/28 [redacted] from CTR Pool called re HB. She wanted clarification on three points in the handbook which she wanted to cover in her classes. Done verbally.

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3/1 [redacted]/NPIC wanted to know if HB was ready. Asked for a draft copy. Sent him a draft of the new HB, the 1955 HB and a copy of the US Govt Corres Manual

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3/11 & 3/20 [redacted] and [redacted] called re procedures in the Corres HB especially the block style; wanted to know if they could adopt. NPIC needs a Corres HB, they decided to copy the new one and make changes they felt necessary in their office. (Checked with [redacted] Jul 23rd-still working on a version for NPIC)

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3/5 [redacted] CTR ~~called~~ called about "Attn Line" and "Thru Line" for teaching classes. Wanted to know how HB was coming along.

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5/14 [redacted] called checking on another point in HB. June- [redacted] wanted to know how HB was coming along

July [redacted] wanted to know what was new with the HB. Periodically [redacted] asks the same.

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7/28 [redacted], OTR, inquiring about carbon copies, colors & uses. Verifying her lecture to new employees.

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Handbook with Reg Contr from Aug 1963 to Oct 1964

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Oct 14, 1964 Met with [redacted]/Reg Control to discuss the comments and revisions made by Reg Control and comments submitted by [redacted]. After 1 1/2 hrs I suggested that we were gaining nothing in having [redacted] read the comment and discuss the point with me as most of the comments were written by Suzanne who had since resigned. In some instances she wasn't sure just what the comment meant so I told her I would take the HB and comments back to my office in an effort to reconcile the points in question.

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Dec 9 [redacted] met with [redacted] at which time he had an opportunity to discuss the HB with him.

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Dec 11 [redacted] suggested that work on the HB be convened after the workshop for JCT's and CTR is in order.

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1965

1965 & 1966

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Mar 9, 1965 - [redacted] O/Finance 2019 Qtrs [redacted] would like a Corres HB dated later than 1952 copy. Sent her one copy.

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20 May - [redacted] O/Pers requested a copy of Corres HB to give to [redacted] for review and comments while she was waiting for a reassign-

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ment. Sent our carbon copy of the draft. She later called for an additional copy to be used at a meeting she arranged with top level secretaries. We had no additional copies to send so she made do with her copy.

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From Dec to March 1966 [redacted] contacted [redacted] O/P in an attempt to retrieve the HB with [redacted] comments but to no avail.

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Mar 18 1966 - called [redacted] now with Clerical Training. She turned the HB back to [redacted] who was to forward it to [redacted]. Bernice met with some secretaries and prepared some comments based on these meetings but said the additional changes being made topside would require further changes to her comments. She said Sally received the HB but shortly thereafter Sally moved up with Col White and was too busy to do anything further on the HB.

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Oct 15 1965 - Ordered reprints of the HB (100 copies) to replenish our stock and satisfy periodic requests for copies. References to obsolete forms were deleted and new forms added to the reprinted version. Sent 50 copies to Clerical Training for training purposes.

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1966

Feb 7 1966 - Sent 3 copies of HB to [redacted] OTR.

Aug 1966 Sent 3 copies to OSA in response to request.

Sep 21 1966 - Request from OCR for one copy of the HB--sent.

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Periodically during 1965 and 1966 [redacted] or her instructors called to ask about the HB and to clarify procedural points about correspondence. Also needed current info to prepare lesson plans for fall of 1966.

11 Oct 66 - [redacted] OTR called to ask about continued use of Speedletter in the classes. Advised her to include it with Corres lectures.

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