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OFFICE OF COMMUNICATIONS HANDBOOK

OCHB 70.20.1

**OFFICE OF COMMUNICATIONS
CORRESPONDENCE HANDBOOK**

Date: 15 April 1969

Distribution: All Manual Holders plus Special

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| GROUP 1 Excluded from automatic downgrading and declassification |
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**OFFICE OF COMMUNICATIONS
CORRESPONDENCE HANDBOOK**

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FOREWORD

A. RESCISSION

This Handbook rescinds the *OFFICE OF COMMUNICATIONS MEMORANDA AND LETTERS GUIDE* dated September 1966.

B. SCOPE

This Handbook has been prepared to serve as a guide for the preparation of memorandums and letters originated by the Office of Communications. This Handbook is issued in a Headquarters version only.



Director of Communications

25X1A9A

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CHAPTER 1

PREPARATION OF MEMORANDUMS

A. GENERAL

Memorandums are used for correspondence within and between agencies. The memorandum format may be used for corresponding with:

Agency components
Other government agencies (if informality is appropriate)

B. STATIONERY

1. Use *CIA LETTERHEAD* (or CIA Letterhead-Office of the Director or Deputy Director) stationery when addressing government agencies if correspondence is to be in memorandum form.

2. Use *PLAIN BOND* when addressing the Director, Deputy Director of Central Intelligence, Executive Director, the Deputy Directors of each component, and for multiple addressees.

3. Use *OPTIONAL FORM 10, U. S. GOVERNMENT MEMORANDUM*, internally in CIA, except as noted in paragraph 2. The form may also be used for informal memorandums with other agencies.

4. Use Form 1132, *MEMORANDUM OF CONVERSATION*, to record conversations with officials outside the Agency whenever the DCI, DDCI, or a Deputy Director is a participant or the conversation is of sufficient importance to be brought to their attention.

5. Use plain bond for *MEMORANDUM FOR THE RECORD* to record important conversations, data, or events when the use of Form 1132 or other form of record is not appropriate.

6. Use Form 1831, *SPEED LETTER*, a three-part form, no carbon required paper for simplified informal communications within the Agency.

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C. COPIES REQUIRED

1. Copies should be kept to a minimum. The OC-Record Copy should be prepared on yellow tissue. Generally, preparation will be:

| | |
|------------------------------|--|
| <i>Original</i> | - addressee |
| <i>Tissue</i> | - courtesy copies (as necessary) |
| <i>Yellow tissue</i> | - OC-Record Copy |
| <i>White tissues for</i> | - each information addressee |
| | - coordinating officer(s) |
| | - (two if signer is DCI, DDCI, or DDS) |
| | - any additional copies as necessary for internal distribution |
| <i>Blue or Green tissues</i> | - chronological copy for originator |

2. Memorandums for OC dissemination may be reproduced by fast copy machine process, but memorandums for forwarding outside the Office of Communications must be prepared by typewriter, or on a 'multilith' reproduction master. Memorandum reference(s) may be typed or reproduced.

D. MARGINS

When using plain bond or Agency letterhead, set the left margin of the text flush with the word "SUBJECT". Allow at least one inch for the margin at the right side and at the bottom of the page. Margins on the succeeding pages will correspond with those of the first page. Typing will begin ten or twelve lines from the top of the page. When using Optional Form 10, the left margin will be set even with the first word after the preprinted word, "SUBJECT". Margins on the succeeding pages will correspond with those of the first page.

E. DATE

The date will be left blank when the memorandum is to be signed in another office or when it is not to be signed the day it is typed. If the date is included, type it flush with the right margin about nine lines from the top of the page. The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year--as 13 January 1969.

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F. PREPARATION

1. On Optional Form 10, U. S. Government Memorandum, the TO, FROM, SUBJECT, and DATE lines are preprinted. Typing shall begin two spaces after the colon. Example:

TO : Director of Communications
 THROUGH : Director of Personnel
 FROM : Director of Logistics
 SUBJECT : Revision of [] dtd 20 October 1961
 REFERENCE: Memo dtd 15 Mar 69 from Dir. of Pers. to DD/S, same subject

25X1

2. When using letterhead or plain bond, the date is placed according to the length of the memorandum flush with the right margin, if it is to be entered. Five spaces below the date line the headings MEMORANDUM FOR, THROUGH (as appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(S) are typed in caps, flush with the left margin. The addressee, the subject, and the reference lines are typed in lower case with initial caps two lines apart. Example:

MEMORANDUM FOR: Deputy Director for Support
 THROUGH : Director of Logistics
 SUBJECT : Request for Additional Space--Headquarters
 REFERENCES : (a) [] dtd 14 Mar 1963
 (b) [] dtd 15 Oct 1962

25X1

3. A memorandum may be prepared for multiple addressees. The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence. The addressees are listed following "MEMORANDUM FOR" or "TO". Example:

MEMORANDUM FOR: Director of Finance
 Director of Personnel
 Director of Logistics
 SUBJECT : Space Allocation for the Office of Communications

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4. If there is not enough space for the names of the addressees, type "see list below" and list the addressees flush with the left margin two spaces below the title of the signing official or the attachments. Example:

John X. Doe
Director of Communications

Addressees:

Director of Security
Director of Personnel
Director of Logistics

5. If the list of multiple addressees is extensive and space at the end of the correspondence is limited, the listing may be made on a separate page properly identified.

6. The format for a speed letter is preprinted. The contents of this form may be typed or handwritten. It is used for informal, internal correspondence.

G. BODY OF MEMORANDUM

1. Begin the body of a memorandum four lines below the subject line or reference line. Paragraphs are numbered and single spaced unless there is only one paragraph which is eight lines or less. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively, with the Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1.

a.

(1)

(a)

1.

a.

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2. On a memorandum addressed to the DCI, DDCI, or the Deputy Directors of the Agency components, the opening paragraph shall be worded to clearly indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs.

3. When the memorandum contains a recommendation for approval, which requires action by an official other than the addressee, these words will be typed on the original and all copies below the signature:

The recommendation(s) contained in paragraph(s)-is (are) approved. This line will be followed by a line for the addressee's signature and date line.

4. Short quotations of less than two lines are run into the text, **enclosed** with quotation marks. Longer quotations are indented five spaces from the left and right margins; quotation marks are used.

H. SUCCEEDING PAGES

1. Plain stationery is always used. Succeeding pages are numbered with Arabic numerals, centered three-fourths inch from the bottom of the page.

2. Begin the body of the memorandum eight or ten lines from the top of the page.

3. If the body of the memorandum is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page with the signature.

I. THE COMMAND (OR AUTHORITY) LINE

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. Officials signing for the D/CO will use, *FOR THE DIRECTOR OF COMMUNICATIONS*:. The command line is typed in caps two lines below the last line of the text flush with the left margin, followed by a colon.

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J. SIGNATURE AND TITLE

The signer's name and title are typed five lines below the last line of the text or the command line. The name is typed in initial caps, except for the DCI's name, two spaces to the right of the center of the page. The title is centered immediately below and typed in initial caps only. The title may be placed on two lines to achieve the best appearance. Example:

(5 lines)

Joseph J. Joseph
Chief, Appropriate
Division or Staff

K. ATTACHMENTS

Type "Att" flush with the left margin two lines below the signature. If more than one attachment, use "Atts" preceded by the number. The attachment identification information will be listed immediately below the word "Att". Example:

2 Atts
Att 1: Salary Chart (2 cys)
Att 2: Retirement Pamphlet (1 cy)

L. SEPARATE COVER

When material is to be sent under separate cover, type "Separate Cover" flush with the left margin two lines below the signature line. Beginning on the next line, list all items to be sent. Example:

3 Separate Cover
Att 1: Blueprints of (2 cys)
Att 2: Contract for electrical changes (4 cys)
Att 3: List of Equipment (1 cy)

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M. DISTRIBUTION OF COPIES

1. When it is desirable to indicate to an addressee that other persons or agencies are to receive copies, type on all copies in lower case "cc" flush with the left margin two lines below the last typed line. List the recipients. Example:

cc: Secretary of State
Secretary of the Army

2. Type the distribution on all copies retained in OC, except as noted in paragraph 1 above.

3. Type the word, "Distribution," two lines below the last typed line of the memorandum, i.e., the signature, attachments, etc. Below, list the original and copies as:

Distribution:

1/Orig & 1 - Addressee
1 - OC-A/RMB (OC-Record Copy)
1 - OC-CCD
1 - DD/S
X - as required

1/Do not type on the original and courtesy copy.

N. IDENTIFICATION OF ORIGINATOR

1. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is to be typed only on copies retained in the Agency, and to be flush with the left margin two lines below the last typed line in the following manner:

25X1 OC-CCD tu(13Jan69)

25X1 2. When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials separated by a diagonal

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O. DEFENSE CLASSIFICATION AND CONTROL MARKINGS

1. If the memorandum contains classified information, the proper classification will be stamped at the center top and bottom of each page.

2. Other indicators, such as Group 1, or warnings shall be stamped at the bottom of the first page of all copies.

P. CONCURRENCE

When concurrences are needed, special concurrence lines will be provided. These will be shown by typing concurrence flush with the left margin four lines below the signature line. To the right of the concurrence signature, type a solid line for the date. Example:

(5 lines)

John X. Doe
Director of Communications

(4 lines)

CONCURRENCE:

(5 lines)

Director of Personnel

Date

(5 lines)

Director of Logistics

Date

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Q. COORDINATION

1. The originators of memorandums shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.

2. Coordinating officers, within their spheres of responsibility, shall determine whether memorandums are consistent with approved plans, policies, and procedures. Coordinators will sign the OC-Record Copy.

3. Outgoing memorandums to Agency components must be coordinated with the respective OC Operations Staff if the memorandum deals with a specific geographic area.

R. RELEASE

1. All memorandums with other government agencies will be released by the D/CO, DD/CO, or OC-0. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy shall be prepared for the signature of the D/CO and shall be released by the D/CO or the DD/CO.

2. *INTER-AGENCY* memorandums of a *routine nature* may continue to be signed and released by the Chief or Deputy Chief of the Divisions and Staffs, except memorandums originated by the Operations Staffs will be signed and released by the OC-0. The D/CO and DD/CO will be kept informed on the general nature of memorandums exchanged on these routine matters. When memorandums involve policy matters or commitments, they will be prepared for the signature of the D/CO or the DD/CO.

3. *INTRA-AGENCY* memorandums of a *routine nature* may continue to be signed and released by the Chief or Deputy Chief of the Divisions and Staffs, except memorandums originated by the Operations Staffs will be signed and released by the OC-0 unless the memorandum is to the Clandestine Service Divisions, then the appropriate OC Operations Staff may sign and release after appropriate coordination. The D/CO and DD/CO will be kept informed on the general nature of memorandums exchanged on these routine matters. When memorandums involve policy matters or commitments, they will be prepared for the signature of the D/CO, DD/CO, or the OC-0 as appropriate.

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EXHIBIT 1
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4. The releasing officer shall sign the original and the OC-Record Copy.

S. MEMORANDUM OF CONVERSATION

When reporting conversations, the Memorandum of Conversation, Form 1132, or a Memorandum for the Record, depending on the circumstances, will be prepared. The original and one copy shall be forwarded to the DCI, the DDCI, and/or other officials as appropriate. In addition, a three-sentence summary will be prepared and dispatched to the Director of Central Intelligence immediately after the meeting or conversation. (See EXHIBIT 4 for proper procedures in preparing these forms.)

T. STAFF STUDIES

The basic format for submitting staff studies shall be as follows:

- I. STATEMENT OF THE PROBLEM
- II. BACKGROUND
- III. DISCUSSION
- IV. CONCLUSIONS
- V. RECOMMENDATIONS

U. MEMORANDUM PROCESSING

1. After a memorandum has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled in the following order and forwarded to OC-A/RMB:

- a. *Copies for the addressee*
- b. *Copies to be sent to information addressees*
- c. *OC-Record Copy*
- d. *Headquarters file copies*

2. Attachments forwarded with the memorandum, either to the action addressee or to information addressees, should be firmly attached to the appropriate copy of the memorandum (see Chapter VI, Assembling Memorandums for Forwarding).

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Logistics

DATE: 15 April 1969

FROM : Director of Communications

SUBJECT: Use of Optional Form 10, UNITED STATES GOVERNMENT MEMORANDUM

- REFERENCES: (a) Memo dtd 25 Mar 69 to DD/I, DD/S, DD/P, and DD/S&T
fr Ex Dir-Compt., same subject
- (b) Memo dtd 5 Apr 69 to Ex Dir-Compt., thru DD/S
fr DD/P, same subject

1. Optional Form 10 is used for informal correspondence within and between agencies. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown in the "TO" line and in the "cc" line, when there is one.

