

26 Sept 67

MEMORANDUM FOR:

STAT

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA, State, and FAA manuals--I would from my brief look at DIA's that they still use OP Form 10, merge data on memos and letters but do use GOV't letter to a degree and have heavy dividers between their chapters. State says USIA and AID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

TOM

26 Sept 67
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

ITL &
AUTHOR & DATE

GSA 1967 Draft

STATE, March
1966

FAA, October,
1966

Forms of
Address

NO

YES, Chapter 5.
Plus style
practices.

YES, Part V.,
Chapter 1; all of
Part V extensive

YES, Chapter 4.
Plus style prac-
tices.

Reports,
Minutes,
Agendas

NO

NO, only Chp. 4
on telegrams is
unique.

YES, extensive;
all of Part III

NO, only Chapter
3 on telegrams
wire services is
unique.

TS
Correspond.

YES, plus
exhibit.
Part III

NO

YES, but spread
throughout book
including a few
exhibits, esp.
Chp 6/Part I.

NO

DCI matter
as part of
handbook

Yes, not in
supplement as
Part V with
6 exhibits.

NO

NO, though its
Part II deals
with comparable
correspondence.

NO, though part
of Chps. 1&2
refer to their
Administrator.

Data on new
US Gov't
letter

Yes, plus an
exhibit on
same

YES, as it ori-
ginated here;
includes exhibits

YES, have adopted
it.

YES, have adopt-
ed it.

Letters
kept separat-
from memos

Yes, separate
"Parts" on
each/not merged

NO--have dropped
memos in favor of
informal letters
and communications
with few exceptions

YES, cf. Chps.
1&2 of Part I.

YES, cf. Chps.
1 and 2

mailing let-
ters and
memos separate

Yes, again the
two are not
merged.

See above; also
refer to its
Chps 3&4 on mails
and telegrams.

YES, see its
Chps. 3-7 of
Part I

YES see Chps.
1-

Terms used:
"DCI" and
"memoranda"

No, terms used
were "Director
& "memorandum"

No to DCI and
GSA used "um"
not memoranda

State uses "um"
not memoranda

FAA uses "um"
not memoranda

Use of
Optional
Form 10

No, that form
has been dropped
from the book

NO--have dropped
it and most memo
forms in favor of
informal letter

Yes in this
March, 1966
version.

No but have a
FAA form 2800
which is simil

Registered
Mail and
Agency Mail

Yes, after OK
from mailroom
people as Part
IX

NO as it is
government wide.

YES, esp. see
Chps. 4-7 of
Part I

YES, esp. Chps.
3 and 4.

Examples
made distinct
from text

Examples are

YES to a large
degree; word,
EXAMPLE is all
caps or exhibits
is bordered by
bold face lines.

NO, most are
in text/same
style print;
few are separate

YES either they
are separate or
in bold face.

TITLE & AUTHOR & DATE

Forms of Address

NO

YES in Chp. 3, Section C

YES as Part V

NO

Reports, Minutes, Agendas

NO

NO

NO, except Part X on approval of R&D projects

NO, except in early draft

TS Correspond.

YES, plus exhibit. Part III

YES, but no example given Chapter IV

NO

YES, no exhibit shown

DCI matter as part of handbook

Yes, not in supplement as Part V with 6 exhibits.

Yes as Chp. 5, only 1 exhibit.

YES as Part III but references to COMMO

YES though not as a distinct part or chapter

Data on new US Gov't letter

Yes, plus an exhibit on same

NO

NO

NO

Letters kept separate from memos

Yes, separate "Parts" on each/not merged

To a degree as Chp 2 on memo & Chp 3 on letter, but general proced for both are merged

YES but with reference to COMMO

Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/proc

mailing letters and memos separate

Yes, again the two are not merged.

No, all merged in Chp 6 on general correspond.

YES but with reference to COMMO

Again, the separ gen. procedures cover both at the same time.

Terms used: "DCI" and "memoranda"

No, terms used were "Director" & "memorandums"

"DCI" used but "memoranda" is replaced by "uns"

Yes to both terms throughout the handbook

Yes. "DCI" used; No as "memor/dum" is used.

