

26 Sept 67

MEMORANDUM FOR:

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 OF Form 10, merge data on memos and letters but do use O V't letter to a degree and have heavy dividers between their chapters. State says ISIA and ID 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.

\_\_\_\_\_  
(DATE)

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

(47)

STAT

STAT

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  
exhibit shownDCI matter  
as part of  
handbookYes, not in  
supplement as  
Part V with  
6 exhibits.Yes as Chp. 5,  
only 1 exhibit.YES as Part III  
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, tho separat  
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 "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 1954Yes, 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,  
but most placed  
in text.Some exhibits  
are distinct, but  
examples are in  
text style.Some distinct,  
most are placed i  
text.

TITLE & AUTHOR & DATE	[Redacted]	GSA 1967 Draft	STATE, March 1966	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" & "memorandum"	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
Registered	Yes, after	NO as it is	YES, esp. see	YES, esp. Chps 2 and 4

Registered  
Mail and  
Agency Mail

Examples  
made distinct  
from text

Yes, after OK  
from mailroom  
people as Part  
IX

Examples are

NO as it is  
government wide.

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

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

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

YES, esp. Chps.  
3 and 4.

YES either they  
are separate or  
in bold face.

TITLE &  
AUTHOR & DATE

STAT

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 projectsNO, except  
in early  
draftTS  
Correspond.YES, plus  
exhibit.  
Part IIIYES, but no  
example given  
Chapter IV

NO

YES, no  
exhibit shownDCI matter  
as part of  
handbookYes, not in  
supplement as  
Part V with  
6 exhibits.Yes as Chp. 5,  
only 1 exhibit.YES as Part III  
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 memoYes, 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.  
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 "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 1954Yes, 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,  
but most placed  
in text.Some exhibits  
are distinct, but  
examples are in  
text style.Some distinct,  
most are placed in  
text.

STAT

TITLE & AUTHOR & DATE



GSA 1967 Draft

STATE, March 1966

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, 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 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 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 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" & "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 similar

Registered

YES, esp. Chps 3 and 4

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		DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes	STAT
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 the 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.	