2. If the text does not exceed 10 lines, the 8 by 5 1/4 inch size form may be used. If it is longer, the 8 by 10 1/2 inch size form is needed. Plain paper is used for succeeding pages of a memorandum.

3. Memorandums are initialed or signed. The name is typed at least one time on the memorandum. If the name is not shown in the "FROM" line, it is typed or stamped five lines below the text.

John X. Doe

2 Atts

Att 1: EXHIBIT 1

Att 2: Correspondence Handbook

1/ Distribution:

- Orig & 1 - Addressee
- 1 - OC-Record Copy
- 1 - OC-A
- 1 - OC-CCD

1/ (Do not type on the original and courtesy copy.)

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training
ATTN : Chief, Management Training Division
FROM : Director of Communications
DATE: 13 January 1969

SUBJECT: Correspondence Training Material

1. Recent discussions indicated that stenographers and typists find it difficult to determine when to use letter-head, plain bond, or Optional Form 10, United States Government Memorandum, stationery in the preparation of memorandums.

2. Generally, informal correspondence addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another agency. A check with paragraph B, entitled "Stationery" will aid the typist in selecting the proper stationery to be used. The writer may also express a preference for a particular type of stationery in certain instances.

3. It is anticipated that the information and EXHIBITS contained in this Office of Communications Correspondence Handbook will be beneficial in solving many of the routine problems.

John X. Doe

2 Atts
Att 1: Style Manual
Att 2: Correspondence Handbook

1/ Distribution:
Orig & 1 - Addressee
1 - C/MTD/OIR
1 - OC-Record Copy
1 - OC-CMS

1/ (Do not type on the original and courtesy copy.)

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S-E-C-R-E-T

SECRET

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date signed)

MEMORANDUM FOR: Deputy Chief of Naval Operations, Air Department
of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the Director of Communications, Deputy Director of Communications, or Chief of Operations.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for OC-A/RMB (OC-Record Copy); and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, unclassified memorandums may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on two separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, (Form 240). Remember also to include a document receipt, if appropriate; do not seal the envelope(s).

FOR THE DIRECTOR OF COMMUNICATIONS: _____ (if signed by the
Chief of Operations)

Signature
Title

1/ Distribution:
Orig & 1 - Addressee
1 - OC-Record Copy
X - as required

1/ (To be typed only on copies retained in CIA.)

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CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: Actual date of conversation

SUBJECT : Enter the topic discussed. If more than one subject was covered, each shall be listed.

PARTICIPANTS: Procedures concerning maintenance of source security apply in listing the participants.

COPIES TO : Need-to-know principle shall apply.

1. This is to be used in reporting conversations with individuals outside the Agency. Form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If the Director or Deputy Director of Central Intelligence is a participant, the original and all copies are submitted to the DCI or DDCI for approval of the substance and the distribution. Other Memorandums of Conversation will go to the D/CO, DD/CO, OC-O, or Chief or Deputy Chief of the Divisions or Staffs, submit the original copy only for approval of the substance and the distribution.

3. In addition to this memorandum, a three-sentence summary will be prepared and dispatched to the addressees office immediately after the meeting or conversation, particularly on those which may determine or affect policy or which should be brought to the attention of the DCI or DDCI.

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4. When a memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature
Title

The recommendation contained in paragraph 4 is approved.

(Name)
Director of Central Intelligence

Date

Distribution:

Orig - Addressee (for return to OC via DD/S)
1 - DDCI
1 - ER
1 - DD/S Chrono
1 - DD/S Subject (w/held)
X - as required

OC-CCD:IHurd:it(date)

(Distribution is shown on original and approval papers only.)

MEMORANDUM FOR THE RECORD

DATE: 13 January 1969

SUBJECT: Meeting with XXX

1. A Memorandum for the Record will be prepared to record important conversations, data, or events when use of Form 1132 or other form of record is not appropriate.

2. When the memorandum concerns a meeting, list the participants. Also, note if any action is necessary or if any commitments were made.

3. Identification symbols of the originator will be indicated in the lower left corner as illustrated even though the signature of the signing official is not the same.

4. Distribution of all copies will be shown on the original and all copies. The original and one copy will be forwarded to the Chief or Deputy Chief of the respective Division or Staff, (originators will determine when a memorandum should be forwarded to the D/CO or DD/CO).

Joseph J. Joseph
Chief, Appropriate
Division or Staff

Distribution:

Orig & 1 - Originator (D/CO or DD/CO when appropriate)
1 - file
X - as required

OC-CCD:L Moore:uh(date)



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| | | | |
|---|--|--|------------|
| SPEED LETTER | | REPLY REQUESTED | DATE |
| | | YES <input type="checkbox"/> NO <input type="checkbox"/> | Date Typed |
| TO : Executive Assistant, OC | | FROM: Chief, OC-ES | |
| ATTN: | | | |
| <p><i>The Speed Letter can be used for informal correspondence within the Office of Communications. One copy is retained by the originator, two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.</i></p> | | | |
|  _____ SIGNATURE | | | DATE |
| REPLY | | | |
| <p><i>The message on this form may also be handwritten, which makes it convenient if a typist or typewriter is not available.</i></p> | | | |
|  _____ SIGNATURE | | | DATE |
| RETURN TO ORIGINATOR | | | |
| RESPONDER'S FILE | | | |
| ORIGINATOR'S SUSPENSE | | | |
| FORM 5-67 1831 USE PREVIOUS EDITIONS | | | |
| FORM 5-67 1831 USE PREVIOUS EDITIONS | | | |
| FORM 5-67 1831 USE PREVIOUS EDITIONS | | | |

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Staff Communications Division, OC DATE: 13 January 1969

FROM : Administration Staff, OC

SUBJECT: Intra Office of Communications Memorandums

1. Optional Form 10 is used for informal correspondence within the Office of Communications. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown in the "TO" line and in the "cc" line, when there is one.

2. If the text does not exceed 10 lines, the 8 by 5 1/4 inch size form may be used. If it is longer, the 8 by 10 1/2 inch size form is needed. Plain paper is used for succeeding pages of a memorandum.

3. Memorandums are initialed or signed. The name is typed at least one time on the memorandum. If the name is not shown in the "FROM" line, it is typed or stamped five lines below the text.

4. Intra office memorandums are not controlled by the Records Management Branch of the Administration Staff, OC. The OC-Record Copy prepared on yellow tissue will be retained by the originating office.

Thomas J. Jones

1/ Distribution:
Orig & 1 - Addressee
1 - OC-A
1 - OC-Record Copy

OC-A:TJones:ab(date)

1/ (Do not type on the original and courtesy copy.)

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MEMORANDUM FOR: OC-M-69-001
 SUBJECT : DATE: 13 January 1969
 REFERENCE :

(4 lines)

1. Plain bond paper is used for memorandums addressed to the DCI, DDCI, Executive Director-Comptroller, the Deputy Director of each component, and for multiple addressees.
2. Typing is to begin 10 or 12 lines from the top of the page.
3. If the body is one paragraph of eight lines or less, the body is double spaced, otherwise single space.

(5 lines)

(type initial caps, 2 spaces from center of page)
 John X. Doe
 Director of Communications

2 Atts *(type 2 lines below signature)*
 Att 1: *(type 1 line below and indented from "Atts")*
 Att 2:

Distribution:
 Orig & 1 - Addressee *(to be typed on all copies remaining in OC; also, to be typed 2 lines below last typed line; i.e., signature, attachment, etc.)*
 1 - OC-Record Copy *(to be typed on yellow tissue copy)*
 X - as required *(to be typed on all copies retained in OC)*

(2 lines)
 D/CO: J.Doe:ab(date)
(2 lines)

CONCURRENCE:

(5 lines)

 Director of Personnel _____
 Date

(2 lines)
 COORD: _____ OC-A
 AUTH: _____ OC-EXA
 RLSD: _____ D/CO

(The Coordination, Authentication, and Release must be typed on the OC-Record Copy.)

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CHAPTER II

PREPARATION OF LETTERS

A. GENERAL

Letters are used for correspondence with addressees outside the government and for formal correspondence with officials of government agencies. The letter format will be used for correspondence addressed to:

1. *Other government agencies or their officials except where informality is appropriate.*
2. *Private individuals and organizations.*

B. STATIONERY

1. Agency letters are prepared on letterhead or plain bond paper. Three types of letterhead are available:

- a. *CIA Letterhead used for letters sent outside the Agency. (EXHIBIT I)*
- b. *CIA Letterhead (Office of the Director) for letters requiring signature of DCI. (EXHIBIT II)*
- c. *CIA Letterhead (Office of the Deputy Director) for letters requiring signature of DDCI or Executive Director-Comptroller. (EXHIBIT III)*

2. Copies to accompany the above originals will be prepared as follows:

- a. *Letterhead tissues to correspond with the above for courtesy copies.*
- b. *Plain "Letterex" tissue for extra copies.*
- c. *Yellow "Letterex" tissue for OC-Record Copy.*
- d. *Pink, blue, and green "Letterex" tissue for special or chrono file copies.*

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C. COPIES REQUIRED

Courtesy copies of letters will be prepared as follows:

- 1 Letterhead tissue - courtesy copy to accompany the original.
- 1 white tissue - information copy, if necessary.
- 1 yellow tissue - OC-Record Copy
- 2 white tissues - if signing official is DCI or his deputies.
- 1 white tissue - if additional copies are needed.

D. MARGINS

The finished letter should have a well-balanced appearance. Allow at least one inch for the left, right, and bottom margins.

GUIDE FOR SIDE MARGINS

| <u>Letter Length</u> | <u>Side Margins</u> | <u>Space for Text</u> |
|------------------------------|-------------------------------|---------------------------|
| <i>SHORT, up to 8 lines</i> | 1 1/2 to 2" (18 to 24 spaces) | 5 to 4" (60 to 48 spaces) |
| <i>MEDIUM, 8-20 lines</i> | 1-1 1/2" (12 to 18 spaces) | 6-5" (72-60 spaces) |
| <i>LONG, 20 lines and up</i> | 1" (12 spaces) | 6 inches (72 spaces) |

E. DATE

Letters will be dated when signed. When the date is to be included, type it two to six lines below the last line of the address in the letterhead, depending on the length of the letter. Type the date to end flush with the right margin. The date is expressed by day, month, and year without punctuation - 15 February 1969.

F. REFERENCE LINES

1. If reference lines are needed, type "In reply refer to," in the upper right of the page, two spaces below the date line. Immediately below, type the reference symbol.

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2. If the addressee's reference is to be included, type "Your reference" two spaces below the date line or two spaces below sender's reference. Example:

3 June 1969

In reply refer to:
OC-M-69-493

Your reference:
Per Mgt-A

G. ADDRESS

Type the address at the left margin, approximately 14 lines from the top of the page. See Chapter V on "Forms of Address" for proper titles, salutations, and complimentary close. Single space the address and arrange it in block style. No line of an address should be longer than four inches. When run-over lines are required, indent two spaces from the left margin. Limit the address to four lines. Example:

Mr. John L. Rover
Chairman, Geological Professional
Association of the United States
Billings, Montana ZIP Code Number

H. ATTENTION LINE

An "Attention" line should be avoided. When it is used, type "Attention" two lines below the address, block style.

I. SALUTATION

Place the salutation two lines below the address or the attention line when it is used. Type the salutation flush with the left margin followed by a colon. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line.

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J. BODY OF LETTER

1. Begin the body of the letter two lines below the salutation. Single space the body of the letter; double space between paragraphs. A letter of eight lines or less should be double spaced.

2. Paragraphs are indented five spaces but are not numbered. Each progressive subdivision of a paragraph is indented an additional five spaces. (See Exhibit IV.)

3. A short quotation of less than two lines is run into the text enclosed by quotation marks.

4. A longer quotation is blocked five spaces from the left and right margins of the text. One terminal mark of punctuation is used with quotation marks. If several paragraphs are quoted, quotation marks are placed at the beginning of the first paragraph and at the conclusion of the quoted material with a single quotation mark at the beginning of each paragraph.

K. SUCCEEDING PAGES

1. Succeeding pages are numbered consecutively with Arabic numerals, centered one-half inch from the bottom of the page. *Numerals are typed without parentheses or dashes.* Succeeding pages of letters are also identified as follows:

Six lines from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used, if appropriate. Example: Mrs. John Jones, 132 East Pine St., Selbyville, Ky. (ZIP code number)

or

Hon. Richard B. Randolph, U. S. Senate

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2. Type the succeeding pages 10 lines from the top of the page. The methods of identifying the second and succeeding pages of memorandums and letters, as described in paragraph K, 1, above, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.