Use of Optional Form 10

No, that form has been dropped from the book

Yes. Standard Form No. 64 for memo was also used at this time; NO to Form 1954.

Yes, with reference to COMMO; NO to Form 1954

YES. But Form 1954 was not use for MEMO FOR RECORD.

Registered Mail and Agency Mail

Yes, after OK from mailroom people as Part IX

Yes, but merged into text.

YES, as Part IX

YES, in text and as "e" of Section IV

Examples made distinct from text

Examples are

Some Exhibits are distinct, but most placed in text.

Some exhibits are distinct, but examples are in text style.

Some distinct, most are placed text.

TITLE & AUTHOR & DATE		DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	STAT OL Notes
Forms of Address	NO	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, tho no particular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus references to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separate from memos	Yes, separate "Parts" on each/not merged	YES Parts I&III on letters with Part IV on memorandums	YES	No, all taught in Part II, D under gen. principles, tho examples of same are separate.
mailing letters and memos separate	Yes, again tho two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in notes examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandums"	NO, use Director and memorandum	YES on DCI and YES on memo/ <u>de</u> in some cases, <u>but</u> generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropped from the book	Yes, Part X, figures 13, 16, 17, 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desired
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif type plus separate exhibits	No to large degree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.

TITLE &
AUTHOR & DATEForms of
Address:

NO

YES in Chp. 3,
Section C

YES as Part V

NO

Reports,
Minutes,
Agendas

NO

NO

NO, except Part
X on approval of
R&D projectsNO, except
in early
draftTS
Correspond.YES, plus
exhibit.
Part IIIYES, but no
example given
Chapter IV

NO

YES, no
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as part of
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6 exhibits.Yes as Chp. 5,
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but references
to COMMOYES though
not as a
distinct part
or chapterData on new
US Gov't
letterYes, plus an
exhibit on
same

NO

NO

NO

Letters
kept separat
from memosYes, separate
"Parts" on
each/not mergedTo a degree as
Chp 2 on memo &
Chp 3 on letter,
but general proced
for both are mergedYES but with
reference to
COMMOYes, to a
degree as Chp 1
on Letters and
Chp 2 on memo
but has gen/procdmailing let-
ters and
memos separateYes, again the
two are not
merged.No, all merged
in Chp 6 on gen-
eral correspond.YES but with
reference to
COMMOAgain, the separat
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cover both at the
same time.Terms used:
"DCI" and
"memoranda"No, terms used
were "Director
& "memoranda""DCI" used but
"memoranda" is
replaced by "ums"Yes to both
terms throughout
the handbookYes. "DCI" used;
No as "memor/dums
is used.Use of
Optional
Form 10No, that form
has been dropped
from the bookYes. Standard
Form No. 64 for
memo was also used
at this time; NO
to Form 1954.Yes, with reference
to COMMO; NO to
Form 1954YES. But Form
1954 was not used
for MEMO FOR
RECORD.Registered
Mail and
Agency MailYes, after OK
from mailroom
people as Part
IXYes, but merged
into text.

YES, as Part IX

YES, in text and
as "e" of Section
IVExamples
made distinct
from text

Examples are

Some Exhibits
are distinct,
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are distinct, but
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TITLE & AUTHOR & DATE		GSA 1967 Draft	STATE, March 1966	STAT FAA, October, 1962
Forms of Address	NO	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style practices.
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapter 3 on telegrams & wire services is unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it originated here; includes exhibits	YES, have adopted it.	YES, have adopted it.
Letters kept separate from memos	Yes, separate "Parts" on each/not merged	NO--have <u>dropped</u> memos in favor of informal letters and communications with few exceptions	YES, cf. Chps. 1&2 of Part I.	YES, cf. Chps. 1 and 2
mailing letters and memos separate	Yes, again the two are not merged.	See above; also refer to its Chps 3&4 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memoranda"	No to DCI and GSA used " <u>um</u> " not memoranda	State uses " <u>um</u> " not memoranda	FAA uses " <u>um</u> " not memoranda
Use of Optional Form 10	No, that form has been dropped from the book	NO--have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is similar
		NO as it is	YES, esp. see	YES, esp. Chps 3 and 4.

Registered
Mail and
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Yes, after OK
from mailroom
people as Part
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