26 Sept 67

## MEMORANDUM FOR:

This is the long-promised grid; comparative study of our efforts plus a comparison with the CSA State, and FAA manuals—I would from the brief look at DIA's that they still use OF Form 10, merge data on memos and letters but do use OF I't letter to a degree and have heavy dividers between their chapters. State says USIA 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 NQ. 101 REPLACES FORM 10-101 1 AUG 54 WHICH MAY BE USED.

(47)

Approved For Release 2006/12/16 : CIA-RDP74-00005R000200150006-1

STAT

,	Approved For Release 2	2006/12/16 : CIA-RDP74	00005R000200150006-	
TITLE & AUTHOR & DATE				STAT
Forms of Address	NO	YES in Chp. 3, Section C	YES as Part V	NO
Reports, Minutes, Agendas	NO	N∂	Nô, 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, <u>not</u> 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 paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	N <del>0</del>	NO	NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	To a degree as Chp 2 on memo & Chp 3 on letter, but general proce		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separa	two are not	No, all merged in Chp 6 on gen- eral correspond.	YES but with reference to COMMO	Again, tho separt gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	"memoranda" is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dums</u> is used.
Use of Optional Form 10	No, that form has been dropp from the book		Yes, with referent to COMMO; NO to d Form 1954	e YES. But Form 1954 was <u>not</u> used 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 distinc 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.
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TITLE & LUTHOR & DATE	Approved For Release	GSA 1967 Draft	4-00005R00020015000 STATE, March 1966	STAT FAA, October, 1962
Forms of Address	Ю	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	
Reports, Minutes, Agendas	МО	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams wire services i 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 ori- ginated here; includes exhibits	YES, have adopte it.	NYES, have adop
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exception	3	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 38% 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" & "memorandumd"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>s</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
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	Ap <b>jins</b> yed <b>ifter</b> Religase	= 20 <b>06/92/16 : 19</b> A-RDP	74-00 TOSROGO 200 1500	6-13 and 4

Approved For Release 2006/12/16: CIA-RDP74-00005R000200150006-1 YES, esp. Chps. NO as it is YES, esp. sce Régistèred Yes, after OK Chps. 4-7 of Part I government wide. 3 and 4. Mail and from mailroom Agency Fail. people as Part ĬX Examples Examples are NO, most are YES to a large YES either they made distinc in text/same are separate or degree; word, from text EXAMPLE is all in bold face. style print; caps or exhibits few are separate is bordered by bold face lines.

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' *- 4	Approved For Release	2006/12/16 : CIA-RDP74	)0005R000200150006-	
TITLE & OUTHOR & DATE				STAT
Forms of Address	MO	YES in Chp. 3, Section C	YES as Part V	NO
Reports, Minutes, Agendas	NO	N <del>0</del>	N0, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YWS, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> 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 paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	N <del>o</del>	МО	ио
Letters kept separat from memo	Yes, separate "Parts" on each/not merge	To a degree as Chp 2 on memo & Chp 3 on letter, but general proce for both are merg		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separa	Yes, again the two are not e merged.	No, all merged in Chp 6 on gen- eral correspond.	YES but with reference to C6MMO	Again, the separt gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums"	"DCI" used but "memorand <u>a</u> " is re <b>p</b> laced by " <u>ums</u> "	Yes to both terms throughout the handbook	Yea. "DCI" used; No as "memor/ <u>dums</u> ' is used.
Use of Optional Form 10	No, that form has been dropp from the book	Yes. Standard d Form No. 64 for memo was also use at this time, NO to Form 1954	Yes, with referen to COMMO; NO to d Form 1954	ce YES. But Form 1954 was <u>not</u> used 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 in text.
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	Approved For Releas	e 2006/12/16 : CIA-RDP	74-00005R00020015000	
TITLE & UTHOR & 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 prac tices.
	*	a jako kon seed ar oo shirii il felloogiirii da ii ii il fill da da da shirii ii il falloogiirii da ii ii il ii falloogiirii da ii ii ii falloogiirii da ii ii ii falloogiirii da ii ii falloogiirii da ii fall	April 2 Care Control of the Control	
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i 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 ori- ginated here; includes exhibits	YES, have adopte it.	TYES, have adopt it.
Letters kept separate from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exception		YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not e merged.	See above; also refer to its Chps 3& 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" & "memorandumd"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>t</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been droppe 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	Ap <b>ysy</b> ed <b>.Foo</b> Relea	e 2 <b>006/42/16: H</b> A-RDP	74-00 <b>005</b> R0 <b>502,0015</b> 00	YES, esp. Chps

Approved For Release 2006/12/16: CIA-RD P74-00005R000200150006-1ES, esp. Chps. Yes, after OK government wide. Chps. 4-7 of 3 and 4. Registered government wide. from mailroom Part I Mail and people as Part Agency ail YES either they Examples are NO, most are Examples YES to a large are separate or in text/same made distinc degree; word, in bold face. style print; from text EXAMPLE is all few are separate caps or exhibits is bordered by bold face lines. Approved For Release 2006/12/16: CIA-RD 74-00005R000200150 06-1

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TITLE & AUTHOR & DATE		DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes STAT
Forms of Address	МО	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, the no particular part is devoted to it; security is noted in 5 of the parts	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 refer- ences 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 separat from memos	Yes, separate "Parts" on each/not merge	on letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the same for both & their Services Division prepares required envelopes for bot	handled centrally thru D C&R	not in noted examined
Terms used: "DOI" and "memoranda"	No, terms used were "Director & "memorandums	, and memorandum	YES on DCI and YES on memo/ <u>de</u> in some cases, <u>but generally memorandum</u> .	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropp 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 desire
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
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Examples made distinct from text	Examples are to be done in 4 point, Sans Serif typ plus separate exhibits	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from
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