L. COMPLIMENTARY CLOSE

Type the complimentary close two lines below the last paragraph beginning two spaces to the right of the center of the page. The complimentary close, "Sincerely," will be used on correspondence prepared for the signature of the DCI.

M. SIGNATURE AND TITLE

Center and type the name of the signer five lines below the complimentary close. Center the official's title immediately below his name. If a run-over line occurs in the title, indent the line two spaces. The official's name and title are typed in initial caps. Example:

Sincerely,

* (Name)
Director

**Director's name is typed in all caps on memorandums only.*

N. ENCLOSURES

1. If an enclosure is identified in the text, type the word, "Enclosure," flush with the left margin, two lines below the signer's title. If more than one enclosure, use plural form and number.

2. If an enclosure is not identified in the text, type "Enclosure" flush with the left margin, two lines below the signer's title. Immediately below, indent two spaces and list each enclosure by title or in as few words as needed to identify the material.

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3. When material is to be sent under separate cover, type "Separate Cover" flush with the left margin, two lines below the signer's title or any "Enclosure" notation. List the material, even though identified in the text, and send material to OC-A/RMB for forwarding under separate cover.

O. DISTRIBUTION

When copies of a letter are sent to persons other than the addressee, indicate by typing "cc" flush with the left margin, two lines below the preceding notation. List the names, one below the other. The distribution of the original and all copies is shown separately under the word, "Distribution," only on copies retained in the Agency. Immediately below, list the original and copies. Example:

cc: Director, Bureau of the Budget
District Government

Distribution:

Orig & 1 - Addressee
1 - OC-P
1 - OC-Record Copy
1 - DD/S
X - as required

P. IDENTIFICATION OF ORIGINATING OFFICE

The official symbol of the originating office, the initials and last name of the originating officer, the initials of the typist, and the date of preparation will be typed at the left margin two lines below the last typed line of the distribution. These are typed on the carbons only. They never appear on the original and courtesy copy (or copies). Example:

OC-P:RJones:dd(date)

Q. CLASSIFICATION

The classification and any control markings are stamped in accordance with current Agency security regulation

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R. SPECIAL POSTAL SERVICE

Instructions for mailing, such as *AIRMAIL*, *SPECIAL DELIVERY*, or *REGISTERED* will be typed in all caps on the outer envelope two lines above and flush with the address. For example: *AIRMAIL--
SPECIAL DELIVERY*.

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EXHIBIT 1
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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

Date: 15 April 1969

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505
OFFICE OF THE DIRECTOR

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505
OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
OC-M-69-493

Your reference per
Mgt-A

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

This is an example of a letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a Division or Section of the organization, the name of the Division or Section is written in the place of the individual's name. The attention line is inserted on the second line below the address and two lines above the salutation.

Paragraphs are indented five spaces. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units will be indented five spaces.

A paragraph is begun near the end of the page, only if there is space for two or more lines on that page. A paragraph is continued on the following page, only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

Each progressive subdivision of a paragraph is indented an additional five spaces. The complimentary close is usually "Sincerely". It begins approximately two spaces to the right of the center of the page, two lines below the last line of the body of the letter. The name of the official signing the letter is typed five lines below and centered with relation to the complimentary close. The title and organizational element are centered under the name. If two lines are required for

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Name of company, person, and address

the title, the second line will be centered below the first. After the original and outgoing copies of a letter are removed from the typewriter, needed information is added to copies remaining in the Agency. At the left margin may be a list of "Enclosures" and "cc" addressees. The last entries, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word, "Rewritten".

Sincerely,

Name
Title

- 1/ 2 Enclosures
Correspondence Manual
Tips on Typing
 - 1/ Separate Cover
Correspondence Order (50 cys)
 - 2/ cc: OC-AMS w/o att.
OC-CCD w/o att.
 - 2/ Distribution:
Orig - Addressee
1 - OC-Record Copy
1 - Originator
X - as required
 - 2/ OC-A:CJones:ab(date)
Rewritten:D/CO:JDoe:ab(date)
-
- 1/ Typed on copies retained in CIA. Typed on the original, courtesy copy, and external CIA information copy only when dictator so desires.
 - 2/ Typed only on copies retained in CIA.

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
(*Information*)

Your reference:
(*Identification*)

Your reference per
Mgt-A

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

Subject: Office of Communications Order

This EXHIBIT shows the layout of a letter. No letter is likely to contain as many parts as are included here. This EXHIBIT is intended as an all-inclusive format from which parts needed for a particular letter are selected.

On all letters, the address begins approximately 14 lines from the top of the page. Items that follow the address, including the body of the letter, are moved up two lines each time an unneeded item is omitted.

Sincerely,

Name
Title

2 Enclosures
Correspondence Manual
The Seven Keys to Better Faster Typing

Separate Cover
United States Government Printing Office Style Manual

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Distribution:
Orig - Addressee
1 - Originator
1 - GC-Record Copy
X - as required

GC-GCB:CJackson:dd(date)

///// May not be needed.

----- On Agency copies only.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

In reply refer to:
Mgt-Cor

Name of Company or Organization
Street Address
City, State, ZIP Number

Attention: Name

Gentlemen:

This is an example of a one-paragraph letter of fewer than eight lines. Side margins for letters of this length may vary from one and one-half to two inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts are single spaced, with double spaces between them.

Sincerely yours,

Name
Title

Enclosure
Selected United States Government
Publications, 1959, No. 9

(To be typed on file copies only)

Distribution:
Orig & 1 - Addressee w/encl.
1 - Originator w/encl.
1 - OC-Record Copy w/encl.
X - as required w/o encl.

OC-A:CJones:tv(date)

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OFFICE OF COMMUNICATIONS ORDERS

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EXHIBIT 7
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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

(Date when signed)

Name of Company or Organization
Street Address
City, State, ZIP Number

Dear Miss Powers:

This is a guide to standard practices in the Office of Communications Correspondence Handbook. These practices give the Office of Communications' letters uniform and distinctive character.

The Handbook is divided into Chapters. Chapters I, II, III, IV, and V help you to prepare communications written from person to person. They may be formal letters or informal memorandums. Chapters VI, VII, VIII, and IX contain information on how to assemble correspondence and what materials to use for routing and mailing correspondence. Chapters X, XI, XII, and XIII contain information on research and development project approvals, spelling, compound words, punctuation, abbreviations, numerals, and word division. With these 13 Chapters, the Handbook should answer most of your questions about format and style and should enable you to work more easily.

Please feel free to supplement the Handbook with specific rules that apply to your job. Keep it on your desk and use it often. By using it, you may become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely,

Name
Title

- 1/ Enclosure
OC Correspondence Handbook
- 2/ Distribution:
 - Orig & 1 - Addressee
 - 1 - Originator
 - 1 - OC-Record Copy
 - X - as required

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-
- 1/ Typed on copies retained in CIA. Typed on the original, the courtesy copy, and external CIA information copies only when dictator so desires.
 - 2/ Typed only on copies retained in CIA.

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CHAPTER III

CORRESPONDENCE FOR DCI AND DDCIA. GENERAL

1. Action papers, i.e., papers requesting DCI or DDCI approval for an Agency action will be forwarded to the Office of the Director in an *original and one copy with attachments* and will be *routed to the DDCI and DCI through the Executive Director*. After action, the original will be returned to the originating component where it becomes the *official record copy*. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months; after which, it will be destroyed.

2. Information papers intended only to inform the DCI or DDCI (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and two carbons. The original will be returned to the originating component after the DCI, DDCI, and Executive Director have been informed with an indication to that effect on the memorandum. (As indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, and then destroyed. Officers attending interdepartmental meetings of importance to CIA should make a record of the meetings, indicating positions and recommendations of the CIA representative and, where appropriate, of others in attendance, and setting forth the actions required by CIA. These memorandums should be forwarded promptly to the Office of the Director.

3. Intelligence information memorandums for the DCI will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the DDCI and the Executive Director. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to ensure that all raw intelligence, special reports, or other information of interest or concern to the principal officers of CIA or of the Government are promptly called to the attention of the Office of the Director.

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4. Memorandums or letters going outside the Agency prepared for the DCI or the DDCI's signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official", and one marked for the "Executive Registry". (Additional copies are to be determined by the originating office.) After signature, the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry, and the remainder will be controlled and disseminated as indicated by the office of origin. Secretaries should consult the *senior secretaries within their own division or office* for additional guidance on the preparation of memorandums and letters for the signature or approval of the DCI or the DDCI. *It is the responsibility of the originating component to ensure that this material is properly prepared, coordinated, and assembled before it reaches the Office of the Director.*

5. Memorandums and letters prepared by the Office of Communications for the DCI, the DDCI, or the Executive Director must be forwarded through the DD/S.

6. The DD/S requires two copies of each memorandum and letter prepared for his approval or signature. Distribution should be shown on the original of all approval papers prepared for the DD/S's signature. Example:

A paper requesting the DD/S's approval would show the following distribution: Orig - D/CO, 2 - DD/S, and other necessary distribution. If the action required or recommended is to be taken by another component other than D/CO (originator) such as the Director of Personnel, the distribution would read: Orig & 1 - OP, 2 - DD/S, 1 - D/CO etc.

B. STATIONERY

1. Letterhead, bond, and tissue copy are available for memorandums and letters prepared for the signature of the Director and the Deputy Director.

2. Plain bond shall be used when addressing memorandums to the Director, Deputy Directors, and the Executive Director.

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C. DATE

Memorandums and letters prepared for the signature of the Director or the Deputy Director of Central Intelligence shall not be dated in the office of origin. Memorandums and letters addressed to the DCI and DDCI will be dated when signed.

D. LETTER FORMAT

1. Keeping in mind a "framed picture" appearance, set the margin accordingly. In most letters the address may be typed eight lines below the last line of the letterhead, flush with the left margin. The length of the letter will determine where the address should begin. The salutation is typed two lines below the address. Begin the body of the letter two spaces below the salutation and indent five spaces for each paragraph. The text is single spaced unless it is eight lines or less. (See examples of letter formats.)

2. The complimentary close for the Director is "Sincerely". The name and title will be centered five lines below the complimentary close. Example:

Sincerely,

(5 lines)

(Name)
Director

a. For the DDCI the complimentary close and signature shall be:

Sincerely,

(4 lines)

(Name)
(Military title, if any)
Deputy Director

Date: 15 April 1969

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S-E-C-R-E-T

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b. Whenever the DDCI signs in the absence of the Director, the signature will be shown as:

Sincerely,

(4 lines)

(Name)

(Military title, if any)

Acting Director

3. Enclosures will be typed and identified on the original and all copies.

4. Identification of originator, typist, date of preparation, and the distribution of all copies will be shown on the internal copies only.

5. All envelopes, mailing slips, and document receipts will be prepared and attached in the office of origin. DCI signature tabs will be attached in the O/DCI. The order of assembly of the material is contained in Chapter VI, "Assembling Memorandums for Forwarding".

E. MEMORANDUM FORMAT

On memorandums prepared for the signature of the DCI or DDCI:

1. The headings shall conform to general standards prescribed for other Agency memorandums.

2. Paragraphs will be numbered, except when the memorandum is addressed to the President or the memorandum consists of only one paragraph.

3. Five lines below the text and two spaces to the right of the center of the page, the signature of the Director of Central Intelligence shall be typed in initial caps, except on memorandums, the DCI's name will be in all caps with the title centered immediately below. Four lines below the text and two spaces to the right of the center of the page, the signature of the Deputy Director of Central Intelligence shall be typed in initial caps.

Example:

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For the DCI (Name)
Director

For the DDCI (Name)
(Military title, if any)
Deputy Director

4. In the Director's absence, "Acting Director" is substituted for "Deputy Director" and Office of the Director stationery is used. Example:

(Name)
(Military title, if any)
Acting Director

5. When material is included with a memorandum for the signature of the DCI or the DDCI, the abbreviation, "Att", will be typed on all copies. If more than one, the number will be shown.

6. Recipients of information copies outside the Agency will be indicated on the original and all copies at the left margin two spaces below the last typed line by typing "cc" followed by the recipient. Example:

cc: Attorney General

7. On memorandums addressed for the signature of the DCI or the DDCI, the distribution is shown on internal copies only. The distribution may be shown on the back of the page if the memorandum fills the page. If an additional page is used, it should be properly titled to identify it with the body of the memorandum.

8. Attach a brief covering the memorandum explaining the purpose of the memorandum to be signed by the DCI. The entire file will be forwarded through the Deputy Director (Respective Component).

9. On memorandums addressed to the DCI or the DDCI:

a. The headings shall conform to the general standards prescribed for Agency memorandums.

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b. The first paragraph of the text shall state the purpose of the memorandum, approval, recommendation, information, etc., or indicate the paragraph in which the action is contained. Example:

This memorandum is for information only. Particular reference is made to paragraphs _____ and _____.

c. Paragraphs will be numbered and single spaced with double spacing between paragraphs.

d. If material is transmitted with a memorandum to the DCI or DDCI, the abbreviation "Att" is typed on copies flush with the left margin, two lines below the signature line. If more than one attachment is transmitted, the number is indicated. Attachments may be identified in abbreviated form. Example:

2 Atts

Att 1: Memo dtd 15 February 1969

Att 2: Contract (2 cys)

e. Do not show the distribution on the original and courtesy copy.

F. BRIEF SUMMARY

A three-sentence summary will be prepared and dispatched to the Director's office immediately after a meeting or conversation with officials outside the Agency, especially on those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

(Note: Memorandums to the President are double spaced.)



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505
OFFICE OF THE DIRECTOR

(Date left blank)

Honorable (Name)
Secretary of State
Washington, D. C. 20520

Dear Mr. Secretary: (Find out if the person signing the letter knows the addressee personally, for instance, well enough to use his first name.)

This is an example of a letter prepared for the signature of the Director of Central Intelligence. Letters will be forwarded to the Director through the Deputy Director for Support with a cover memorandum explaining the purpose of the letter to be signed by the Director.

When a second page is required, use plain stationery; margins will correspond with those on the first page, and typing of the letter will begin four lines below the identification line. The succeeding pages are numbered with Arabic numerals, centered about one-half or three-quarters of an inch from the bottom of the page.

Sincerely,

(5 lines)

(Name)
Director

(To be typed on file copies only.)

D/CO:JDoe:ab(Date)

Distribution:

- Orig & 1 - Addressee
- 1 - ER
- 1 - DCI (signing official)
- 2 - DD/S
- 1 - D/CO
- 1 - OC-Record Copy

CONCUR:

(5 lines)

(Name) _____
Date
Deputy Director
for Support

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EXHIBIT 1
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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505
OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

Honorable (Name)
American Ambassador
City, Country

Dear Mr. Ambassador: (Find out if the person signing the letter knows the addressee personally; for instance, well enough to use his first name.)

This is an example of a letter prepared for the signature of the Deputy Director of Central Intelligence. Generally, this type of letter would be prepared for the signature of the Director. However, a notation accompanying the incoming letter stated that the letter be prepared for the Deputy Director's signature.

A cover memorandum or brief explaining the purpose of the letter should also be prepared. The cover memorandum and the letter for signature should be forwarded through the Deputy Director for Support.

The number of copies prepared should include an original and one for the addressee, one for the signer, one for the Executive Registry, two for the DD/S, and whatever additional copies the originator may decide.

Sincerely,

(4 lines)

(Name)
(Military title, if any)
Deputy Director

Date: 15 April 1969

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

MEMORANDUM FOR: Director of Another Agency
Director of Federal Commission

SUBJECT : General Information

1. This is an example of a memorandum prepared for the signature of the Deputy Director of the Agency. The same format will be followed in preparing a memorandum for the Director's signature.

2. Letterhead stationery for the Office of the Director or the Deputy Director of Central Intelligence is available. Tissue copies with corresponding letterheads should be used when courtesy copies are needed. Additional copies shall be prepared on plain tissue and a yellow copy for the OC-Record Copy.

3. A well-balanced appearance can be achieved by carefully considering the length of the message and adjusting the margins carefully. The text should begin four lines below the subject line. The body of the memorandum is single spaced unless the text is eight lines or less. Double spacing will also be used when preparing a memorandum to the President.

4. Paragraphs should be numbered unless the memorandum contains only one paragraph. Paragraphs are never numbered in a memorandum to the President nor in a letter.

EXHIBIT 3
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5. A cover memorandum explaining the purpose of the attached memorandum to be signed by the DDCI is required. These will be forwarded to the DDCI through the Deputy Director for Support.

(4 lines)

(Name)
(Military title, if any)
Deputy Director

Att
(Identify if necessary)

cc: General Counsel (To be typed on all copies retained in CIA.)

D/CO:JDoe:ab(date)

Distribution:

- Orig & 1 - Addressee
- 1 - Originator's copy
- 1 - OC-Record Copy
- 1 - ER
- 1 - DDCI (signing official)
- 1 - DD/S
- X - as required

(DATE)

BRIEF FOR: Director of Central Intelligence
SUBJECT : Inter-Agency Correspondence Standards

1. This Agency is contributing suggestions for the development of inter-agency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

(5 Lines)

(Name)
Director of Communications

(Not to be typed on the original and courtesy copy.)

Distribution:

Orig & 1 - Addressee
1 - Originator's copy
1 - OC-Record Copy
1 - DD/S

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(DATE)

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for Support
SUBJECT : Inter-Agency Correspondence Standards

1. This illustrates a memorandum submitted to the DCI for action and his approval signature. The first paragraph should state the purpose of the memorandum and request for the approval of the recommendation in paragraph ____.

2. The memorandum will include a space for an approval signature. If concurrence by the Deputy Director is necessary, prepare a concurrence line. The originating officer is responsible for all coordination before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and all attachments included.

(5 lines)

(Name)
Director of Communications

Att
(Identify)

CONCURRENCE:

(5 lines)

Deputy Director for Support _____ Date

The recommendation contained in paragraph ____ is approved.

(5 lines)

(Name) Date
Director of Central Intelligence

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(The distribution is shown on the original and approval papers only.)

Distribution:

- Orig - Addressee (for return to action office via DD/S)
- 1 - ER
- 1 - DD/S (Chrono)
- 1 - DD/S (Subject w/held)
- 1 - OC-Record Copy
- 1 - information addressee
- X - as required

NOTE: If, for instance, the DD/P, General Counsel, or any other office outside the DD/S were to sign CONCURRENCE on this approval memo, the concurrence lines would appear above the approval line.

(DATE)

OFFICE OF COMMUNICATIONS MEMORANDUMS AND LETTERS

ADDRESSED TO THE OFFICE OF THE DIRECTOR

1. Originators will ensure that all such memorandums open with a sentence similar to one of the three below:

a. "This memorandum is for information only; particular reference is made to paragraphs _____, _____, and _____."

b. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____."

c. "This memorandum suggests action on the part of the DCI (or DDCI, Executive Director-Comptroller, or DD/S); this action is contained in paragraph _____."

2. In the place provided for the approving signature, the following statement shall be typed: "The recommendation(s) in paragraph _____ is (are) approved." On the same sheet requesting approval by the DCI, DDCI, or the Executive Director-Comptroller, provision will be made for the concurrence of the DD/S and other appropriate officers including a place for the date as shown on the following page.

EXHIBIT 6
OCHB 70.20.1

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ORIGINATOR:

(5 lines)

Director of Communications

Date

(5 lines)

CONCURRENCES:

(5 lines)

Director of Logistics

Date

(5 lines)

Director of Personnel

Date

(5 lines)

Deputy Director for Support

Date

The recommendation contained in paragraph 4 is approved.

(5 lines)

Deputy Director of Central Intelligence

Date

Show full distribution pattern on all internal copies. Copies must be provided for all coordinators (2 cys always for DD/S). Memorandums or letters prepared for transmittal outside the Agency will provide for concurrence(s) on the carbon copy marked ER copy.

OFFICE OF COMMUNICATIONS HANDBOOK

3. In every case of a memorandum for the Office of the Director, that copy which is returned to the originating component is the official record copy. The originating official is responsible for evaluating it for permanent or temporary retention.

4. The procedures for the preparation of correspondence concerned with R&D project approvals are contained in Chapter X.

5. *DO NOT USE STAPLES ON DCI MAIL--JUST BINDERCLIPS.*

6. Informal guidance concerning the DCI's personal preferences in the format of correspondence are:

a. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director
Department of
0000 1st Street, N. W.
Washington, D. C. 00000

Rather Than:

Mr. John W. Smith
Director
Department of
0000 1st Street, N. W.
Washington, D. C. 00000

b. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: Honorable (Name)
Secretary of State

SUBJECT :

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PREPARATION OF CORRESPONDENCE

FOR THE DDCI

1. A courtesy copy of papers addressed to the Director of Central Intelligence or prepared for his signature will be provided for the Deputy Director of Central Intelligence.
2. Papers prepared for the signature of the Deputy Director of Central Intelligence will show one of the following signature lines, as appropriate:

(Name)
(Military Rank and Branch, if any)
Deputy Director

(Name)
(Military Rank and Branch, if any)
Deputy Director of Central Intelligence

When a complimentary close is required, "Sincerely," will be used.

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EXHIBIT 7
OCHB 70.20.1

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IV. Review, Concurrence, Approval,
and Signing Authority

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CHAPTER IV

REVIEW, CONCURRENCE, APPROVAL,

AND SIGNING AUTHORITY

A. GENERAL

1. Officials other than the originator shall indicate their review by signing above their organizational designation at the bottom of the OC-Record Copy.

2. Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the memorandum. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles. To provide for these signatures, type the word, "CONCURRENCE", flush with the left margin, four lines below the signature line. Beginning five lines below the word, "CONCURRENCE", even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line, type the official's title flush with the left margin. To the right of the signature line, type a solid line for the date. Center and type the word, "Date", beneath this line. Repeat this arrangement for each concurring signature desired. Leave five lines between each signature line. Example:

CONCURRENCES:

(5 lines)

Director of Logistics

Date

(5 lines)

Director of Personnel

Date

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b. Action of the approving official shall be indicated on all copies.

c. Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

C. RESPONSIBILITY FOR REVIEW AND CONCURRENCES

1. It is the originating official's responsibility to secure all necessary reviews and concurrences within his organizational element and to provide adequate routing of the memorandums to other offices for concurrence. "Provide adequate routing" includes a review of the assembled memorandums to ensure that routing slips bear the names of every office concerned.

2. Reviewing officials shall sign or initial originals and copies in the spaces provided. Qualified concurrences or non-concurrences shall be indicated and the reasons, therefor, typed to the right of the official's signature on the original and all copies of the memorandum. The copy for the reviewing official will be forwarded from the office of the signing official after the document is signed.

3. It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date the action was taken, and any other notations of concurrence or qualified concurrence on each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

Director of Personnel

Date

D. AUTHORITY TO SIGN MEMORANDUMS

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. The authority to sign memorandums for the D/CO has been delegated by the Director of Communications to subordinate levels. The following general rules apply:

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1. Memorandums addressed horizontally shall be signed by an official at the same level as that of the addressee or by a person to whom specific authority has been delegated.
2. Memorandums directed upward shall be signed by or directed through the Chief of the element immediately below that of the official to whom addressed.
3. Memorandums directed downward shall be signed by or directed through the Chief of the element immediately above that of the official to whom addressed.

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S-E-C-R-E-T

CONCURRENCES AND APPROVAL

It is recommended that the verbal agreement described herein be concluded officially.

(5 lines)

John X. Doe
Director of Communications

(4 lines)

CONCURRENCES:

(5 lines)

Director of Personnel Date

(5 lines)

Director of Logistics Date

(5 lines)

APPROVED: _____ Date
(2 lines)
(Name)

Deputy Director
for Support

(2 lines)

Distribution:

- Orig & 1 - Addressee
- 1 - D/P
- 1 - D/OL
- 1 - D/CO
- 2 - DD/S
- 1 - OC-Record Copy
- X - as required

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CHAPTER V

FORMS OF ADDRESS

A. GENERAL

1. The form of address, salutation, and complimentary close are frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

2. The following forms of address are conventional forms in general use. They may be varied under certain conditions. For example:

"Honorable" may be replaced by a title such as "General", "Dr.", or "His Excellency". All Presidential appointees and federal and state elective officials are addressed as "Honorable". As a general rule, county and city officials, with the exception of mayors, are not addressed as "Honorable". A person once entitled to "Judge", "General", "Honorable", "His Excellency", or a similar distinctive title may retain the title throughout his lifetime.

3. In salutations to persons in positions that may be held by men or by women, only the title, "Mr.", is shown in the examples given here.

When a woman occupies the position, the title, "Madam", is substituted for "Mr." before such formal terms as "President", "Vice-President", "Chairman", "Secretary", "Ambassador", and "Minister". The title, "Miss" or "Mrs.", is substituted for "Mr." when the surname, rather than formal title, follows.

4. When inter-agency mail is delivered in Washington, D. C., by the official mail and messenger service, "Washington, D. C.," may be omitted from the letter and the envelope.

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5. Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

6. The forms of address, the address to be used in a letter, and the envelope, as well as the salutation and complimentary close for each type of correspondence, are shown in

25X1

B. ADDRESSES

1. Agency

- a. Richard M. Helms
Director of Central Intelligence
- b. R. E. Cushman, Jr.
Lieutenant General, USMC
Deputy Director of Central Intelligence
- c. Colonel L. K. White
Executive Director-Comptroller
- d. Thomas H. Karamessines
Deputy Director for Plans
- e. R. Jack Smith
Deputy Director for Intelligence
- f. Carl E. Duckett
Deputy Director for Science & Technology
- g. R. L. Bannerman
Deputy Director for Support
- h. John W. Coffey
Assistant Deputy Director for Support
- i. John R. Tietjen
Director of Medical Services

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25X1A9A

j.
Director of Communications

k. Lester E. Bush
Director of Finance

l. George E. Meloon
Director of Logistics

m. Robert S. Wattles
Director of Personnel

n. Howard J. Osborn
Director of Security

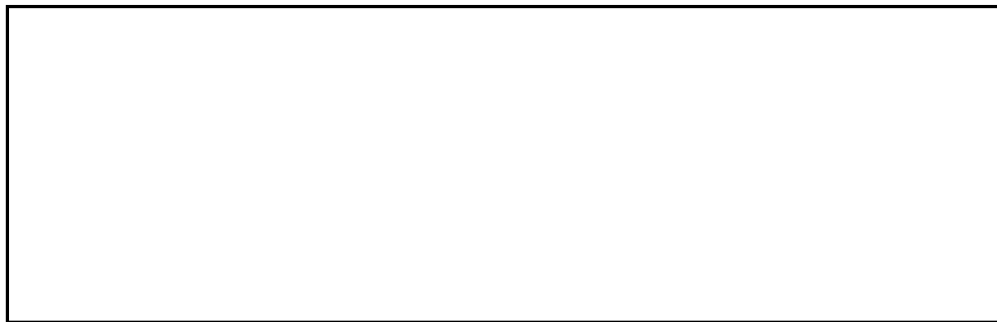
o. Hugh T. Cunningham
Director of Training

2. Non-Agency

a. Honorable William P. Rogers
Secretary of State
Washington, D. C. 20520

25X1A6A

b. Honorable Melvin R. Laird
Secretary of Defense
Washington, D. C. 20301



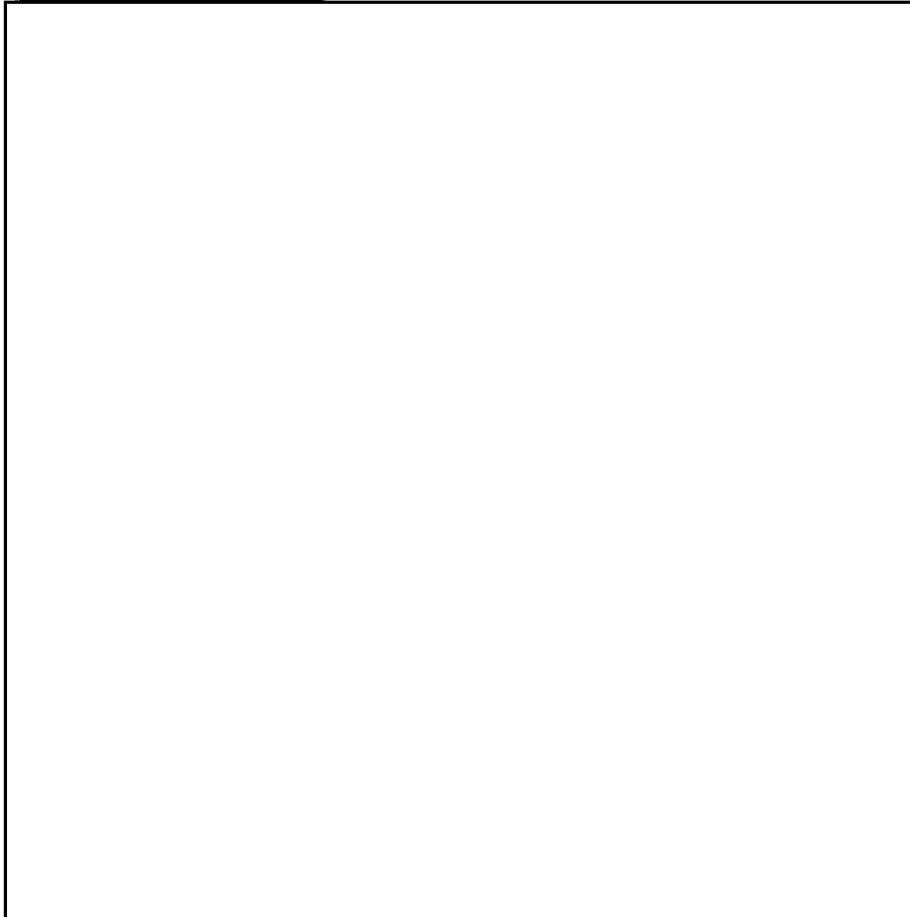
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SECRET

VI. Assembling Memorandums For Forwarding

SECRET

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CHAPTER VI

ASSEMBLING MEMORANDUMS

FOR FORWARDING

A. ASSEMBLING MEMORANDUMS

1. Final responsibility for the correct assembly of memorandums rests with the originator. (See Chapter 1, Para. U, EXHIBIT 1). Memorandums correctly assembled will include the following items, as appropriate, in the sequence indicated:

- a. *Transmittal or Routing Slip, Routing and Record Sheet, as appropriate.*
- b. *Original and courtesy copy, if any, clipped together. (On external memorandums protect original with thin tissue.)*
- c. *Addressed penalty indicia or plain envelopes, as appropriate, for the original and courtesy copy with a postage slip attached, if required.*
- d. *Information copies for addressees outside CIA with addressed envelopes and completed postage slips attached, if required.*
- e. *Information copies (or concurring officials' copies) for distribution within the Agency with addressed routing slips stapled to the copy.*
- f. *OC-Record Copy (yellow tissue) for OC-A/RMB.*
- g. *Original incoming memorandums, enclosures, etc., and any other material to be attached to the OC-Record Copy as part of the official file on the memorandums.*

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h. Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the (yellow tissue) OC-Record Copy is to be retained at either of these levels, prepare an additional copy on plain yellow tissue for OC-A/RMB. Therefore, an extra copy (or copies) will be prepared on plain white tissue as appropriate for the DD/S and the Office of the Director.

i. Return copy (if desired) with addressed routing slip for its return.

j. Reference material for return to reference sources.

k. "Hold Back" copy (if desired).

2. In addition to the foregoing:

a. A completed Document Receipt, Form 615, be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.

b. Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution". If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.

c. Enclosures will be attached by clips to the original or copies transmitting them. Do not use staples on DCI mail--just binderclips.

d. Assembly reference tabs will be attached whenever their use will expedite the review and approval of memorandums. DCI signature tabs should not be attached in the office of origin. These will be attached in O/DCI.

e. The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips properly completed and attached to respective material.

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f. If necessary, material should be fastened together with paper clips and made a part of the completed assembly by binder clips. Staples should be used with discretion; consideration being given to the amount and type of handling the memorandums may receive.

g. If it is anticipated that memorandums will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

B. FORWARDING MEMORANDUMS

Memorandums will be assembled and forwarded through prescribed channels to OC-A/RMB for control, processing, and forwarding. Only transmittal media complying with the security requirements of current CIA security regulations will be used.

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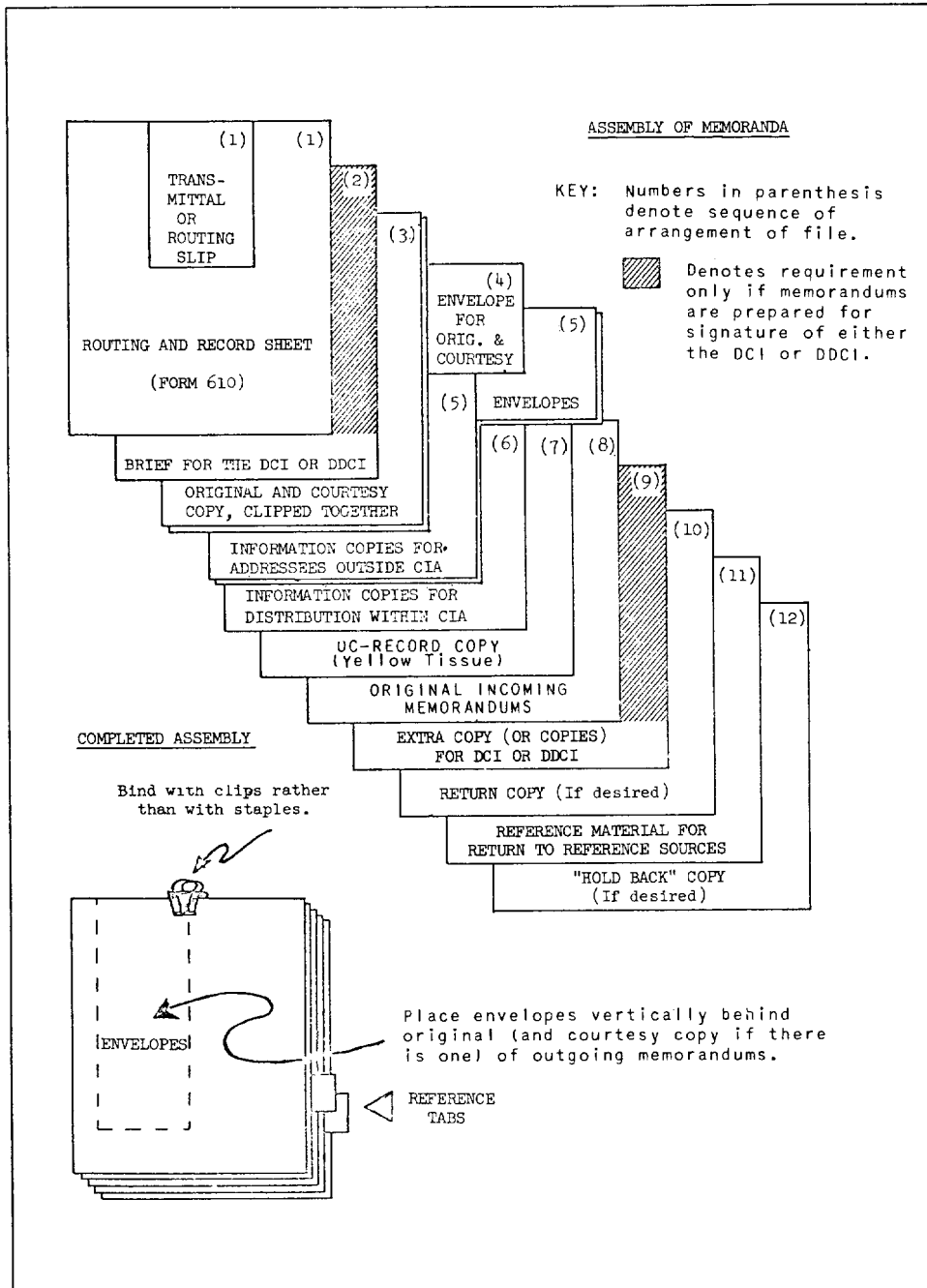
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OFFICE OF COMMUNICATIONS HANDBOOKS

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CHAPTER VIIENVELOPES AND MAILINGA. GENERAL

When mail is prepared for transmittal, it is important that the proper envelope is used to ensure correct handling. Window envelopes should be used whenever possible. When a window envelope cannot be used for security reasons, select a regular envelope of the appropriate size.

B. TYPES

The Agency uses both penalty indicia and plain envelopes, as well as penalty indicia labels on packages. The penalty clause, "Penalty for Private Use to Avoid Payment of Postage \$300", appears in the upper right corner of the penalty indicia envelopes and labels. The following types of envelopes are available (some contain preprinted Agency addresses):

1. Penalty Indicia Envelopes

White envelopes, 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White window envelopes, 8 7/8" x 3 7/8"

Manila envelopes, 12" x 9 1/2"

Labels, gummed, 5" x 3"

2. Plain Envelopes

White envelopes, 3 1/2" x 6", 8 7/8" x 3 7/8", and 9 1/2" x 4 1/8"

White with opaque shading inside, 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White window envelopes, 8 7/8" x 3 7/8"

White, Air Mail, red and blue border, 8 7/8" x 3 7/8"

(both plain and opaque shading inside) and 9 2/1" x 4 1/8"

manila envelopes, various sizes from 5 7/8" x 3 3/4" through 18" x 14 1/2".

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3. Multipurpose Envelopes

The multipurpose envelopes are encouraged for internal routing. These envelopes are designed with a window pocket attached to the outside to accommodate a courier receipt being used as an address label, a 3' x 5' card, or paper on which the address is written. The envelopes may be reused by removing the addressed paper or card and inserting a new one properly addressed. Multipurpose envelopes are available in manila sizes 12" x 10" and 16" x 10".

4. Chain Envelopes

U. S. Government messenger envelope, Form 65, sizes 12" x 9 1/2" and 16" x 12" may be used for sending material between government offices and agencies unless prohibited by security or operational requirements. When using the chain envelope, enter the Stop Number (if known) for the addressee's agency in the space labeled "Stop".

C. USE

The use of penalty indicia in lieu of postage stamps is a matter of convenience and economy to the government. Official mail qualifying for transmission under penalty indicia is broadly limited to official letters, memorandums, enclosures, etc., that are reasonably related to the subject matter of the material. Penalty indicia should not be used for:

1. *Mail on which additional postage is required, such as air mail, mail for most foreign countries, or mail weighing over four pounds.*
2. *Personal mail and other unofficial mail, even though a postage stamp is affixed over the penalty clause.*
3. *Inner envelopes used for double sealed material.*
4. *Mail sent outside the Post Office channels (by messenger or courier). In addition, do not place labels on penalty indicia envelopes.*

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D. ADDRESSING ENVELOPES FOR TRANSMITTAL OUTSIDE CIA

1. In addressing an envelope, begin typing approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter.

2. If memorandums are to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps, two lines above and flush with the address.

3. If memorandums are to be dispatched by AIR MAIL, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words, "AIR MAIL", in all caps, two lines above and flush with the address.

4. Inter-Agency Mail - If contents of mail being sent to another government agency is unclassified, indicate on the envelope the addressee, the room, and Stop Number. Do not use a penalty indicia envelope. (Delivery is made by U. S. Official Mail and Messenger Service.)

5. If memorandums are classified either SECRET or CONFIDENTIAL and are to be transmitted outside the Agency, attach two envelopes properly addressed.

6. If memorandums are classified, attach Form 240, Courier Receipt. Indicate the office, room number, and building. Do not include the Stop Number. (Delivery is made by Agency courier.)

E. ADDRESSING INTER-OFFICE MAIL

1. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

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a. Office of origin.

b. Office designation of addressee (position title or name may be added if desired).

c. Building designation.

d. Room number.

2. In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Deliver to Addressee" in addition to information required in paragraphs a through d above.

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CHAPTER VIII

MATERIALS FOR ASSEMBLING
AND FORWARDING MEMORANDUMS

A. REFERENCE TABS

This form is an invaluable aid to officials reviewing memorandums. It is particularly helpful when memorandums are bulky or are to be reviewed for concurrence or approval by several officials. Reference tabs are designed for repeated use. They are attached with paper clips. These tabs are available at the Building Supply Office.

| | |
|-----------|----------------------------|
| | OFFICIAL FILE COPY |
| SIGNATURE | Form 5-57 163 |
| | CONCUR |
| APPROVAL | |

B. PRIORITY TAG, Form 160

This form aids in expediting the routing and processing of memorandums whenever other than routine handling is required. The tag is colored red, size 3" x 1 1/2", and is reusable.

| | |
|----------------------|---------------------------------------|
| PRIORITY | |
| Form No. 1 Dec 56 | 160 Use Previous Editions (13) |

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C. TRANSMITTAL SLIP, FORM 241

This slip is used for transmitting memorandums and other material within Headquarters when only one addressee per document is involved.

| | | |
|--------------------------|--|-----------|
| TRANSMITTAL SLIP | | DATE |
| TO: | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| | | |
| FROM: | | |
| ROOM NO. | BUILDING | EXTENSION |
| FORM NO. 241 1 FEB 55 | REPLACES FORM 36-8 WHICH MAY BE USED. | |
| | | (47) |

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D. OFFICIAL ROUTING SLIP, FORM 237

Memorandums or other material routed in consecutive order to two or more parties in Headquarters are transmitted by Official Routing Slips.

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|------------------|----------------|----------|
| UNCLASSIFIED | CONFIDENTIAL | SECRET | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |
| Remarks: | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| | | | |
| UNCLASSIFIED | CONFIDENTIAL | SECRET | |

FORM NO. 1-67 **237** Use previous editions

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E. ROUTING AND RECORD SHEET, FORM 610

The extent of review and concurrence in offices through which memorandums may pass is often indefinite. Therefore, for memorandums of more than a routine nature, provisions should be made for extended routing. The form provides space for added comments and serves as a protective covering over the original.

| <input type="checkbox"/> UNCLASSIFIED | | <input type="checkbox"/> INTERNAL USE ONLY | | <input type="checkbox"/> CONFIDENTIAL | | <input type="checkbox"/> SECRET | | | |
|--|--|--|--|---------------------------------------|-----------|--|---|---------------------------------------|--|
| ROUTING AND RECORD SHEET | | | | | | | | | |
| SUBJECT: (Optional) | | | | | | | | | |
| FROM: | | | | EXTENSION | NO. | | | | |
| | | | | | DATE | | | | |
| TO: (Officer designation, room number, and building) | | | | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) | | |
| | | | | RECEIVED | FORWARDED | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |
| 13. | | | | | | | | | |
| 14. | | | | | | | | | |
| 15. | | | | | | | | | |
| FORM 3-62 610 USE PREVIOUS EDITIONS | | <input type="checkbox"/> SECRET | | <input type="checkbox"/> CONFIDENTIAL | | <input type="checkbox"/> INTERNAL USE ONLY | | <input type="checkbox"/> UNCLASSIFIED | |

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F. COURIER RECEIPT AND LOG RECORD, FORM 240

All envelopes or packages containing material classified CONFIDENTIAL and above, transmitted between buildings within or outside CIA, are customarily accounted for by a Courier Receipt. Receipts are prepared in an original and two copies. Copy one is inserted in the window pocket or securely attached to the envelope or package without a window pocket. Copies two and three contain logging information for use by the originator and the recipient. When log data has been added to the Courier Receipt, copy three shall be inserted inside the package to be delivered to the addressee. Copy three becomes the log record in the receiving office.

| | |
|---|-------------------------------|
| FROM _____ | NO. I1180051 |
| _____ | DATE _____ |
| TO: _____ | TYPE OF MATERIAL |
| _____ | ENVELOPE (S) |
| _____ | PACKAGE (S) |
| _____ | OTHER _____ |
| <p>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT <u>ONLY</u> THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</p> | |
| SIGNATURE OF RECIPIENT (NOT INITIALS) | DATE AND TIME OF RECEIPT |
| <p>COURIER'S RECEIPT</p> | |
| FORM 240 6-80 | USE PREVIOUS EDITIONS (24-25) |
| <p>COURIER RECEIPT AND LOG RECORD</p> | |
| MFG. 10-67 | |

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G. DOCUMENT RECEIPT, FORM 615

A Document Receipt is required for all memorandums classified SECRET or CONFIDENTIAL, transmitted outside CIA. Its use is optional for classified memorandums transmitted within the Agency. Document Receipts are prepared in an original and one copy. The original is transmitted with the memorandum; the duplicate copy is retained by OC-A/RMB until the original bearing the recipient's signature is returned. The duplicate copy is then destroyed.

| | | | | | |
|---|---------------|--|--|-----------------------|-----------|
| CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT | | NOTICE TO RECIPIENT Sign and Return as Shown on Reverse Side | | COURIER REC. NO. | DATE SENT |
| SENDER OF DOCUMENT(S) | | ROOM | BLDG. | DATE DOCUMENT(S) SENT | |
| DESCRIPTION OF DOCUMENT(S) SENT | | | | | |
| CIA NO. | DOCUMENT DATE | COPIES | DOCUMENT TITLE | ATTACHMENTS | CLASS |
| | | | | | |
| RECIPIENT | | | | | |
| ADDRESS OF RECIPIENT | | | SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S)) | | |
| | | | | | |
| | | | OFFICE | DATE OF RECEIPT | |
| | | | | | |
| FORM 12-61 615 USE PREVIOUS EDITIONS (33) | | | | | |

TO: CIA RECIPIENT
Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

TO: NON-CIA RECIPIENT
Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D.C. Stop 64

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H. REQUEST FOR POSTAGE, FORM 239

1. A Request For Postage form shall be completed and attached to each memorandum which will require special postage or handling. In completing the form, indicate the type of mailing service desired, and fill in each pertinent space, except the box marked for use by "Central Mail Only". In addition, type the words, "DO NOT METER", if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Request For Postage may be used to cover each letter in the group of letters if each letter in the group requires only first class postage. For such cases, type the word, "various", in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addressees.

2. Request For Postage forms will be required when the originator of registered memorandums desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

| SEE INSTRUCTIONS ON REVERSE SIDE. | | | REQUEST FOR POSTAGE | | |
|--|---|--|---------------------|------|-------|
| REQUIRED SERVICES | | | | | |
| <input type="checkbox"/> FIRST CLASS | <input type="checkbox"/> PARCEL POST | <input type="checkbox"/> OTHER (EXPLAIN FULLY) | | | |
| <input type="checkbox"/> AIR MAIL | <input type="checkbox"/> FILM OR BOOK RATE | | | | |
| <input type="checkbox"/> SPECIAL DELIVERY | <input type="checkbox"/> INSURED (VALUE _____) | | | | |
| <input type="checkbox"/> REGISTERED | <input type="checkbox"/> SPECIAL HANDLING | | | | |
| <input type="checkbox"/> RETURN RECEIPT* | <input type="checkbox"/> DELIVER TO ADDRESSEE ONLY* | | | | |
| *AVAILABLE ONLY ON REGISTERED AND INSURED MAIL | | | | | |
| ADDRESSEE | | | CENTRAL MAIL ONLY | | |
| ADDRESS | | | DISPATCHED | | |
| | | | DATE | TIME | CLERK |
| ORIGINATING OFFICE | | | POSTAGE AFFIXED | | |
| DATE | EXTENSION | BY | | | |

FORM 7-62 **239** Use previous editions

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CHAPTER IX

REGISTERED MAIL AND

OFFICE OF SECURITY MAILING PROCEDURES

A. GENERAL

United States postal regulations require that return addresses on registered mail include the name of the Agency. Domestic memorandums and letters with a defense classification of SECRET or CONFIDENTIAL forwarded outside the Agency by the Office of Communications as registered mail will be accompanied by a completed Form 239, EXHIBIT 1, or Form 1637, EXHIBIT 2.

B. PROCEDURES

Each Office of Communications component is responsible for preparing the envelopes and the documentation required for all correspondence it forwards through registered mail facilities.

1. The return address to be used for official *overt domestic* mail when there are no security restrictions is:

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505

Penalty indicia envelopes will be used. The return address will be placed in the left corner above the notation, "official business", and needs no other sender identification.

2. Mail forwarded as registered mail using the Agency as the return addressee is to be accompanied by a copy of Form 239, "Request for Postage", with the appropriate blocks completed. (See EXHIBIT 1.) The originating office should be shown as "OC" with the originator's true name on the form.

3. When the identity of the Agency must be protected, letter drops are to be used. These return addresses are to be obtained from OC-A. *Penalty indicia envelopes will not be used.*

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4. Mail forwarded with a letter drop as the return address is sent to the Office of Security Mail Room and is to be accompanied by Form 1637, "Request for Office of Security Mailing", rather than Form 239. This form is to be completed as shown. (See EXHIBIT 2.) The true name of the originator may also appear on the form as the sender.

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25X1A5A1

SEE INSTRUCTIONS ON REVERSE SIDE.

REQUEST FOR POSTAGE

| REQUIRED SERVICES | | |
|--|---|--|
| <input type="checkbox"/> FIRST CLASS | <input type="checkbox"/> PARCEL POST | <input type="checkbox"/> OTHER (EXPLAIN FULLY) |
| <input checked="" type="checkbox"/> AIR MAIL | <input type="checkbox"/> FILM OR BOOK RATE | |
| <input type="checkbox"/> SPECIAL DELIVERY | <input type="checkbox"/> INSURED (VALUE _____) | |
| <input checked="" type="checkbox"/> REGISTERED | <input type="checkbox"/> SPECIAL HANDLING | |
| <input type="checkbox"/> RETURN RECEIPT* | <input type="checkbox"/> DELIVER TO ADDRESSEE ONLY* | |

*AVAILABLE ONLY ON REGISTERED AND INSURED MAIL

| | | | |
|--|-------------------|------|-----------------|
| | CENTRAL MAIL ONLY | | |
| | DISPATCHED | | |
| | DATE | TIME | CLERK |
| | | | POSTAGE AFFIXED |

ORIGINATING OFFICE
OC (Sender's True Name)

DATE: 15 Feb 69 EXTENSION: [] BY: []

FORM 7-62 **239** Use previous editions

25X1

25X1

25X1A5A1

SECRET (WHEN FILLED IN)

REQUEST FOR OS MAILING

NO. 214374

| SECTION I | | THIS SECTION FOR SENDER'S USE ONLY (TYPE OR PRINT) | |
|---|--|--|--|
| CASE NO. 169479 | MAIL AT (CITY AND STATE) Washington, D. C. 20005 | | |
| METHOD OF MAILING (CHECK AS APPROPRIATE) | | ADDRESSEE | |
| <input type="checkbox"/> AIR MAIL | <input checked="" type="checkbox"/> SPECIAL DELIVERY | <input checked="" type="checkbox"/> FIRST CLASS | <input checked="" type="checkbox"/> REGISTERED |
| <input type="checkbox"/> PARCEL POST | <input type="checkbox"/> OTHER (EXPLAIN) | <input type="checkbox"/> RECEIPT REQUESTED | U. S. ARMY COMMUNICATIONS SERVICE GROUP |
| NAME OF SENDER OC (Sender's True Name) | | ADDRESS | |
| OFFICE OC-A/RMB | | [] | |
| EXTENSION [] | | | |
| SECTION II | | THIS SECTION FOR OS USE ONLY | |
| INITIALS OF RECIPIENT | DATE RECEIVED | [REDACTED] | |
| REMARKS | | | |
| SENDER'S COPY | | | |
| SECRET (25-38) | | | |
| OS COPY | | | |
| SECRET (25-38) | | | |
| FIELD OFFICE COPY | | | |
| SECRET (25-38) | | | |

FORM 1637 11-59

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CHAPTER X

RESEARCH AND DEVELOPMENT

PROJECT APPROVALS

A. GENERAL

Research and Development Project Approvals are prepared as outlined below. Those in excess of \$50,000 will be forwarded to the DD/S for his approval; and those in excess of \$150,000 will be submitted through the DD/S and the Office of Planning, Programming, and Budgeting for concurrence, then to the Executive Director-Comptroller for his approval.

B. PROCEDURES

1. The Office of Communications will continue block submission of completed Research and Development Catalog Forms in support of financial plans and research and development programs each fiscal year.

2. As individual project approvals on current year contracts are requested, those in excess of \$50,000 will be prepared in similar form and submitted through the DD/S, the Office of Planning, Programming, and Budgeting for concurrence, then to the Deputy Director of Central Intelligence for approval. These requests will be forwarded under cover of a brief memorandum for the signature of the D/CO.

3. Only when significant changes occur in any project (i.e., change in end result, substantial change in cost) from the time the original Research and Development Catalog Form was completed and forwarded to the Office of Planning, Programming, and Budgeting, will it be necessary that a new catalog form accompany the individual project approval request. In such case, the cover memorandum shall include a brief statement that some changes have occurred, and accordingly, there is forwarded revised Research and Development Catalog Forms (4 copies) for the Office of Planning, Programming, and Budgeting.

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4. In completing the Research and Development Catalog Forms and in preparing Research and Development Project Approval Requests, complicated terms and highly technical phrases are to be avoided. Clear and brief statements, under the specific heading outlined in the attached EXHIBIT 1, are encouraged.

5. With reference to EXHIBIT 1, Paragraph VI, "Coordination", it is required that substantiating material recording specific internal or external coordination actions be maintained for review as required by the D/CO or higher reviewing officials.

6. The project number should be included in the subject line on all covering memorandums requesting project approval.

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EXHIBIT 1
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RESEARCH AND DEVELOPMENT

PROJECT APPROVAL REQUEST

I. IDENTIFICATION

Under what category of Agency Program Activity will project be undertaken; by what component; included in financial plan and at what level; if not what prompted initiation now; any internal designation?

II. OBJECTIVES

What is requirement for this effort, what will be resulting product, how will it be used, what is advancement over existing capabilities?

III. BACKGROUND

Substantive and/or operational justification, previous or existing means of meeting problem pertinent operational experience.

IV. TECHNICAL SPECIFICATIONS

Technical data as applicable and in sufficient detail to permit reasonable evaluation by qualified staff elements within the requesting component, but at the same time this section should not incorporate full specifications as might be worked up by the contractor.

V. CONTRACTOR AND FINANCIAL ARRANGEMENTS

Name of firm; others considered; reason for choice; cost; duration; guidance for Headquarters, etc.

VI. COORDINATION

Within the Agency; with other governmental departments; with academic or business institutions as appropriate.

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VII. SECURITY

Within the Agency; within the contracting firm or institution; other aspects.

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CHAPTER XI

CAPITALIZATION, SPELLING, AND

COMPOUND WORDS

A. GENERAL

1. Problems of capitalization which most often arise in Government correspondence are covered in this Chapter. Commonly used principles are briefly stated, and then supported by examples. For words or terms not included here, correct practice can be determined by relating them to the principles that are given. Also see the *Government Printing Office Style Manual* for other points on capitalization.

2. Two main rules govern use of capitals: (a) Proper nouns, titles, and first words are capitalized, and (b) common nouns are not capitalized unless they have gained the status of proper nouns. Consistency in capitalizing is important. Once a practice has been adopted, for example, capitalizing a word for emphasis, that practice should be carefully followed throughout the piece of writing.

B. PROPER NOUNS

1. Names of persons, places, and things.

a. Capitalize names of persons, places, and things; and their derivatives which retain proper noun meanings:

John Macadam, Macadam family
Italy, Italian
Capitol in Washington, D. C.

b. Do not capitalize names which have become common, or their derivatives which have general meanings:

italics, italicize
roman (type)
a State capitol

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2. Common nouns used as proper nouns.
- a. Capitalize common nouns used as parts of proper names and of titles:

Union Station
Budget and Accounting Procedures Act
Appendix C
Column 2
Exhibit D7

- b. Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference:

the railway station in Washington
act of 1951
a part of appendix C
in column 2, page 3
a reprint of exhibit D7

- c. Capitalize common nouns when used alone as a well-known short form of a proper name:

British Commonwealth: the Commonwealth
Union of South Africa: the Union
United States: the States

- d. Do not capitalize when used in a general sense:

a commonwealth of nations
a union between families
state's evidence

- e. Capitalize plural forms of common nouns when used as part of a proper name:

Seventh and I Streets
State and Treasury Departments

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f. Do not capitalize when used in a general sense:

two old streets
executive departments

3. Names of organized bodies.

a. Federal Government units.

(1) Capitalize titles of the Federal Government and its units, and their shortened forms. Capitalize other substitutes only to show distinction:

The U. S. Government: the Federal Government, the National Government, the Government
American Embassy: the Embassy
Department of Defense: Military Establishment, Armed Forces
U. S. Army: the Army, Regular Army, the Infantry, 81st Regiment, Army Band
U. S. Navy: the Navy, Navy (Naval) Establishment, Marine Corps

(2) Do not capitalize when used in a general sense, or when referring to other than a Federal Government unit:

democratic government, a federal union, two national governments, city government
a foreign embassy: also the consulate, the consulate general
a defense establishment, armed forces exploring the area, also armed services
an army, Grant's army, infantrymen, the regiment, the March King's band
naval shipyard, naval station
corps of fighting men

b. International organizations.

(1) Capitalize names of international organizations:

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United Nations: the Security Council, the
Assembly, the Secretariat, the International
Court of Justice
World Health Organization

(2) Do not capitalize when used in a general sense:

united nations in the Middle East, a council of
citizens, a town assembly, a secretariat for
the director, a citizen's court
funds for a health organization

c. Names of other organized bodies. (For names of
Federal Government units and international organizations, see
paragraphs a and b preceding.)

(1) Capitalize names of other organized bodies when
used as titles:

Virginia Assembly, West Virginia House of
Delegates
California State Highway Commission: Highway
Commission of California

(2) Do not capitalize when used in a general sense:

the assembly, the State senate, the house of
delegates in West Virginia
the highway commission, the commission for
highway construction

4. Names of members of organized bodies.

a. Capitalize names of members of organized bodies to
distinguish them from the same words merely in a descriptive
sense:

a Representative (Member of Congress)
a Republican (member of a political party)

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b. Do not capitalize when used in a general sense:

a representative of a group
a republican form of government

5. Official designations of countries, domains, and their divisions.

a. Capitalize names of countries and their divisions when used as proper names, as parts of proper names, or as proper adjectives:

United States: the Republic, the Nation, the Union
New York State: the Empire State
U. S. S. R. (Union of Soviet Socialist Republics):
Cominform (Communist Information Bureau), Communist International

b. Do not capitalize when used in a general sense:

a republic, two nations, national income, union of States (U. S.)
church and state
a socialist form of government, experiment in communism

6. Names of regions, localities, and geographic features.

a. Capitalize names of regions, localities, and geographic features when used as proper names:

Equatorial Africa
the Middle East (Asia)
the Continent

b. Do not capitalize terms used to denote mere direction or position:

equatorial countries
middle east of the State
continental boundaries

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OFFICE OF COMMUNICATIONS HANDBOOKC. SPELLING - GENERAL

1. The Government Printing Office recognizes Webster's New International Dictionary as the guide to spelling. To achieve further standardization, the Government Printing Office lists in the Style Manual the preferred forms of many of the words that are spelled more than one way in Webster's.

2. The spelling of geographic names should conform to the decisions of the U. S. Board on Geographic Names. In the absence of a decision by the Board, the *U. S. Directory of Post Offices* is used for names in the United States and its possessions.

D. PREFERRED SPELLING

| | | |
|---------------------|---------------------|---------------------|
| abridgment | coconut | exhibitor |
| acknowledgment | combated, combating | favor |
| adapter | connector | flier |
| adjuster | consignor | focused, focusing |
| adviser | converter | forbade |
| aging | conveyor | fulfill |
| aline | councilor | fuse |
| anesthetic | counseled, | gasoline |
| appall | counselor, | goodby |
| ascendance | counseling | graveled, graveling |
| aye | defense | gray |
| barreled, barreling | descendant | intern |
| beveled, beveling | development | jeweled, jeweler, |
| biased | diagramed, | jeweling |
| blond | diagraming | judgment |
| boulder | dialed, dialing | kerosene |
| brier | dike | kidnaped, kidnaper, |
| buses | disk | kidnaping |
| caliber | draft | labeled, labeling |
| canceled, | drought | leveled, leveler, |
| canceling, | employee | leveling |
| cancellation | enclose | libeled, libeler, |
| catalog | enclosure | libeling |
| channeled, | entrust | license |
| channeling | equaled, equaling | likable |
| cigarette | esthetic | maneuver |

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| | | |
|-----------------------|-----------------------|-----------------------|
| marshaled, marshaling | percent | subpena |
| marvelous | plow | sulfur |
| medieval | practice | theater |
| meter | programed, programer, | totalled, totaling |
| modeled, modeling | programming | traveled, traveler, |
| mold | reconnaissance | traveling |
| monolog | referable | visa, visaed |
| movable | signaled, signaling | vitamin |
| nonplused | skillful | willful |
| offense | stenciled, | woolen |
| penciled, penciling | stenciling | woolly |
| | | worshiped, worshiper, |
| | | worshipping |

E. PLURAL FORMS

1. In forming the plurals of compound terms, make the significant word plural.

a. Significant word first:

adjutants general
ambassadors at large
attorneys general
commanders in chief

b. Significant word in middle:

assistant attorneys general
assistant chiefs of staff
assistant comptrollers general
deputy chiefs of staff

c. Significant word last:

assistant attorneys
assistant commissioners
lieutenant colonels
vice presidents

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d. Both words of equal significance:

Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28
men buyers

e. No word significant in itself:

hand-me-downs
jack-in-the-pulpits

2. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on
hangers-on

listeners-in
lookers-on

makers-up
passers-by

3. When neither word is a noun, make the last word plural.

also-rans
come-ons

go-betweens
higher-ups

4. To form the plural of nouns ending with *ful*, add *s* at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the mixture (one bucket filled five times)
five buckets full of earth (separate buckets)
three cupfuls of flour (one cup filled three times)
three cups full of coffee (separate cups)

5. The plurals of these words may cause difficulty.

appendix, appendixes
basis, bases
crisis, crises
curriculum, curriculums
datum, data
formula, formulas
maximum, maximums
medium, mediums or
media

memorandum, memorandums
minimum, minimums
minutia, minutiae
parenthesis, parentheses
phenomenon, phenomena
plateau, plateaus
stimulus, stimuli
synopsis, synopses

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F. DOUBLED CONSONANTS

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable, or (b) it ends an accented syllable.

| | | |
|--------------|-----------------------|---------------------------|
| bag, bagging | rob, robbing | <i>but</i> total, totaled |
| get, getting | corral, corralled | travel, |
| red, reddish | transfer, transferred | traveled |

G. INDEFINITE ARTICLES

1. Use *a* before words beginning with consonants, except words beginning with a silent *h*. Also use *a* before words spelled with initial vowels that combine consonant and vowel sounds.

| | | |
|--------------|------------------|--------------------|
| a procedure | a union | a one-sided argu- |
| a hotel | a European atlas | ment |
| a humble man | | <i>but</i> an hour |

2. Use *an* before words beginning with vowels, and words beginning with a silent *h*.

| | |
|------------|---------------|
| an order | an herdseller |
| an initial | an honor |

H. COMPOUND WORDS - GENERAL

A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the **component** words, and thus aids readability and correct pronunciation.

I. BASIC RULES

1. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

| | | |
|--------------|-----------------|----------------|
| book value | living costs | training ship |
| census taker | mountain laurel | violin teacher |
| eye opener | patent right | |

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2. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

| | |
|---------------|--------------|
| bookkeeping | gentlemen |
| forget-me-not | right-of-way |

3. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

| | |
|---------------|------------------|
| footnoting | praiseworthiness |
| ill-advisedly | X-rayer |

J. SOLID COMPOUNDS

1. When *any*, *every*, *no*, and *some* are combined with *body*, *thing*, and *where*, type as one word. Type as separate words *some one*, *every one*, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

| | | | |
|--------------------|------------|---------|-----------|
| anybody | anywhere | nobody | somebody |
| anyone, <i>but</i> | everybody | no one | someone |
| any one thing | everything | nothing | something |
| anything | everywhere | nowhere | |

2. Type as one word compound **personal** pronouns.

| | | | |
|---------|---------|------------|------------|
| herself | myself | ourselves | yourself |
| himself | oneself | themselves | yourselves |
| itself | | | |

3. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

| | |
|-----------|-----------------|
| northeast | north-northeast |
|-----------|-----------------|

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CHAPTER XIIPUNCTUATIONA. GENERAL

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others, without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The *Government Printing Office Style Manual* treats punctuation in detail.

B. APOSTROPHE

1. Use the apostrophe:

a. To indicate contractions or omitted letters.

I've it's (it is) TV'ers

b. To indicate the coined plurals of letters, figures, and symbols.

three R's 5's and 7's +'s

c. To show possession. Add 's when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound.

| | | |
|-----------|--------|----------|
| officer's | Co.'s | Joneses' |
| Mars' | Cos.' | Schmitz' |
| hostess' | Jones' | |

(1) To show possession in compound nouns, add the apostrophe or 's to the final word.

brother-in-law's secretary-treasurer's

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(2) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.

soldiers and sailors' home

(3) To show separate possession in nouns in a series, add the apostrophe or 's to each noun.

John's, Thomas', and Henry's ratings

(4) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.

someone's desk somebody else's books

others' homes

2. Do not use the apostrophe:

a. To form the possessive of personal pronouns.

theirs yours hers its

b. To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.

twos and threes ifs, ands, and buts,
yeses and noes do's and don'ts
which's and that's

c. To follow names of countries and other organized bodies ending in s, or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s.

United States control children's hospital
United Nations meeting merchants exchange

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C. COLON

Use the colon:

1. To separate an introductory statement from explanatory or summarizing material that follows:

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.
Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

2. To introduce formal statements, questions, or quotations:

The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.

The following question came up for discussion: What policy should be adopted?

He said: (If the quotation is not more than one sentence, use a comma instead of a colon.)

3. To follow introductory headings which lead directly to subentries:

Policy:

General:

Salaries

Responsibilities

Specific:

D. COMMA

1. Use the comma:

- a. To separate words or figures that might otherwise be misunderstood or misread:

To John, Smith was very helpful.
What the difficulty is, is not known.

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b. To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter:

I said, "Don't you understand the question?"
"I understand it," she replied, "but I disagree with the answer."
"Why?" he said.
"It's unreasonable!" she exclaimed.

c. To indicate the omission of an understood word or words:

Then he was enthusiastic; now, indifferent.

d. To separate a series of modifiers of equal rank:

It is a young, eager, and intelligent group.
but He is a clever young man. (No comma when the final modifier is considered part of the noun modified.)

e. To follow each of the members within a series of three or more when the last two members are joined by *and*, *or*, or *nor*:

horses, mules, and cattle
by the bolt, by the yard, or in remnants
neither snow, rain, nor heat
by five, 10, or 20

f. To separate an introductory phrase from the subject it modifies:

Beset by the enemy, they retreated.

g. Before and after *Jr.*, *Sr.*, academic degrees, and names of States preceded by names of cities, within a sentence:

Henry Smith, Jr., Chairman
Smith, Henry, Sr.
Washington, D. C., schools

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h. To separate the title of an official and the name of his organization, in the absence of the words *of* or *of the*:

Chief, Insurance Branch
Chairman, Committee on Appropriations

2. Do not use the comma to precede an ampersand (&) or a dash:

Greene, Wilson & Co. (except in indexes: Jones, A. H., & Sons)

There are other factors--time, cost, and transportation--but quality is the most important.

E. PARENTHESES

1. Use a parentheses:

a. To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph:

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

b. To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period:

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)
This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

2. Use a single parenthesis at the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

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F. QUOTATION MARKS

1. Use quotation marks:

a. To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation:

The answer is "No."
"Your order has been received," they wrote.
He said, "John said 'No.'"
"John," said Henry, "why do you go?"
"The equipment will be forwarded promptly."

b. To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*. Do not use them to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang:

Congress passed the act entitled "An act"
It was signed "John."
After the word "treaty," insert a comma.
The so-called investigating body.

c. To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

2. Place punctuation inside or outside quotation marks, as follows:

Always type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside only if they are a part of the quoted matter:

"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Is this what we call a "Correspondex"?
"Have you an application form?"
Who asked, "Why?"
Why call it a "gentlemen's agreement"?

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G. SEMICOLON

Use the semicolon:

1. To separate independent clauses not joined by a conjunction, or joined by a conjunctive adverb such as *hence*, *therefore*, *however*, *moreover*, etc.:

The report is not ready today; it may be completed by Friday.

The allotment has been transferred to the Production Division; hence, construction of the partitions must be delayed.

2. To separate two or more phrases or clauses with internal punctuation:

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

3. To separate statements that are too closely related in meaning to be written as separate sentences:

No; we receive one-third.

War is destructive; peace, constructive.

4. To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence:

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

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CHAPTER XIII

ABBREVIATIONS, NUMERALS, AND

WORD DIVISION

A. GENERAL

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, the abbreviation is followed in parentheses by the spelled-out word or phrase. After this first definition of its meaning, the abbreviation may be used without further explanation.

B. PERIODS AND SPACING

Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage:

CIA AEC HEW TVA DOD ARC NSA USAF AFL CIO

C. GEOGRAPHIC TERMS

1. You may abbreviate *United States* when preceding *Government* or the name of a Government organization, except in formal writing. Spell out *United States* when it is used as a noun or when it is used as an adjective in association with names of other countries:

U. S. Government
U. S. Congress
U. S. Department of Agriculture
U. S. monitor *Nantucket*
U. S. S. *Brooklyn* (note abbreviation for ship)
but The climate of the United States
British, French, and United States Governments

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2. With the exception noted in paragraph 1, preceding the abbreviations U. S. is used in the adjective position, but is spelled out when used as a noun:

U. S. foreign policy
U. S. economy
but foreign policy of the United States
the economy of the United States

D. NUMERALS - GENERAL

1. Whether to express a number in figures or to spell it out is often a troublesome choice. This Chapter covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the *Government Printing Office Style Manual*.

2. The following suggestions offer overall guidance in choosing the best method of expressing a number:

- a. Spell out numbers at the beginning of a sentence. Numbers under 10 are to be spelled out, except when expressing time, money, and measurement.
- b. Prefer Arabic numerals to Roman numerals.
- c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

E. NUMBERS SPELLED OUT

1. Single numbers of less than 10 within a sentence:

six horses
three times as large
five recommendations
seven machine guns

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2. Numbers of less than 100 preceding a compound modifier containing a figure:

two 3/4-inch boards *but* 120 8-inch boards
twelve 6-inch guns

3. Round numbers and indefinite expressions:

a hundred cows, dollars, men
the early seventies
midsixties
but 100-odd pupils, 250-fold
the 1870's, *not* the '70's or 70's
mid-1961

4. Numbers used with serious and dignified subjects and in formal writing:

the Thirteen Original States
millions for defense *but not* one cent for tribute
in the year nineteen hundred and sixty-five

5. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred and twenty
eight thousand and ninety-two
fifty-two thousand one hundred and ninety-five
nine hundred and seventy-three thousand eight hundred and eighty-two

6. Fractions standing alone, or followed by *of a* or *of an*:

one-half inch
one-half of a farm, *not* 1/2 of a farm
but 1/2 to 1 3/4 pages
three-fourths of an inch
not 3/4 inch or 3/4 of an inch

7. Ordinal numbers less than 10th:

First Congress ninth century
Second Street

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F. NUMBERS EXPRESSED IN FIGURES

1. Single numbers of 10 or more within a sentence:

50 ballots, guns, horses
 nearly 10 miles
 about 40 men

2. Serial numbers: (Commas are not used in serial numbers.)

Bulletin 725
 pages 352-357
 ME 5-9020
 1900 19th Street
 290 U. S. 325

3. Dates:

June 1959; June 20, 1959
not June, 1959, *or* June 20th, 1959
 March 6 to April 15, 1959
not March 6, 1959, to April 15, 1959
 14 April 1960 (military and Agency)
 4th of July, *but* Fourth of July, meaning the holiday
 the 1st (day) of the month, *but* the last of April or the
 first of May, *not* referring to specific days.

G. LARGE NUMBERS

Large numbers are usually expressed in figures; however, numbers from a million up which end in four or more zeros may be expressed in text by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading:

| <i>Amount expressed in figures</i> | <i>Preferable in text</i> | <i>Acceptable in text</i> |
|------------------------------------|---------------------------|---|
| \$1,200,390,180..... | \$1,200,390,180 | |
| \$12,000,000..... | \$12 million..... | 12 million dollars |
| \$1,000,000,000..... | \$1 billion..... | 1 billion dollars <i>or</i> one billion dollars |
| 3,250,000..... | 3.25 million..... | 3 1/4 million <i>or</i> three and one-fourth million <i>or</i> three and one-quarter million |

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H. WORD DIVISION - GENERAL

When words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the *Government Printing Office Style Manual* supplement on word division, and in Webster's dictionary.

I. DIVIDE WORDS

1. After a vowel, if the vowel itself is a separate syllable within a word:

physi-cal *not* phys-ical
sepa-rate *not* sep-arate
particu-lar *not* partic-ular
criti-cism *not* crit-icism

2. Between the members of solid compounds:

rail-road
proof-reader

3. At the hyphen in hyphenated compounds:

court-martial
above-mentioned

4. Between adjoining vowels in separate syllables:

estu-ary
gene-alogy
cre-ation

5. After prefixes of three or more letters:

ante-date
tri-color
inter-leaving
trans-portation

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6. Before suffixes of three or more letters:

port-able
writ-ing

7. After the second consonant of double consonants ending a root word, when followed by a suffix:

tell-ing
express-ing

8. Between double consonants that are doubled because a suffix is added:

remit-ted
thin-ning

9. After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin:

progress (verb) pro-gress
progress (noun) prog-ress
stenographer (noun) stenog-rapher
stenographic (adjective) steno-graphic
project (verb) pro-ject
project (noun) proj-ect

J. DO NOT DIVIDE WORDS

1. At the end of more than two consecutive lines.

2. At the end of a line when the part begun there does not suggest the whole word:

counter-offensive *not* coun-teroffensive

3. Of five or fewer letters, even though containing more than one syllable:

avoid begin into also every area

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4. Between a one- or a two-letter terminal syllable and the rest of a word:

ammonia

proceeded

period

5. Between a one- or a two-letter initial syllable and the rest of the word:

identity

around

behavior

6. At the end of a page or of a paragraph.

K. DO NOT SEPARATE CLOSELY RELATED WORD UNITS

1. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles (*Dr.*, *Mrs.*, etc.) and names.

a. When it is necessary to divide a date, the year may be carried over to the next line.

b. When it is necessary to divide a proper name, the surname may be carried over to the next line.

2. Do not separate figures, letters, or symbols from their accompanying words when used as a group:

Chapter III
Article 14
1234 Fifth Street NW.
\$125.35

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